



EXECUTIVE COMMITTEE MEETING

Thursday, October 20, 2022, 11:30 am

www.work2future.org

COVID-19 NOTICE

Consistent with AB 361 and City of San Jose Resolution Nos. 80628, 80659, and 80685, 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 on 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 Koeppe-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

Ex Officio

Monique Melchor
work2future Director

EXECUTIVE COMMITTEE MEETING

October 20, 2022

11:30 am

AGENDA (Corrected)

- | | |
|---|--------------------------------|
| 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 August 31, 2022
B. Minutes of the August 18, 2022, Executive Committee 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. FY 2022-23 Program Operating Budget Reconciliation {Action}
<i>Katty Alvarez, Accountant</i>
Recommend that the Board approve staff's proposed adjustments to the Fiscal Year 2022–23 Program Operating Budget as follows: i) Adjust the Program Operating Budget to reflect a \$132,264 decrease in funding due to actual savings being less than the projected carry-over amount in the June 2022 Board-approved budget; ii) Decrease carry-over administrative funding by \$5,525; iii) Increase funding by \$215,226 in the WIOA Rapid Response operating budget; iv) Adjust the Summary of Discretionary Funding sources, both new and carry-over, to \$3,944,814. | <i>15 min
12:10 pm end</i> |
| C. Amendments to Article VI of the By-laws {Action}
<i>Lawrence Thoo, Strategic Engagement Manager</i>
Recommend that the Board approve amendments to Article VI of the work2future By-laws, which addresses work2future committees, to provide for the formation of additional standing committees. | <i>10 min
12:20 pm end</i> |
| D. Formation of a Youth Committee {Action}
<i>Lawrence Thoo, Strategic Engagement Manager</i>
Recommend that the Board, should it approve amendments to Article VI of the work2future By-laws to provide for such, approve the formation of a Youth Committee as a standing committee of the Board, including stipulated provisions for the membership and duties of such a committee. | <i>15 min
12:35 pm end</i> |

- E. Appointment of Mitesh Shah to the Business Services Committee {Action}** *5 min*
12:40 pm end
Lawrence Thoo, Strategic Engagement Manager
Appoint Mitesh Shah, Vice-President and Business Unit Head, Tech Mahindra, as a community member of the Business Services Committee effective November 1, 2022 through December 23, 2023.
- F. WIOA Performance Report {Discussion}** *10 min*
12:50 pm end
Monique Melchor, work2future Director
Report on Workforce Innovation and Opportunity Act (WIOA) program performance for the first quarter of Program Year 2022–23 (PY 2022).
- G. 2022 Board Elections Preview {Discussion}** *5 min*
12:55 pm end
Lawrence Thoo, Strategic Engagement Manager
Preview of the election to fill at-large seats on the Executive Committee, which will be held at the November 17, 2022, Board meeting.
- H. 2023 Schedule of Meetings {Discussion}** *5 min*
1:00 pm end
Lawrence Thoo, Strategic Engagement Manager
Proposed schedule of Board and committee meetings in 2023.
- I. Labor Market Update {Information}** *15 min*
1:15 pm end
Lawrence Thoo, Strategic Engagement Manager
Labor market report for August-September 2022.
- V. OTHER** *5 min*
1:20 pm end
Announcements, suggested business for future meetings, other housekeeping
- A.** Discuss rescheduling of December 15, 2022, Executive Committee meeting.
- 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 August 31, 2022
- B. Minutes of the August 18, 2022, Executive Committee Meeting

{ACTION}

PRELIMINARY FINANCIAL STATUS AS OF AUGUST 31, 2022

Key Highlights

- WIOA PY21-22 formula and PY22-23 Rapid Response funding is projected to be fully spent by June 30, 2023.
- For the PY21-22 Rapid Response funding carry-over that was extended by the State to spend by September 30, 2022, approximately \$208,683 of the \$361,588 will be spent.
- As of August 31, 2022, work2future has \$1.90 million from the current Adult, Dislocated Worker, and Youth allocations to be carried over to FY 2023-24 representing:
 1. Board-mandated Reserve Account: \$1,053,521
 2. Unallocated Reserve Account: \$829,029
 3. Projected savings of \$17,836 which comprised of the following:
 - a. Savings from personnel costs for vacancies: \$77,836
 - b. Unanticipated security services cost: (\$60,000)

Other Discretionary Funding

- 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 August 31, 2022, 76% 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. As of August 31, 2022, approximately 7% of the funds were spent.

