



EXECUTIVE COMMITTEE MEETING

Thursday, August 18, 2022, 11:30 am

www.work2future.org

COVID-19 NOTICE

Consistent with AB 361 and City of San Jose Resolution Number 80628, 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 Koepf-Baker, *Board Chair*
Principal
Enviro-Tech Services

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

Louise Auerhahn
Director of Economic & Workforce Policy
Working Partnerships USA

Rajiv Batra
Associate General Counsel
Fundbox

Chad Bojorquez
Chief Program Officer
Destination: Home

George Chao, *Business Services Committee Chair*
Director of Strategic Partnerships
Manex

Rafaela Perez
Employment Services Director
Santa Clara County Social Services Agency

EXECUTIVE COMMITTEE MEETING

August 18, 2022

11:30 am

AGENDA

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| I. CALL TO ORDER & ROLL CALL | 5 min
11:35 am end |
| II. CONSENT ITEMS {Action}
Approval of the acceptance of:
A. Financial Status Report as of June 30, 2022
B. Minutes of the July 21, 2022, Executive Committee meeting | 5 min
11:40 am end |
| 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. | 5 min
11:45 am end |
| IV. BUSINESS ITEMS | |
| A. Director's Report {Information}
<i>Monique Melchor, Director</i>
Reports on various matters of interest. | 10 min
11:55 am end |
| B. Amendment to the Committee Provisions of the By-laws {Action}
<i>Lawrence Thoo, Strategic Engagement Manager</i>
Direct staff to prepare and present at the earliest opportunity for the Board's consideration and approval such amendments to Article VI (Committees) of the By-laws that will enable the formation of a Youth Committee as a standing committee of the Board. | 15 min
12:10 pm end |
| C. Labor Market Update {Information}
<i>Lawrence Thoo, Strategic Engagement Manager</i>
Labor market report for June-July 2022. | 15 min
12:25 pm end |
| V. OTHER
Announcements, suggested business for future meetings, other housekeeping
A. As needed and appropriate | 5 min
12:30 pm end |
| 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 June 30, 2022
- B. Minutes of the July 21, 2022, Executive Committee meeting

[Action]

PRELIMINARY FINANCIAL STATUS AS OF JUNE 30, 2022

Key Highlights

- WIOA formula and Rapid Response carry-over funding from FY 2020-21 is fully spent.
- An extension for FY21-22 Rapid Response use of funds was granted by the State. Term end date was modified from June 30, 2022, to September 30, 2022. As of June 30, 2022, \$361,588 will be carried over to FY2022-23.
- At the end of the preliminary close as of June 30, 2022, work2future has \$4.30 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. Additional WIOA funding received in FY21-22: \$170
 4. Actual savings of \$2,677,012 which comprised of the following:
 - a. Savings from personnel costs generated by mandatory one-month separations from City employment for temporary unclassified positions whose assignments have or would have reached the maximum two-year employment period, unfilled vacant positions, and a portion of staff salaries budget that was transferred to other discretionary grants: \$425,875
 - b. Savings from non-personnel costs from maintenance, telephone, security services, website contracts, travel, other professional services, supplies, etc.: \$342,517
 - c. Savings from unspent contracted amount from service providers: \$443,048
 - d. Savings from unspent clients' training, workshop, OJT, and work experience budget: \$1,313,963
 - e. Savings from unspent clients' supportive services budget: \$151,609

