



EXECUTIVE COMMITTEE MEETING

Thursday, July 21, 2022, 11:30 am

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, 80445, 80481, 80507, 80576 and 80608, 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 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 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.

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*
Director of Strategic Partnerships
Manex

Rafaela Perez
Employment Services Director
Santa Clara County Social Services Agency

EXECUTIVE COMMITTEE MEETING

July 21, 2022

11:30 am

AGENDA

- | | |
|--|--------------------------------|
| I. CALL TO ORDER & ROLL CALL | <i>5 min
11:35 am end</i> |
| II. CONSENT ITEMS {Action}
Approval of the acceptance of:
A. Financial Status Report as of May 31, 2022
B. Minutes of the June 2, 2022, Executive Committee special meeting | <i>5 min
11:40 am end</i> |
| III. OPEN FORUM
Members of the public can address the committee on matters not on the agenda.
Comment is limited to two minutes unless modified by the Chair. | <i>5 min
11:45 am end</i> |
| IV. BUSINESS ITEMS | |
| A. Director's Report {Information}
<i>Monique Melchor, Director</i>
Reports on various matters of interest. | <i>10 min
11:55 am end</i> |
| B. Ad Hoc RFP Committee Report {Information}
<i>Chad Bojorquez, Ad Hoc RFP Committee Chair</i>
Final report and recommendations from the ad hoc committee appointed to review
and make recommendations regarding work2future's Request for Proposals (RFP) process. | <i>15 min
12:10 pm end</i> |
| C. Community Youth Forum Recommendations {Discussion}
<i>Lawrence Thoo, Strategic Engagement Manager</i>
Report on staff's initial analysis of recommendations from the Community Youth
Forum accepted by the Board at its June 16, 2022, meeting, namely:
<ol style="list-style-type: none">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. | <i>15 min
12:25 pm end</i> |
| D. FY 2022-23 WIOA Budget Actions {Discussion}
<i>Allain Mallari, Finance Manager</i>
Discussion of the limitation on staff's ability to transfer funds from the Unallocated
Contingency Reserve in staff's day-to-day management of the WIOA program operating budgets. | <i>15 min
12:40 pm end</i> |

E. Labor Market Update {Information}

Lawrence Thoo, Strategic Engagement Manager

Labor market report for June 2022.

15 min

12:55 pm end

V. OTHER

Announcements, suggested business for future meetings, other housekeeping

5 min

1:00 pm end

A. As appropriate

VI. ADJOURNMENT

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.

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.

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

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

3. Addressing the Board or Committee:

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

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

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

I.

**Call to Order
&
Roll Call**

II.

Consent Items

Approval of the acceptance of:

- A. Financial Status Report as of May 31, 2022
- B. Minutes of the June 2, 2022 Executive Committee special meeting

[Action]

PRELIMINARY FINANCIAL STATUS AS OF MAY 31, 2022

Key Highlights

- WIOA formula and Rapid Response carry-over funding from FY 2020-21 is fully spent as of May 31, 2022.
- As of May 31, 2022, work2future has \$4.33 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 \$2,710,059 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: \$326,777
 - c. Savings from unspent clients' training, supportive services, and service provider costs: \$1,999,926
- As of May 31, 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 May 31, 2022, 69% 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 9% of the funds were spent as of May 31, 2022.
- NPower, a national a national non-profit organization that creates pathways to economic prosperity by launching digital careers for military veterans and young adults from underserved communities sub-awarded \$57,200 to work2future to help implement a project under the Veterans' Employment Related Assistance Program grants. The project named "The NPower Veteran Patriot Project" targets low-income veterans who make no more than 200% of the federal poverty level. Its aim is to co-enroll Veterans in both NPower and work2future's programs, capitalizing on WIOA eligibility and leveraging other training funds whenever possible with the goal of improving the careers and lives of local Veterans and engineer a better system to upskill underrepresented people for in-demand tech jobs. The term of the grant is from April 1, 2021, to March 31, 2023.
- California Labor and Workforce Development Agency granted work2future \$20,000 for the Library Workforce Partnership Initiative. The initiative will provide resources, training, networking, and support for public library staff in the cohort of California public libraries identified as having a partnership with workforce development boards. The goal of the collaboration between our libraries and workforce development are to meet the needs of the community and prioritize equitable access to job seekers and unemployed individuals. This effort will result in increased employment and training services and expand access to technology and technical training to job seekers that lead to good jobs and sustainable wages. The term of the grant is from November 1, 2021, to June 30, 2022. As of May 31, 2022, 63% 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 May 31, 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. Funds were fully spent within the grant period.
- 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. There is also \$600,000 that work2future will help manage to provide subsidies for participants of workforce development programs to cover childcare costs required for their participation in the program