- 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. Original term of the grant is from June 1, 2021, to December 31, 2022, but was extended to March 31, 2023. Approximately 15% of the funds were spent as of August 31, 2022.
- NPower, a national non-profit organization that creates pathways to economic prosperity by launching digital careers for military veterans and young adults from underserved communities sub-awarded \$57,200 to work2future to help implement a project under the Veterans' Employment Related Assistance Program grants. The project named "The NPower Veteran Patriot Project" targets low-income veterans who make no more than 200% of the federal poverty level. Its aim is to co-enroll Veterans in both NPower and work2future's programs, capitalizing on WIOA eligibility and leveraging other training funds whenever possible with the goal of improving the careers and lives of local Veterans and engineer a better system to upskill underrepresented people for in-demand tech jobs. The term of the grant is from April 1, 2021, to March 31, 2023. As of August 31, 2022, approximately 13% of the funds were spent.
- work2future received an allocation from the City's General Fund of \$1,647,000 for San Jose Works 8.0, in addition to the carry over funding, net of adjustment of \$1,035,070 from FY 2021-22 for a total funding of \$2,682,070. As of August 31, 2022, 376 participants have been served where 350 students are expected to complete 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 the 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 Works 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 \$30,000 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 May 1, 2022, and end on April 30, 2023. As of August 31, 2022, 68% of funds are spent. It is expected that money will be fully spent before the term end date.

- work2future foundation awarded us \$197,400 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	-	\$84,900
Wells Fargo	\$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, 2022					
Grant Period	07/01/21-06/30/23	07/01/21-06/30/23	07/01/21-06/30/23	07/01/21-06/30/23	
Available Funds for FY2021-2022 PD 14 Stat 3	2,472,320	1,528,157	1,975,827	505,829	6,482,133
Actual Expenditures as of June 30, 2022	(938,673)	(285,170)	(455,272)	(144,241)	(1,823,356)
Encumbrances/Spending Plan as of June 30, 2022	(2,921)	(2,435)	(40,625)	0	(45,981)
Total Actual Expenditures/Encumbrances/Spending Plan as of June 2022	(941,594)	(287,605)	(495,897)	(144,241)	(1,869,337)
Available Funds for FY2022-2023	1,530,726	1,240,552	1,479,931	361,588	4,612,796
% Remaining	62%	81%	75%	71%	71%
II. Actual Expenditures/Encumbrances					
(a) Available Funds from FY2021-2022 Carry over for FY2022-2023 (remaining plus enc.)	1,533,647	1,242,987	1,520,555	361,588	4,658,777
Transfer between Adult and Dislocated Worker	0	0	0	0	0
Expenditures as of August 31, 2022	(360,069)	(222,469)	(400,375)	(69,717)	(1,052,630)
Encumbrances as of August 31, 2022	(227,197)	(141,500)	(79,779)	(10,000)	(458,476)
Total Actual Expenditures/Encumbrances as of August 31, 2022	(587,265)	(363,970)	(480,154)	(79,717)	(1,511,106)
\$ Remaining	946,382	879,017	1,040,401	281,871	3,147,671
% Remaining	62%	71%	68%	78%	68%
(b) Current Allocation for FY 2022-2023	2,181,118	2,586,974	2,255,378	512,371	7,535,841
Additional Funding	0	0	0	0	0
Transfer between Adult and Dislocated Worker	0	0	0	0	0
Rescission	0	0	0	0	0
Adjusted Allocation for FY 2022-2023	2,181,118	2,586,974	2,255,378	512,371	7,535,841
Expenditures as of August 31, 2022	0	(37,076)	0	(10,304)	(47,380)
Encumbrances as of August 31, 2022	(428,710)	(168,792)	(81,498)	0	(679,000)
Total Actual Expenditures/Encumbrances as of August 31, 2022	(428,710)	(205,868)	(81,498)	(10,304)	(726,380)
\$ Remaining	1,752,408	2,381,106	2,173,880	502,068	6,809,461
% Remaining	80%	92%	96%	98%	90%
Total Available Funds for FY2022-2023	3,714,765	3,829,961	3,775,933	873,959	12,194,618
Total Cumulative Expenditures/Encumbrance as of August 31, 2022	(1,015,975)	(569,838)	(561,653)	(90,020)	(2,237,486)
\$ Remaining	2,698,790	3,260,123	3,214,281	783,939	9,957,132
% Remaining	73%	85%	85%	90%	82%
III. Projected Expenditures/Carry Over through June 30, 2023					
Projected Expenditures through June 2023	(3,018,944)	(2,582,433)	(2,835,982)	(804,242)	(9,241,601)
Projected Carry Over through June 2023 (\$)	335,753	1,025,058	539,576	0	1,900,387
Projected Carry Over through June 2023 (%) with Rapid Response	15%	40%	24%	0%	25%
Projected Carry Over through June 2023 (%) without Rapid Response	15%	40%	24%	0%	27%