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 June 30, 2022, 74% 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 15% of the funds were spent as of June 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 June 30, 2022, funds have been fully spent.
- 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. For the current program year, 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
<i>Actual Expenditures as of June 30, 2021</i>	<i>(755,507)</i>	<i>(386,982)</i>	<i>(444,909)</i>	<i>(379,977)</i>	<i>(1,967,374)</i>
<i>Encumbrances/Spending Plan as of June 30, 2021</i>	<i>(35,908)</i>	<i>(58,016)</i>	<i>(30,681)</i>	<i>0</i>	<i>(124,605)</i>
<i>Total Actual Expenditures/Encumbrances/Spending Plan as of June 2021</i>	<i>(791,415)</i>	<i>(444,998)</i>	<i>(475,590)</i>	<i>(379,977)</i>	<i>(2,091,979)</i>
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
<i>Expenditures as of June 30, 2022</i>	<i>(1,527,338)</i>	<i>(1,176,192)</i>	<i>(1,536,701)</i>	<i>(253,948)</i>	<i>(4,494,180)</i>
<i>Encumbrances as of June 30, 2022</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
<i>Total Actual Expenditures/Encumbrances as of June 30, 2022</i>	<i>(1,527,338)</i>	<i>(1,176,192)</i>	<i>(1,536,701)</i>	<i>(253,948)</i>	<i>(4,494,180)</i>
\$ 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
<i>Expenditures as of June 30, 2022</i>	<i>(938,763)</i>	<i>(285,067)</i>	<i>(455,272)</i>	<i>(144,241)</i>	<i>(1,823,343)</i>
<i>Encumbrances as of June 30, 2022</i>	<i>(2,921)</i>	<i>(2,435)</i>	<i>(40,625)</i>	<i>0</i>	<i>(45,981)</i>
<i>Total Actual Expenditures/Encumbrances as of June 30, 2022</i>	<i>(941,684)</i>	<i>(287,502)</i>	<i>(495,897)</i>	<i>(144,241)</i>	<i>(1,869,324)</i>
\$ Remaining	1,530,636	1,240,655	1,479,931	361,588	4,612,809
% Remaining	62%	81%	75%	71%	71%
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 June 30, 2022	(2,469,022)	(1,463,695)	(2,032,597)	(398,189)	(6,363,504)
\$ Remaining	1,530,636	1,240,655	1,479,931	361,588	4,612,809
% Remaining	38%	46%	42%	48%	42%
III. Projected Expenditures/Carry Over through June 30, 2022					
<i>Actual Expenditures through June 2022</i>	<i>(2,466,101)</i>	<i>(1,461,260)</i>	<i>(1,991,973)</i>	<i>(398,189)</i>	<i>(6,317,523)</i>
<i>Actual Carry Over through June 2022 (\$)</i>	<i>1,533,557</i>	<i>1,243,090</i>	<i>1,520,555</i>	<i>361,588</i>	<i>4,658,790</i>
<i>Actual Carry Over through June 2022 (%) with Rapid Response</i>	<i>62%</i>	<i>81%</i>	<i>77%</i>	<i>71%</i>	<i>72%</i>
<i>Actual Carry Over through June 2022 (%) without Rapid Response</i>	<i>62%</i>	<i>81%</i>	<i>77%</i>	<i>71%</i>	<i>72%</i>

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	(132,346)	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 June 30, 2022	(394,795)	(18,166)	0	(768)	(334,734)	(25,816)	(36,999)	(509)	(20,000)	(831,787)
Encumbrances as of June 30, 2022	0	0	0	0	(21)	0	0	0	0	(21)
Cumulative Expenditures/Encumbrances as of June 30, 2022	(394,795)	(18,166)	0	(768)	(334,755)	(25,816)	(36,999)	(509)	(20,000)	(831,808)
Remaining	3,326	0	5,000	24,232	158,670	474,184	213,001	56,691	0	935,103
% Remaining	1%	0%	100%	97%	32%	95%	85%	99%	0%	53%
III. Projected Expenditures/Carry Over										
Actual Expenditures through June 2022	(394,795)	(18,166)	0	(768)	(334,734)	(25,816)	(36,999)	(509)	(20,000)	(831,787)
Actual Carry Over through June 2022 (\$)	0	0	5,000	24,232	158,691	474,184	213,001	56,691	0	931,798
Actual Carry Over through June 2022 (%)	0%	0%	100%	97%	32%	95%	85%	99%	0%	53%

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 June 30, 2022	(1,487,409)	(91,667)	(25,000)	(55,250)	(7,500)	0	0	(1,666,826)
Encumbrances as of June 30, 2022	(1,035,070)	0	0	0	0	0	0	(1,035,070)
Cumulative Expenditures/Encumbrances as of June 30, 2022	(2,522,479)	(91,667)	(25,000)	(55,250)	(7,500)	0	0	(2,701,896)
Remaining	119,428	91,666	0	0	7,500	100,000	5,000	323,594
% Remaining	5%	50%	0%	0%	50%	100%	100%	11%
III. Projected Expenditures/Carry Over								
Actual Expenditures through June 2022	(1,487,409)	(91,667)	(25,000)	(55,250)	(7,500)	0	0	(1,666,826)
Actual Carry Over through June 2022 (\$)	1,035,070	91,666	0	0	7,500	100,000	5,000	1,239,236
Actual Carry Over through June 2022 (%)	39%	50%	0%	0%	50%	100%	100%	41%