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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 May 31, 2022	(1,527,338)	(1,176,192)	(1,536,701)	(253,948)	(4,494,180)
Encumbrances as of May 31, 2022	0	0	0	0	0
Total Actual Expenditures/Encumbrances as of May 31, 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	170	0	0	170
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	1,528,157	1,975,827	505,829	6,482,133
Expenditures as of May 31, 2022	(718,621)	(188,320)	(122,130)	(98,914)	(1,127,985)
Encumbrances as of May 31, 2022	(737,037)	(729,189)	(1,329,412)	0	(2,795,638)
Total Actual Expenditures/Encumbrances as of May 31, 2022	(1,455,658)	(917,509)	(1,451,542)	(98,914)	(3,923,623)
\$ Remaining	1,016,662	610,648	524,285	406,915	2,558,510
% Remaining	41%	40%	27%	80%	39%
Total Available Funds for FY2021-2022	3,999,658	2,704,349	3,512,528	759,777	10,976,313
Total Cumulative Expenditures/Encumbrance as of May 31, 2022	(2,982,996)	(2,093,701)	(2,988,243)	(352,863)	(8,417,802)
\$ Remaining	1,016,662	610,648	524,285	406,915	2,558,510
% Remaining	25%	23%	15%	54%	23%
III. Projected Expenditures/Carry Over through June 30, 2022					
Projected Expenditures through June 2022	(800,901)	(397,592)	(447,733)	(137,787)	(1,784,013)
Projected Carry Over through June 2022 (\$)	1,671,419	1,130,565	1,528,094	368,042	4,698,120
Projected Carry Over through June 2022 (%) with Rapid Response	68%	74%	77%	73%	72%
Projected Carry Over through June 2022 (%) without Rapid Response	68%	74%	77%	73%	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 May 31, 2022	(394,795)	(18,166)	0	(768)	(309,269)	(1,029)	(22,828)	(509)	(12,606)	(759,970)
Encumbrances as of May 31, 2022	0	0	0	0	(86,352)	(52,714)	(80,932)	0	0	(219,999)
Cumulative Expenditures/Encumbrances as of May 31, 2022	(394,795)	(18,166)	0	(768)	(395,622)	(53,743)	(103,760)	(509)	(12,606)	(979,968)
Remaining	3,326	0	5,000	24,232	97,803	446,257	146,240	56,691	7,394	786,943
% Remaining	1%	0%	100%	97%	20%	89%	58%	99%	37%	45%
III. Projected Expenditures/Carry Over										
Projected Expenditures 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 05/31/2022
PD 11 Stat 3

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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
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 May 31, 2022	(1,248,360)	(91,667)	(25,000)	0	0	0	0	(1,365,027)
Encumbrances as of May 31, 2022	(1,291,145)	0	0	0	0	0	0	(1,291,145)
Cumulative Expenditures/Encumbrances as of May 31, 2022	(2,539,505)	(91,667)	(25,000)	0	0	0	0	(2,656,172)
Remaining	102,403	91,666	0	55,250	15,000	100,000	5,000	369,319
% Remaining	4%	50%	0%	100%	100%	100%	100%	12%
III. Projected Expenditures/Carry Over								
Projected Expenditures 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 05/31/2022