Other Discretionary Funds	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	Total
I. Actual as of June 30, 2022							
Grant Period		10/1/2021 - 9/30/2022	4/10/2020 - 3/31/2023	04/1/2022-12/31/2023	06/01/2021 - 03/31/2023	10/14/2021 - 03/31/2023	
Original Allocation/Available Funds for FY21-22	5,000	25,000	493,424	500,000	250,000	57,200	1,330,624
Increase/(Decrease)	0	0	0	0	0	0	0
Adjusted Allocation	5,000	25,000	493,424	500,000	250,000	57,200	1,330,624
<i>Expenditures as of June 30, 2022</i>	0	(768)	(334,734)	(25,816)	(36,999)	(509)	(398,827)
<i>Encumbrance as of June 30, 2022</i>	0	0	(21)	0	0	0	(21)
Total Actual Expenditures/Encumbrances as of June 2022	0	(768)	(334,755)	(25,816)	(36,999)	(509)	(398,848)
Available Funds for FY 2022-2023	5,000	24,232	158,669	474,184	213,001	56,691	931,776
% Remaining	100%	97%	32%	95%	85%	99%	70%
II. Actual Expenditures/Encumbrances							
Available Funds for FY2022-2023	5,000	24,232	158,690	474,184	213,001	56,691	931,797
Funding 22-23	0	0	0	0	0	0	0
Adjustment	0	0	0	0	0	0	0
Total Available Funding for FY 2022-2023	5,000	24,232	158,690	474,184	213,001	56,691	931,797
<i>Expenditures as of August 31, 2022</i>	0	0	(21,826)	(10,963)	(613)	(6,902)	(40,304)
<i>Encumbrances as of August 31, 2022</i>	0	0	(126,356)	(142,000)	(140,000)	0	(408,356)
Cumulative Expenditures/Encumbrances as of August 31, 2022	0	0	(148,182)	(152,963)	(140,613)	(6,902)	(448,660)
Remaining	5,000	24,232	10,508	321,221	72,387	49,789	483,137
% Remaining	100%	100%	7%	68%	34%	88%	52%
III. Projected Expenditures/Carry Over							
<i>Projected Expenditures through June 2023</i>	0	0	(158,690)	(316,122)	(213,001)	(56,691)	(744,504)
<i>Projected Carry Over through June 2023 (\$)</i>	5,000	0	0	158,062	(0)	(0)	163,061
<i>Projected Carry Over through June 2023 (%)</i>	100%	0%	0%	33%	0%	0%	17%