work2future
Preliminary Financial Status Report as of 06/30/2022
PD 13 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)
<i>Total Actual Expenditures/Encumbrances as of June 2021</i>	(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
<i>Expenditures as of June 30, 2022</i>	0	(1,062)	(1,062)
<i>Encumbrances as of June 30, 2022</i>	0	0	0
Cumulative Expenditures as of June 30, 2022	0	(1,062)	(1,062)
\$ Remaining	4,042	7,838	11,880
% Remaining	100%	88%	92%
III. Projected Expenditures/Carry Over			
<i>Actual Carry Over through June 2022</i>	4,042	7,838	11,880
<i>Actual Carry Over (%) through June 2022</i>	100%	100%	100%

work2future
Preliminary Financial Status Report as of 06/30/2022
PD 13 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
<i>Total Actual Expenditures/Encumbrances as of June 2021</i>	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
<i>Expenditures as of June 30, 2022</i>	(76,449)	0	0	(76,449)
<i>Encumbrances as of June 30, 2022</i>	(700)			(700)
Cumulative Expenditures as of June 30, 2022	(77,149)	0	0	(77,149)
\$ Remaining	222,851	625,000	600,000	1,447,851
% Remaining	74%	100%	100%	95%
III. Projected Expenditures/Carry Over				
<i>Actual Carry Over through June 2022</i>	222,851	625,000	600,000	1,447,851
<i>Actual Carry Over (%) through June 2022</i>	100%	100%	100%	100%

EXECUTIVE COMMITTEE**July 21, 2022****11:30 am****MINUTES**

STAFF: 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 11:30 am.

Roll Call

Present: Koepp-Baker, Auerhahn, Bojorquez, Perez, Smith and Batra (joined at 11:32 p.m.)

II. CONSENT ITEMS

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

A. Financial Status Report as of May 31, 2022

B. Minutes of June 2, 2022, Executive Committee special 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 new program year begins. Ms. Melchor noted an increase in walk-ins at the Las Plumas location. She also highlighted two upcoming job fairs: a youth-oriented event by SJ Works scheduled for July 26, 2022, and plans for a larger event with 75+ employers scheduled for September 23, 2022.

B. Ad Hoc RFP Committee Report

Mr. Bojorquez presented a draft version of the Ad Hoc Committee Report and accompanying recommendations for discussion. Recommendations included:

1. Undergo an intentional and comprehensive process to engage the entire board and staff in strategic planning around the City of San Jose's vision for work2future.
2. Establish formal opportunities for continuous improvement, including debriefs and feedback gathering from community stakeholders (consumers, potential partners, existing partners, review panelists, staff, etc.).
3. Document, share, and add to the existing RFP process to ensure board members have adequate information to make informed decisions.
4. Provide consistent and robust training/orientation and logistical support when needed (e.g., transportation assistance, information, access to technology) to all

staff, board members, and volunteers involved in implementing an RFP (including review panelists).

5. Include at least one person with lived experience (e.g., current, prospective, and former participants of Work2Future services) into each RFP selection process. The City's Evaluator Guidelines indicate that reviewers will be "subject matter experts with knowledge of the service or combination of products and services being proposed."
6. Request that every board member and staff review the reference materials, identify follow-up questions and areas of interest, and place time on our next agenda to reflect and discuss. As a result, additional related recommendations may be proposed and/or requested for discussion at a future board meeting.

There followed a brief discussion about the committee report and recommendations. Staff requested time to review the recommendations with follow-up discussions planned for future Executive Committee meetings.

C. Committee Youth Forum Recommendations

Strategic Engagement Manager Thoo presented the staff's initial analysis of recommendations from the Community Youth Forum accepted by the Board at its June 16, 2022, meeting. The staff recommendations for the Committee to consider and discuss include:

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.

There followed a discussion about the staff recommendations including comments from Board member Jack Estill, who represented the Board at the Community Youth Forum. Mr. Thoo noted that review by the City Attorney's Office is needed with respect to certain details.

D. FY 2022-23 WIOA Budget Actions

Finance Manager Mallari presented information about the staff's ability to transfer funds from the Unallocated Contingency Reserve as part of their ongoing management of the WIOA program operating budgets.

There followed a discussion about potential budget transfer procedures, including threshold amounts requiring Board or Executive Committee approval, clarification around two unallocated budget line items, and historical budget transfer concerns.