PD 11 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 May 31, 2022	0	(1,062)	(1,062)
Encumbrances as of May 31, 2022	0	0	0
Cumulative Expenditures as of May 31, 2022	0	(1,062)	(1,062)
\$ Remaining	4,042	7,838	11,880
% Remaining	100%	88%	92%
III. Projected Expenditures/Carry Over			
Projected Carry Over through June 2022	4,042	7,838	11,880
Projected Carry Over (%) through June 2022	100%	100%	100%

work2future
Preliminary Financial Status Report as of 05/31/2022
PD 11 Status 3

Other Funds	Google	Google	Google	Total
I. Actual as of June 30, 2021	work2future Relocation	WEX and Training	Child Care	
Grant Period	N/A	N/A	N/A	
Original Allocation	0	0	0	0
Expenditure/Encumbrances as of June 2021	0	0	0	0
Total Actual Expenditures/Encumbrances as of June 2021	0	0	0	0
Available Funds for FY 2021-2022	0	0	0	0
% Remaining	0%	0%	0%	0%
II. Actual Expenditures/Encumbrances				
Available Funds for FY 2021-2022	300,000	625,000	600,000	1,525,000
Expenditures as of May 31, 2022	(67,036)	0	0	(67,036)
Encumbrances as of May 31, 2022	0			0
Cumulative Expenditures as of May 31, 2022	(67,036)	0	0	(67,036)
\$ Remaining	232,964	625,000	600,000	1,457,964
% Remaining	78%	100%	100%	96%
III. Projected Expenditures/Carry Over				
Projected Carry Over through June 2022	232,964	625,000	600,000	1,457,964
Projected Carry Over (%) through June 2022	100%	100%	100%	100%

EXECUTIVE COMMITTEE

June 2, 2022

11:30 am

MINUTES

STAFF: Azevedo, Mallari, Melchor, Thoo, Walter

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

I. CALL TO ORDER & ROLL CALL

Chair Koepp-Baker called the Zoom meeting to order at 11:34 am.

Roll Call

Present: Koepp-Baker, Auerhahn, Batra, Bojorquez, Chao, Perez, Smith (joined at 12:01 p.m.)

II. CONSENT ITEMS

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

A. Financial Status Report as of April 30, 2022

B. Minutes of April 21, 2022 meeting

III. OPEN FORUM

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

IV. BUSINESS ITEMS

A. Director's Report

Director Melchor gave a general update about work2future's position as the program year comes to an end. Ms. Melchor noted an increase in participant numbers across all programs, as well as new and strengthened partnerships. Ms. Melchor highlighted two upcoming job fairs: a career fair scheduled for June 23, 2022, and plans for a larger event slated for Fall 2022.

B. San Jose Works 2022-23 Funding

Finance Manager Mallari presented a funding report for the San Jose Works 8.0 program (SJ Works), including program background and analysis and a projected 2022-2023 budget.

Mr. Mallari recommended Board approval as follows:

1. acceptance of \$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.

There followed a discussion of the appropriateness of committee and Board approval of the distribution of SJ Works funds as the program is outside the authority of the Board.

ACTION: Mr. Bojorquez moved, Ms. Auerhahn seconded, and the Executive Committee members present at the time unanimously approved a motion to amend the action to reflect Board acceptance of the funding report for San Jose Works rather than approval.

ACTION: Mr. Batra moved, Ms. Auerhahn seconded, and the Executive Committee members present at the time unanimously approved the recommendation that the Board accept the San Jose Works 2022-23 funding report.

C. FY 2022-23 WIOA Budget

Finance Manager Mallari presented a proposed work2future Workforce Innovation & Opportunity Act (WIOA) Program operating budget for FY 2022-23. He highlighted EDD's planned allocations for work2future reflecting an 18% overall increase in Adult, Dislocated Worker, and Youth Program funding from FY21-22 levels and the resulting proposed budget for FY22-23.

Mr. Mallari recommended Board approval of the staff's proposed WIOA Budget for the Fiscal Year 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, 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

There followed discussion including questions regarding staff authority to transfer funds between budget line items without additional Board approval.

ACTION: Ms. Auerhahn moved, Mr. Bojorquez seconded, and Executive Committee members present unanimously approved a motion to recommend Board approval of a proposed WIOA Budget for the Fiscal Year 2022-23 as follows:

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

D. Community Youth Forum Recommendations

Mr. Bojorquez presented on behalf of Mr. Estill, who was not able to attend the committee meeting, the Community Youth Forum recommendation 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.

ACTION: Ms. Smith moved, Ms. Auerhahn seconded, and Executive Committee members present unanimously approved a motion to recommend that the Board accept the recommendations from the Community Youth Forum.