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, 2022								
Grant Period	04/30/2022 - 4/30/2023	Execution - 5/31/2023	Execution - 4/30/2023	Execution - 6/30/2023	N/A	N/A	N/A	
Original Allocation/Available Funds for FY21-22	1,141,908	183,333	25,000	55,250	15,000	100,000	5,000	1,525,491
Increase/(Decrease)	1,500,000	0	0	0	0	0	0	1,500,000
Adjusted Allocation	2,641,908	183,333	25,000	55,250	15,000	100,000	5,000	3,025,491
Expenditures as of June 30, 2022	(1,505,554)	(91,667)	(25,000)	(55,250)	(7,500)	0	0	(1,684,971)
Encumbrance as of June 30, 2022	(1,035,070)	0	0	0	0	0	0	(1,035,070)
Total Actual Expenditures/Encumbrances as of June 2022	(2,540,624)	(91,667)	(25,000)	(55,250)	(7,500)	0	0	(2,720,041)
Available Funds for FY 2022-2023	101,284	91,666	0	0	7,500	100,000	5,000	305,450
% Remaining	4%	50%	0%	0%	50%	100%	100%	10%
II. Actual Expenditures/Encumbrances								
Available Funds for FY2022-2023	1,035,070	91,666	0	0	7,500	100,000	5,000	1,239,236
Funding 22-23	1,647,000	0	30,000	84,900	0	0	0	1,761,900
Adjustment	0	0	0	0	0	0	0	0
Total Available Funding for FY 2022-2023	2,682,070	91,666	30,000	84,900	7,500	100,000	5,000	3,001,136
Expenditures as of August 31, 2022	(566,112)	(91,468)	(20,339)	0	0	0	0	(677,919)
Encumbrances as of August 31, 2022	(513,113)	0	0	0	0	0	0	(513,113)
Cumulative Expenditures/Encumbrances as of August 31, 2022	(1,079,226)	(91,468)	(20,339)	0	0	0	0	(1,191,033)
Remaining	1,602,844	198	9,661	84,900	7,500	100,000	5,000	1,810,103
% Remaining	60%	0%	32%	100%	100%	100%	100%	60%
III. Projected Expenditures/Carry Over								
Projected Expenditures through June 2023	(2,011,033)	(91,666)	(30,000)	(84,900)	0	0	0	(2,217,599)
Projected Carry Over through June 2023 (\$)	671,037	0	0	0	7,500	100,000	5,000	783,537
Projected Carry Over through June 2023 (%)	25%	0%	0%	0%	100%	100%	100%	26%

work2future
Preliminary Financial Status Report as of 08/31/2022
PD 2 Status 3

Other Funds	CWDB	BOS	Total
I. Actual as of June 30, 2022			
Grant Period	N/A	N/A	
Original Allocation/Available Funds for FY21-22	4,042	8,900	12,942
Expenditure/Encumbrances as of June 2022	0	(1,062)	(1,062)
<i>Total Actual Expenditures/Encumbrances as of June 2022</i>	0	(1,062)	(1,062)
Available Funds for FY 2022-2023	4,042	7,838	11,880
% Remaining	100%	88%	92%
II. Actual Expenditures/Encumbrances			
Available Funds for FY 2022-2023	4,042	7,838	11,880
<i>Expenditures as of August 31, 2022</i>	0	0	0
<i>Encumbrances as of August 31, 2022</i>	0	0	0
Cumulative Expenditures as of August 31, 2022	0	0	0
\$ Remaining	4,042	7,838	11,880
% Remaining	100%	100%	100%
III. Projected Expenditures/Carry Over			
Projected Carry Over through June 2023	4,042	7,838	11,880
Projected Carry Over (%) through June 2023	100%	100%	100%

work2future
Preliminary Financial Status Report as of 08/31/2022
PD 2 Status 3

Other Funds	Google work2future Relocation	Google WEX and Training	Google Child Care	Total
I. Actual as of June 30, 2022				
Grant Period	N/A	N/A	N/A	
Original Allocation/Available Funds for FY21-22	300,000	625,000	600,000	1,525,000
Expenditure/Encumbrances as of June 2022	(75,749)	0	0	(75,749)
Encumbrance	(700)	0	0	(700)
<i>Total Actual Expenditures/Encumbrances as of June 2022</i>	<i>(76,449)</i>	<i>0</i>	<i>0</i>	<i>(76,449)</i>
Available Funds for FY 2022-2023	223,551	625,000	600,000	1,448,551
% Remaining	75%	100%	100%	95%
II. Actual Expenditures/Encumbrances				
Available Funds for FY 2022-2023	224,251	625,000	600,000	1,449,251
<i>Expenditures as of August 31, 2022</i>	<i>(6,338)</i>	<i>0</i>	<i>0</i>	<i>(6,338)</i>
<i>Encumbrances as of August 31, 2022</i>	<i>(700)</i>	<i>0</i>	<i>0</i>	<i>(700)</i>
Cumulative Expenditures as of August 31, 2022	(7,038)	0	0	(7,038)
\$ Remaining	217,213	625,000	600,000	1,442,213
% Remaining	97%	100%	100%	100%
III. Projected Expenditures/Carry Over				
Projected Carry Over through June 2023	217,213	625,000	600,000	1,442,213
Projected Carry Over (%) through June 2023	100%	100%	100%	100%