E. Labor Market Update

Strategic Engagement Manager Thoo reported that the unemployment rate continues its downward trend; for Santa Clara County the rate was 1.8% in May 2022, marking the lowest

unemployment rate since the beginning of the pandemic. Mr. Thoo also pointed out that Santa Clara County is experiencing a decrease in overall workforce participation numbers for the third month in a row.

V. OTHER

Chair Koepp-Baker asked for any announcements or housekeeping items. None were noted.

VI. ADJOURNMENT

Chair Koepp-Baker adjourned the Zoom meeting at 12:27 pm.

Drafted: D. Walter. Reviewed: L. Thoo

DRAFT

III.

Open Forum

IV.A

Director's Report

[Information]

DIRECTOR'S REPORT

Director Monique Melchor will report on various matters of interest.

###

IV.B

Amendment to the Committee Provisions of the By-laws

[Action]



Memorandum

TO: EXECUTIVE COMMITTEE

FROM: Lawrence Thoo

SUBJECT: See Below

DATE: August 15, 2022

Approved

Date:

SUBJECT: Amendment to the Committee Provisions of the By-laws

RECOMMENDATION

Direct staff to prepare and present at the earliest opportunity for the Board's consideration and approval such amendments to Article VI (Committees) of the By-laws that will enable the formation of a Youth Committee as a standing committee of the Board.

BACKGROUND AND ANALYSIS

The Board last amended the work2future By-laws on November 21, 2019. Article VI of the By-laws sets forth provisions for both standing committees and ad hoc committees. Section 6.1 of Article VI stipulates that the Board has two standing committees:

ARTICLE VI: COMMITTEES

6.1 *Standing Committees.* Standing committees shall include other individuals appointed by the WORK2FUTURE BOARD who are not members of the WORK2FUTURE BOARD and who the WORK2FUTURE BOARD determines have appropriate experience and expertise. The WORK2FUTURE BOARD shall have two (2) standing committees:

- a. Executive Committee
- b. Business Services Committee

Article VI makes no reference to, nor provision for, additional standing committees.

At its February 25, 2021, meeting, the Executive Committee approved the participation through February 2022 of Board member Jack Estill and then Vice Chair, now Board 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.

In his final report on the Youth Forum to the Executive Committee and the Board, Mr. Estill shared recommendations from the Forum. The Board accepted Mr. Estill's final report on the Youth Forum at its June 16, 2022, meeting.

EXECUTIVE CMTE

Date: 08-15-22

Subject: Amendment to Committee Provisions of By-laws

Page 2 of 2

Among the recommendations from the Youth Forum was one that the Board have a standing Youth Committee. Mr. Estill, Ms. Koepp-Baker and Board member Rafaela Perez, who also participated in the Youth Forum, have been in discussions with staff regarding the specifications of a Youth Committee.

If the Executive Committee approves the recommendation in this memo, staff will work with the City Attorney's Office to develop changes to Article VI for proposal to the Board. The changes would empower the Board to establish, by resolution, standing committees in addition to the Executive Committee and the Business Services Committee, the latter of which is required under WIOA.

The proposed amendment(s) would charge the Board, in a resolution to establish a standing committee, to stipulate the committee's responsibility or purpose and duties, the committee's makeup, and the manner and process by which committee members are appointed.

If this recommendation is approved, staff will plan to present the proposed By-laws amendments at the Board's September 25, 2022, regular meeting.

/s/

LAWRENCE THOO

Strategic Engagement Manager

Attached: work2future By-laws

cc: Monique Melchor

work2future Workforce Development Board By-Laws

The WORK2FUTURE BOARD hereby adopts these By-laws as amended November 21, 2019.

RECITALS

- A. The State of California, pursuant to the Workforce Innovation and Opportunity Act (WIOA), hereinafter called the Act, has designated the San Jose Silicon Valley Workforce Development Area for the delivery of workforce services relevant to local residents and businesses.
- B. State rules and regulations, promulgated pursuant to the federal Act, provide for program activities and require the Mayor of San José, acting as the local Chief Elected Official (CEO) for the San Jose Silicon Valley Workforce Development Area, to appoint a Workforce Development Board.