E. Ad Hoc RFP Committee

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

F. Labor Market Update

Strategic Engagement Manager Thoo reported that the unemployment rate continues its downward trend; for Santa Clara County the rate was 2.1% in April 2022, marking the lowest unemployment rate since the beginning of the pandemic. Mr. Thoo also pointed out that at the same time the total number of employed persons in Santa Clara County has decreased by approximately 7,500, indicating a reduction in labor market participation. He highlighted the sectors which have experienced the greatest employment gains.

Mr. Thoo discussed a national trend showing a gap between workforce demand and supply—11.4 million job openings versus 5.5 million unemployed workers—which was mirrored locally according to an analysis of job posting. He noted that a declining and aging local population, as well as the lack and high cost of reliable childcare, and skills mismatches continue to stress the labor market. Mr. Thoo shared data that underscored the underrepresentation of certain communities in higher paying occupations.

V. OTHER

1. Request for more information about budget processes in future meetings, including a discussion on potential limitations for staff discretion in budget items.
2. Update on resumption of in-person meetings in July 2022.

VI. ADJOURNMENT

Chair Koepp-Baker adjourned the Zoom meeting at 1:15 pm.

Drafted: D. Walter. Reviewed: L. Thoo

III.

Open Forum

IV.A

Director's Report

[Information]

DIRECTOR'S REPORT

Director Monique Melchor will report on various matters of interest.

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IV.B

Ad Hoc RFP Committee Report

[Information]

AD HOC RFP COMMITTEE

Ad Hoc RFP Committee Chair Chad Bojorquez will report on the conclusion of the work of the ad hoc committee appointed to review work2future's Request for Proposals (RFP) process, including the committee's recommendations for the RFP process.

The members of the ad hoc RFP committee, appointed at the November 2021 Board meeting by then-Board Chair Joe Flynn were: Chad Bojorquez, ad hoc committee chair; Louise Auerhahn; Rajiv Batra; and Jack Estill.

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IV.C

Community Youth Forum Recommendations

[Discussion]

COMMUNITY YOUTH FORUM RECOMMENDATIONS

Initial staff analysis of recommendations from the Community Youth Forum, which were reported by Board member Jack Estill and accepted by the Board at its June 16, 2022, meeting, namely:

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.

Staff's report will include, without limitation, discussions of the following:

1. Size and composition of a Youth Committee
2. Role and functions of a Youth Committee
3. Frequency of Youth Committee meetings and convenings

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IV.D

FY 2022-23 WIOA Budget Actions

[Discussion]

FY 2022-23 WIOA BUDGET ACTIONS

At its meeting on June 2, 2022, the Executive Committee voted to recommend to the Board for approval staff's proposed FY 2022-23 WIOA program budget with one significant change. The Committee recommended that the Board include authorization for staff to transfer funds without additional Board approval "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."

At the Board meeting on June 16, 2022, the Board approved unanimously the FY 2022-23 WIOA program budget as amended and recommended by the Executive Committee.

The exclusion of the Unallocated Reserve is a departure from the Board's historical authorizations to the staff to support its timely and effective day-to-day management of the WIOA program budget. Staff anticipates that the requirement for Board approval of transfers from the Unallocated Reserve will have fiscal and programmatic effects on operations. Examples of effects include the following:

- Delays in execution of contracts related to budget transfers
- Inability to serve clients and implement program services in a timely manner
- Difficulty continuing contracts with subcontractors in case of incremental cost changes
- Potential emergency risk for health and safety concerns
- Inability to use funds in a timely manner for other unanticipated needs

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IV.E

Labor Market Update

[Information]

LABOR MARKET UPDATE

The unemployment rate in the San Jose-Sunnyvale-Santa Clara Metropolitan Statistical Area (MSA) declined to 1.9 percent in May 2022 from a revised 2.2 percent in April. The rate in Santa Clara County was 1.8 percent, down from an unadjusted 2.1 percent in April.

The MSA added 2,200 jobs from April 2022 to May 2022, 76 percent fewer than the estimated 9,300 jobs added in the previous month period. The total number of jobs rose to 1,155,200, nearly at the 1,156,500 jobs peak in February 2020.

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

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V.

Other

VI.

Adjournment