EXECUTIVE COMMITTEE

August 18, 2022

11:30 am

MINUTES

STAFF: 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 11:33 am.

Roll Call

Present: Koepp-Baker, Auerhahn, Bojorquez, and Smith

II. CONSENT ITEMS

ACTION: Ms. Smith moved, Ms. Auerhahn seconded, and the committee unanimously approved the acceptance of:

A. Financial Status Report as of June 30, 2022

B. Minutes of July 21, 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 programs, including an announcement that in-person classes and workshops will reopen at the San Jose Career Center (Las Plumas Ave) computer lab. She also highlighted two upcoming job fairs: a targeted event for workers impacted by a recent layoff at Amy's Kitchen scheduled for August 24, 2022 and plans for a larger event with 75+ employers scheduled for September 23, 2022. Ms. Melchor noted that recent in-person events have had higher than expected attendance and she anticipates this trend to continue.

B. Amendment to the Committee Provisions of the By-laws

Strategic Engagement Manager Thoo detailed three proposed amendments to Article VI (Committees) of the Board By-laws that will enable the formation of a Youth Committee as a standing committee of the Board. Mr. Thoo presented two pathways forward in the amendment process: bringing the approved amendments back to the Executive Committee for additional review or bringing them directly to the Board for discussion and approval.

ACTION: Mr. Bojorquez moved, Ms. Smith seconded, and the committee unanimously approved a motion to move the amendments directly to the work2future Board for discussion and approval.

C. Labor Market Update

Strategic Engagement Manager Thoo reported that the unemployment rate in June showed a slight increase, moving from 1.8% to 2.2% for Santa Clara County. Mr. Thoo also pointed out that total employment numbers for the MSA increased by over 10,000 jobs, marking a return to pre-pandemic employment levels. Mr. Thoo reviewed recent job posting data to highlight increased demand for employment and a disparity between the number of job postings and unemployed workers.

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 12:04 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.

###

IV.B

FY 2022-23

Budget Reconciliation

{ACTION}



Memorandum

TO: EXECUTIVE COMMITTEE

FROM: Katty Alvarez

SUBJECT: See Below

DATE: October 17, 2022

Approved

Date:

SUBJECT: FY 2022-23 Program Operating Budget Reconciliation for 2021-22 Carry-Over Savings and FY 2022-23 WIOA Formula and Rapid Response Funding Adjustment

RECOMMENDATION

Recommend that the Board approve staff's proposed adjustments to the Fiscal Year 2022–23 Program Operating Budget as follows:

- i) Adjust the Program Operating Budget to reflect a \$132,264 decrease in the funding due to the actual savings being less than the projected carry-over amount in the June 2022 Board-approved budget;
- ii) Decrease carry-over administrative funding by \$5,525;
- iii) Increase funding by \$215,226 in the WIOA Rapid Response operating budget;
- iv) Adjust the Summary of Discretionary Funding sources, both new and carry-over, to \$3,944,814.

BACKGROUND AND ANALYSIS

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

On June 2, 2022, work2future staff submitted to the Executive Committee and, on June 16, 2022, to the full Board, the Proposed FY 2022-23 WIOA Program Operating Budget. This included the planned WIOA allocation from the State EDD, estimated Rapid Response funding, and projected WIOA Adult, Dislocated Worker, and Youth programs carry-over funding from FY 2021-22.

On August 1, 2022, work2future received its *final* Rapid Response and Layoff Aversion funding allocation for FY 2022-23.