ARTICLE I: ORGANIZATION

- 1.1 **Name:** The name of this body shall be WORK2FUTURE and shall be governed by the WORK2FUTURE Workforce Development Board of Directors, hereinafter referred to as WORK2FUTURE BOARD.
- 1.2 **Geographic Area:** The local area to be served by the WORK2FUTURE BOARD for purposes of the Workforce Innovation and Opportunity Act includes the municipalities of San José, Campbell, Gilroy, Los Altos Hills, Los Gatos, Monte Sereno, Morgan Hill, and Saratoga, and the unincorporated areas of Santa Clara County, which have been designated as the San Jose Silicon Valley Workforce Development Area pursuant to the provisions of Section 106 of WIOA.

ARTICLE II: PURPOSES

- 2.1 **Purpose:** WORK2FUTURE BOARD was formed for the following purposes:
 - A. As a strategic convener, promote and broker effective partnerships among businesses, educators, organizations and local elected officials, and develop a strategy to continuously improve and strengthen the workforce development system through innovation in, and alignment and improvement of, employment, training and education programs to promote economic growth.
 - B. Provide public policy guidance for, and exercise oversight with respect to, WIOA activities within the workforce region, financed in whole or in part with funds from the U.S. Department of Labor, in partnership with the elected officials of the local workforce development area.

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ARTICLE III: MEMBERSHIP

- 3.1 In accordance with the Act and the criteria established by the California Workforce Development Board, this section sets forth the membership and structure of the WORK2FUTURE BOARD. Board members are appointed by the Mayor of San Jose, acting as the local CEO, who shall confer voting privileges to all appointed members. Each WORK2FUTURE BOARD member shall have one vote, and such voting may not be done by proxy.
- 3.2 The City of San José's Office of Economic Development (OED), work2future Division ("work2future"), will notify the local CEO when vacancies occur and provide nominations for WORK2FUTURE BOARD membership for consideration to the CEO, who shall review the nominations and appoint members to the WORK2FUTURE BOARD.
- 3.3 The local CEO and work2future will ensure that the membership and appointment of the WORK2FUTURE BOARD will conform to the requirements of Section 107(b)(2) of the Act, as further stipulated in California Unemployment Insurance Code Section 14202UU.
- 3.4 The term of membership for all WORK2FUTURE BOARD members shall be for four (4) years.
- 3.5 Term appointments shall be staggered to the extent possible to ensure that only a portion of the WORK2FUTURE BOARD membership expires in a given year.
- 3.6 A. A majority of the members of the WORK2FUTURE BOARD shall be representatives of business in the local area, who:
- 1) Are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority.
 - 2) Represent businesses, including small businesses, or organizations representing businesses described in this subdivision, that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area.
 - 3) Are appointed from among individuals nominated by local business organizations and business trade associations.
- B. Not less than 20 percent of the members of the WORK2FUTURE BOARD shall be representatives of the workforce within the San Jose Silicon Valley Workforce Development Area, who:

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- 1) Shall include representatives of labor organizations, who have been nominated by local labor federations and these representatives shall amount to not less than 15 percent of board membership, and be subject to the following:
 - (a) Shall include a representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of a state-approved apprenticeship program in the area, if such a program exists.
- 2) May include representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities.
- 3) May include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.

C. The WORK2FUTURE BOARD shall include representatives of entities administering education and training activities in the local area, who:

- 1) Shall include a representative of eligible providers administering adult education and literacy activities under Title II of the Workforce Innovation and Opportunity Act.
- 2) Shall include a representative of institutions of higher education providing workforce investment activities, including community colleges.
- 3) May include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.

D. The WORK2FUTURE BOARD shall include representatives of governmental and economic and community development entities serving the local area, who:

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- 1) Shall include a representative of economic and community development entities.
 - 2) Shall include an appropriate representative from the state employment service office under the Wagner-Peyser Act (29 U.S.C. Sec. 49 et seq.) serving the local area.
 - 3) Shall include an appropriate representative of the programs carried out under Title I of the Rehabilitation Act of 1973 (29 U.S.C. Sec. 720 et seq.), other than Section 112 or Part C of that Title (29 U.S.C. Sec. 732, 741), serving the local area.
 - 4) May include representatives of philanthropic organizations serving the local area.
- E. The WORK2FUTURE BOARD may include such other individuals or representatives of entities as the local CEO may determine to be appropriate.
- 3.7 The WORK2FUTURE BOARD shall be kept to the smallest number possible by having members represent more than one category such that the membership is still consistent with the membership requirements established by the Act, and as modified by any amendments, reauthorizations of the Act, and/or final rules, regulations and policy guidance letters.
- A. WORK2FUTURE BOARD members are responsible for notifying the WORK2FUTURE BOARD upon change of status, which could lead to lack of representation as identified in these By-laws. Upon such notice, the WORK2FUTURE BOARD shall determine if the member may continue. Members whose status changes may remain on the WORK2FUTURE BOARD pending recruitment and replacement.
- B. WORK2FUTURE BOARD members may resign upon written notice to the Secretary of the WORK2FUTURE BOARD.
- C. An official membership list, attendance materials, records of the actions of the WORK2FUTURE BOARD, and a detailed statement on the composition, structure, membership, and nomination process for the WORK2FUTURE BOARD shall be maintained by the WORK2FUTURE BOARD.
- D. WORK2FUTURE BOARD members may be removed for cause or because of absence. Cause shall be defined as determination by the WORK2FUTURE BOARD that the member is unsuitable to serve on the WORK2FUTURE BOARD. Such a determination may be made based on a WORK2FUTURE BOARD member's violation of the Brown Act, the City's Code

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of Ethics for members of boards, committees and commissions, non-disclosure of a conflict of interest, or similar misconduct.

E. WORK2FUTURE BOARD members may be removed from membership on the WORK2FUTURE BOARD for cause if the member is absent from two (2) consecutive regular meetings of the WORK2FUTURE BOARD during their term of service.

F. Members may be removed for cause by a two-thirds vote of the full WORK2FUTURE BOARD members in attendance at any regular meeting providing that a quorum of the WORK2FUTURE BOARD is present.

ARTICLE IV: OFFICERS AND THEIR ELECTION

4.1 Chair

A. The WORK2FUTURE BOARD shall elect one (1) member as Chairperson.

B. The term of office for the Chairperson shall be two (2) years.

C. The Chairperson shall be a business representative.

D. The Chairperson shall preside over all regular meetings and special meetings.

E. The Chairperson shall be an ex-officio member of all committees.

4.2 Vice-Chair

A. The WORK2FUTURE BOARD shall elect one (1) member as Vice-Chairperson.

B. The term of office for the Vice-Chair shall be two (2) years.

C. The Vice-Chair shall be a business representative.

D. In the absence of the Chair, the Vice-Chair shall act as Chair pro tem to serve as presiding officer of that meeting.

4.3 In the absence of the Chair and the Vice-Chair, the WORK2FUTURE BOARD shall, at the beginning of its meeting, designate by majority vote, a Chairperson pro tem to serve as presiding officer of that meeting. Such a Chairperson pro tem must be a business representative.

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- 4.4 The work2future Director shall serve as Secretary of the WORK2FUTURE BOARD.

ARTICLE V: MEETINGS AND QUORUMS

- 5.1 The WORK2FUTURE BOARD shall meet not less than three (3) times annually. WORK2FUTURE BOARD members may participate in WORK2FUTURE BOARD or committee meetings through teleconferencing or videoconferencing, at the discretion of the Chair, to the extent such participation is allowable by state law and policy.
- 5.2 The WORK2FUTURE BOARD shall hold an annual organizational meeting in each fiscal year. The WORK2FUTURE BOARD shall, at its annual organizational meeting, adopt a schedule of meetings and post that schedule on its website (www.work2future.org) to inform its members, the CEO, the seven partnering municipalities, and the public.
- 5.3 The WORK2FUTURE BOARD Chair may call special meetings of the WORK2FUTURE BOARD.
- 5.4 All meetings of the WORK2FUTURE BOARD shall be conducted and notified in conformance with the Ralph M. Brown Act, California Government Code Section 54960, et. seq. as amended, and the City of San José's Consolidated Open Government and Ethics Resolution, as amended.
- 5.5 Information regarding meetings of the WORK2FUTURE BOARD will be available to WORK2FUTURE BOARD members and the public on work2future's website.
- 5.6 A simple quorum shall consist of fifty percent (50%), plus one (1), of the authorized WORK2FUTURE BOARD members present who must be present in person to effect a quorum. Authorized WORK2FUTURE BOARD members shall be defined as those members currently in office, exclusive of vacancies. A quorum of the WORK2FUTURE BOARD, once attained in meeting, shall be considered as retained throughout the meeting.
- 5.7 Action may be taken by a simple majority of those present and voting, provided that a quorum is present. When a quorum is established and less than ten (10) members remain, a minimum of six (6) votes to take action are required.
- 5.8 WORK2FUTURE BOARD meetings shall be governed by Robert's Rules of Order, Newly Revised, in all cases to which they are applicable and to the extent in which they are not inconsistent with, or in conflict with, these By-laws.