In addition, in the June 2022 Board-approved Program Operating Budget, work2future included \$3,425,172 projected carry-over as of April 30, 2022. In the FY 2021-22 year-end close as of June 30, 2022, actual savings were determined to be \$3,292,908. The \$132,264 difference will be realigned accordingly in the table below.

Proposed reallocation of the carry-over difference is presented below.

Budget Details	June 2022 Board-Approved Budget	Proposed Budget Adjustment	Adjusted Budget
	A	B	C = (A+B)
Personnel Costs	\$2,598,067	-	\$2,598,067
Non-Personnel Costs	457,385	60,000	517,385
Adult Client Services	1,789,593	-	1,789,593
Youth Client Services	1,041,019	-	\$1,041,019
One Stop Operator	30,000	-	30,000
Contracted Services	2,651,837	-	2,651,837
Unallocated Contingency Reserve	1,021,293	(192,264)	829,029
Total Operating Budget	\$9,589,194	\$(132,264)	\$9,456,930

Non-Personnel Costs

An additional \$60,000 was allocated to Non-Personnel Costs. Due to the relocation of the one-stop center, it was determined that daily security services in the new job center site were not needed anymore. However, on certain events such as job fairs and workshops, work2future may still contract with a City-wide vendor to provide security services on a case-by-case basis.

Contingency Reserve

Staff proposes to set aside the decrease in carry-over funding of \$192,264 to the Unallocated Contingency Reserve account. This is the “balancing” figure in the budget which is used to augment the current program operating budget should an unanticipated need arises, or if unspent, bridge the funding gap in the program operating budget for the following fiscal year.

WIOA ADMINISTRATIVE FUNDING

The work2future administrative budget decreased by \$5,525 from \$815,733 to \$810,208. The decrease represents reduced carry-over administrative funding from FY 2021-22.

Budget Details	June 2022 Board-Approved Budget	Proposed Budget Adjustment	Adjusted Budget
	A	B	C = (A+B)
Personnel Costs	\$514,567	-	\$514,567
CAO	117,970	-	117,970
Non-Personnel Costs	44,039	-	44,039
City Overhead	68,922	(5,525)	63,397
Distribution to Service Providers	70,235	-	70,235
Total Operating Budget	\$815,733	\$(5,525)	\$810,208

WIOA RAPID RESPONSE FUNDING

Rapid Response grant usually carries a one-year term and workforce development boards need to spend the money within the set timeframe. Otherwise, the State may at its discretion recapture the funds obligated. On June 3, 2022, the State announced an extension of the terms of FY 2021-22 Rapid Response by Formula and Layoff Aversion to September 30, 2022. With this, the unspent Rapid Response funds of \$208,157 will be carried over to FY 2022-23 along with the current allocation.

On August 1, 2022, the State of California EDD released the FY 2022-23 Rapid Response final funding allocation to Local Workforce Development Boards. work2future has been allocated \$512,371 in both *base and lay-off aversion* funding, a total funding increase of \$6,542 compared to the \$505,829 *estimated funding* submitted and approved by the Board in June 2022. Total Rapid Response funding will now be \$720,528 which is composed of FY 2021-22 carry-over funding of \$208,157 and FY 2022-23 new allocation of \$512,371.

The following are the proposed budget adjustments to the Rapid Response funding and the corresponding financial impact on the operational budget:

Budget Details	June 2022 Board-Approved Rapid Response Budget	FY 2022-23 Allocation Adjustment	Proposed Revised Rapid Response Budget
	A	B	C = (A+B)
WIOA Rapid Response Allocation FY 2022-23	\$505,289	6,542	\$512,371
WIOA Rapid Response Carry-over funding FY 2021-22	0	208,684	\$208,684
Total Operating Budget	\$505,289	\$215,226	\$721,055

The following are the proposed changes to the Rapid Response Operating Budget:

Budget Details	June 2022 Board-Approved Rapid Response Budget	FY 2022-23 Allocation Adjustment	Revised Rapid Response Allocation
	A	B	C = (A+B)
Personnel Costs	\$433,005	128,075	\$561,080
Non-Personnel Costs	47,899	60,839	108,738
City Overhead Costs @ 10% of Allocation	24,925	26,312	51,237
Total Proposed Rapid Response Budget	\$505,829	215,226	\$721,055

The increase in the Personnel and Non-Personnel line-item budgets are due to a Job Fair held September 23, 2022. Furthermore, the increase in the City Overhead will equate to 10% of the FY 2022-23 Rapid Response funding allocation.

DISCRETIONARY CARRY-OVER AND NEW FUNDING

All discretionary grants except for the BOS initiative, California Workforce Development Board, and Emerging Needs Local Assistance funding are for a term period that crosses over two or more fiscal years. Thus, unspent funding can be carried over to the remaining months of the grant period and reimbursed only when expenditures are incurred against the grant. On the other hand, the BOS Initiative, California Workforce Development Board, and Emerging Needs Local Assistance funding are ongoing grants for which funding has already been received, and unspent funding has been carried over from one fiscal year to the next until the funds are totally spent.

Also included in this funding group is the on-going funding from the City General Fund of \$1.6 million to support the San Jose Works program.

Executive Committee
 Date: 10-20-22
 Subject: FY 2022-23 Operating Budget Reconciliation

The following table is a Summary of Discretionary grant funding for FY 2022-23:

Discretionary Grants	Proposed Amount
San Jose Works 8.0 Program Initiative ¹	\$2,682,070
Career NDWG	474,184
Workforce Accelerator Fund 9.0	213,001
National Dislocated Worker Grant Funds to COVID-19 Employment Recovery NDWG Project	158,690
San Jose Works (Amazon) ²	100,000
San Jose Works (EDP Renewable NA LLC) ²	91,666
San Jose Works (Bank of America) ²	84,900
Veterans' Employment Related Assistance Grant (NPower)	56,691
San Jose Works (Cities for Financial Empowerment) ²	30,000
Slingshot / Regional Plan Implementation 4.0	24,232
Business Owner's Space (BOS) Initiative	7,838
San Jose Works (Wells Fargo) ²	7,500
San Jose Works (Flagship) ²	5,000
Emerging Needs Local Assistance Fund	5,000
California Workforce Development Board	4,042
Total Discretionary New and Carry Over Funding	\$3,944,814

¹ Represents the yearly funding of \$1,647,000 available from the City General Fund to support SJ Works 8.0 and \$1,035,070 carry-over funds from SJ Works 7.0.

² Other funding raised to support the San Jose Works program.

/s/
 KATTY ALVAREZ
 Accountant

cc: Monique Melchor
 Jeff Ruster

IV.C

Amendments to Article VI of the By-laws

{ACTION}



Memorandum

TO: EXECUTIVE COMMITTEE

FROM: Lawrence Thoo

SUBJECT: See Below

DATE: October 17, 2022

Approved

Date:

SUBJECT: Amendments to Article VI of the By-laws

RECOMMENDATION

Recommend that the Board approve amendments to Article VI of the work2future By-laws, which addresses work2future committees, to provide for the formation of additional standing committees.

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.

At its meeting on August 18, 2022, the Executive Committee directed 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.” At the September 15, 2022, meeting of the Board, staff presented the proposed amendments attached for the Board’s review and comment. Board members did not propose any changes to the proposed amendments.

Staff, therefore, requests that the Executive Committee recommend that the Board approve the amendments to Article VI of the By-laws as presented to Board at its September meeting and attached.

The attached changes to Article VI 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 amendments would require 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.

The Board’s approval of the amendments proposed would enable the formation of a standing Youth Committee, a recommendation of the Community Youth Forum Mr. Jack Estill presented in his final report on the forum at the June 16, 2022, meeting of the work2future Board. Mr. Estill and Board Chair Susan Koepp-Baker had been designated to represent work2future at the Community Youth Forum.

EXECUTIVE CMTE

Date: 10-17-22

Subject: Amendment to Article VI of By-laws

Page 2 of 2

Should the Board approve the By-laws amendments, it will act immediately afterwards on a resolution to establish a standing Youth Committee.