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ARTICLE VI: COMMITTEES

- 6.1 *Standing Committees.* Standing committees shall include other individuals appointed by the WORK2FUTURE BOARD who are not members of the WORK2FUTURE BOARD and who the WORK2FUTURE BOARD determines have appropriate experience and expertise. The WORK2FUTURE BOARD shall have two (2) standing committees:
- a. Executive Committee
 - b. Business Services Committee
- 6.2 *Executive Committee Composition* — The Executive Committee shall be comprised of the WORK2FUTURE BOARD Chair, the WORK2FUTURE BOARD Vice-Chair, the chairs of the other standing committees, a sufficient number of members elected at large to ensure that the committee has seven members, and the work2future Director acting as a non-voting, ex officio member.
- 6.3 Terms of the at-large members of the Executive Committee are two years and they shall be staggered to ensure that only a portion of the at-large membership expires in a given year. To achieve staggered terms, a portion of at-large members shall be elected to one-year terms only in the first election after adoption of these amended By-laws. At-large members shall serve a maximum of two consecutive two-year terms.
- 6.4 *Executive Committee Authority* — The Executive Committee shall have the authority to act on behalf of the WORK2FUTURE BOARD when time is of the essence to (1) accept grant awards, (2) approve contracts and associated funding, (3) approve Memoranda of Understanding, and (4) approve the Local Plan and Regional Plan. Any such actions taken by the Executive Committee shall be reported as discussion items at the next regular meeting of the WORK2FUTURE BOARD.
- 6.5 In addition to such other duties as it may undertake, the Executive Committee shall develop and track the budget, and oversee fiscal compliance and work2future performance with respect to state and federal WIOA performance goals.
- 6.6 *Business Services Committee* — California Unemployment Insurance Code Section 14200(c)(9)(C) requires that the WORK2FUTURE BOARD establish a business services committee.
- 6.7 *Business Services Committee Composition* – The Business Services Committee shall be comprised of Board members who represent the leading industries and employers in the regional economy and potential emerging sectors that have significant potential to contribute to job growth in the regional economy if

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investments were made for training and educational programs, as well as business executives who are not members of the Board but, nonetheless, represent the kinds of employers described above. The Chair shall appoint Board members to the Committee and the Executive Committee shall elect Committee members who are not on the Board.

- 6.8 Business Services Committee Duties — The Business Services Committee shall further develop and make recommendations for work2future’s business service plan to increase employer involvement in the activities of work2future.
- 6.9 Committee Chairs – The WORK2FUTURE BOARD Chair shall act as Chair of the Executive Committee, the WORK2FUTURE BOARD Vice Chair as Chair of the Executive Committee in his/her absence, and an Executive Committee Member elected by said committee shall act as Chair of the Executive Committee in the event the Chair and the Vice Chair are absent.
- 6.10 Chair Appointments - Each committee, except the Executive Committee, will choose its own chairs with the approval of the Board Chair.
- 6.11 Ad Hoc Committees – The Chair may appoint ad hoc committees at his/her discretion. The creation of said committees shall be reported to the full Board.
- 6.12 Ad Hoc Committee Composition – Ad Hoc Committees may only have as voting members full members of the WORK2FUTURE BOARD. Non-WORK2FUTURE BOARD members may be asked to participate as non-voting members.
- 6.13 All Standing Committee meetings shall be subject to the provisions of the Ralph M. Brown Act and the City of San José’s Consolidated Open Government and Ethics Resolution.
- 6.14 Information regarding meetings of Standing Committees will be made available to WORK2FUTURE BOARD members and the public on work2future’s website.
- 6.15 Except as stipulated in Article 6.4, all actions of the WORK2FUTURE BOARD Standing Committees are advisory to the WORK2FUTURE BOARD unless the WORK2FUTURE BOARD delegates the authority to act on behalf of the WORK2FUTURE BOARD.

ARTICLE VII: CONFLICT OF INTEREST

- 7.1 No WORK2FUTURE BOARD member shall engage in any activity, including participation in the selection, award, or administration of a subgrant or contract supported by WORK2FUTURE BOARD funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the individual, member of the individual's immediate family, the individual's business partner or an organization which employs, or is about to employ, any of the above, has a

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financial or other interest in the firm or organization selected for the award. The officers, employees, or agents of any agency making the award will neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. WORK2FUTURE BOARD members shall not participate in financial matters before the WORK2FUTURE BOARD that pertain to organizations that they represent.

A member of a local board, or a member of a standing committee, may not vote on a matter under consideration by the local board regarding the provision of services by such member (or by an entity that such member represents); or that would provide direct financial benefit to such member or the immediate family of such member; or engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the State plan.

Neither membership on the WORK2FUTURE BOARD, nor the receipt of Act funds to provide training and related services shall be construed, by themselves, to violate the provision of this section.

- 7.2 WORK2FUTURE BOARD members shall avoid organizational and operational conflict of interest, and they and their personnel, employees, or agents shall avoid personal conflict of interest and appearance of conflict of interest in awarding financial assistance, and in the conduct of procurement activities involving funds under the Act.
- 7.3 Members of the WORK2FUTURE BOARD shall comply with the intent of the California Administrative Code, title 2, section 18730 and any amendments duly adopted by the Fair Political Practices Commission.
- 7.4 WORK2FUTURE BOARD members are required to complete two hours of training in ethics principles and laws (AB1234 Ethics Training) and two hours in sexual harassment and discrimination prevention (AB 1661 Sexual Harassment and Discrimination Prevention Training) every two years.

ARTICLE VIII: REQUIRED DISCLOSURES

- 8.1 Prior to taking any action relating to an existing or potential work2future contract, a WORK2FUTURE BOARD member must disclose all communication between the WORK2FUTURE BOARD member and the interested contractor or contractor representative(s) regarding the action. The disclosure shall be made orally at the meeting, prior to the discussion of the action on the meeting agenda, and must identify the substance of the communication.
- 8.2 WORK2FUTURE BOARD members must file an annual Statement of Economic Interests (Form 700) by April 1 of each year, within 30 days of assuming office, and within 30 days of leaving office with the San José City Clerk.

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ARTICLE IX: AMENDMENTS

- 9.1 Amendments to these By-laws must be approved by a fifty percent plus one (50% + 1) affirmative vote of the full WORK2FUTURE BOARD membership, at any regular meeting of the WORK2FUTURE BOARD, provided, however, that the amendments proposed have been submitted in writing at the previous regular meeting or included in the call to the meeting. Amendments to the By-laws shall be reviewed and approved by Counsel prior to the WORK2FUTURE BOARD's consideration and approval. Amendments proposed to these By-laws must be received by the WORK2FUTURE BOARD membership no less than seven (-7-) working days prior to their consideration.

ARTICLE X: EFFECT

- 10.1 These By-laws shall become effective immediately upon adoption by a majority vote of the WORK2FUTURE BOARD, and shall remain in effect, as amended per section 9.00 above, or until dissolution of the WORK2FUTURE BOARD.
- 10.2 In any conflict arising between the provision of the Act, applicable State law, or other implementing regulations, the legal provisions of law and regulations shall prevail, except as By-laws represent allowable discretion by the WORK2FUTURE BOARD in interpretation and implementation of law and regulation.

Adopted as amended by the WORK2FUTURE BOARD on November 21, 2019.

/s/

Joseph Flynn, Board Chair

/s/

Susan Koeppe-Baker, Board Vice-Chair

/s/

Monique Melchor, Board Secretary

IV.C

Labor Market Update

[Information]

LABOR MARKET UPDATE

The economy offered mixed signals as the second quarter of 2022 ended and the third quarter began. GDP declined slightly in the first two quarters of the year. However, the country added 528,000 jobs in July and nationwide unemployment fell slightly to 3.8 percent.

Local data lags national releases by a month: The unemployment rate in the San Jose-Sunnyvale-Santa Clara Metropolitan Statistical Area (MSA) rose to 2.3 percent in June 2022 from a revised 1.9 percent in May. The rate in Santa Clara County was 2.2 percent, up from an unadjusted 1.8 percent in May.

The MSA added 10,300 jobs from May 2022 to June 2022, outpacing the previous monthly gain of 2,200 jobs from April 2022 to May 2022. The total number of jobs rose to 1,166,700, compared to 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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IV.

Other

V.

Adjournment