/s/

LAWRENCE THOO

Strategic Engagement Manager

cc: Monique Melchor

Attached: work2future By-laws

ARTICLE VI: COMMITTEES

- 6.1 *Standing Committees.* Standing committees other than the Executive Committee shall include, in addition to members of the WORK2FUTURE BOARD, individuals who are not members of the WORK2FUTURE BOARD and who the WORK2FUTURE BOARD determines have appropriate experience and expertise.
- 6.2 The WORK2FUTURE BOARD shall have two (2) standing committees:
- a. Executive Committee
 - b. Business Services Committee
- 6.3 In addition to the Executive Committee and the Business Services Committee, the WORK2FUTURE BOARD may, at its discretion, resolve to have such other standing committees as it deems necessary to the effective discharge of the Board's responsibilities.**
- 6.4 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.
- 6.5 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.
- 6.6 Executive Committee Chair – 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.
- ~~6.6~~6.7 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.

- ~~6.76.8~~ 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.
- ~~6.86.9~~ Business Services Committee — California Unemployment Insurance Code Section 14200(c)(9)(C) requires that the WORK2FUTURE BOARD establish a business services committee.
- ~~6.96.10~~ 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 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.
- ~~6.106.11~~ 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.
- ~~6.116.12~~ **Additional Standing Committees: When it deems it necessary per Article VI, Section 6.3, the WORK2FUTURE BOARD shall form such one or more additional standing committees by resolution approved by a majority of Board members present at a regular meeting. The resolution shall include the purpose and duties of the committee, and its membership size, composition, qualifications, means of appointment and length or term of service.**
- ~~6.11-16.12.1~~ **The majority of members of a standing committee shall be serving members of the WORK2FUTURE BOARD who shall be appointed for a specified term of committee service by the Board Chair. The Board resolution forming the additional standing committee shall specify how individuals who are not serving members of the Board shall be nominated and appointed or elected to the standing committee.**
- ~~6.126.13~~ Chair Appointments - Each committee, except the Executive Committee, will choose its own chairs with the approval of the Board Chair.

6.136.14 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.

6.146.15 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.

6.156.16 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.

6.166.17 Information regarding meetings of Standing Committees will be made available to WORK2FUTURE BOARD members and the public on work2future’s website.

6.176.18 Except as stipulated in Article 6.7, 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.

IV.D

Formation of a Youth Committee

{ACTION}



Memorandum

TO: EXECUTIVE COMMITTEE

FROM: Lawrence Thoo

SUBJECT: See Below

DATE: October 17, 2022

Approved

Date:

SUBJECT: Formation of a Youth Committee

RECOMMENDATION

Recommend that the Board, should it approve amendments to Article VI of the work2future By-laws to provide for such, approve the formation of a Youth Committee as a standing committee of the Board, including stipulated provisions for the membership and duties of such a committee, as follows:

a) Duties

- a. Review WIOA Youth Programs and make recommendations to staff, the Executive Committee, and the Board, as necessary and appropriate
- b. Review discretionary grant-supported youth programs and make recommendations to staff, the Executive Committee, and the Board, as necessary and appropriate
- c. Assist in the recruitment of businesses for youth work experience opportunities
- d. Act as a convener for the Board, as outlined in WIOA, of local youth service providers to facilitate the creation of a more unified delivery system that supports the Board's workforce development activities

b) Membership

- a. A total of nine members, a majority of whom shall be serving members of the work2future Board, including some representation of the Board's business members
- b. Board members will be appointed to the Youth Committee by the Board Chair
- c. Committee members who are not members of the work2future Board shall be appointed by majority vote of the Executive Committee
- d. Committee members will serve staggered terms of two years, except that in the initial round of appointments one-half of the Board members or of the non-Board members, whichever is the even-numbered group, shall be appointed for a one-year term, and one less than half of the odd-numbered group shall be appointed to a one-year term
- e. Committee members may serve for up to three two-year terms, except that committee members appointed to the initial one-year term may serve three two-year terms in addition to the initial one-year term

c) Meetings

- a. Committee meetings are covered by the Brown Act

- b. Four meetings a year, one of which may serve as the convening of a community youth forum

BACKGROUND AND ANALYSIS

At its regular meeting on June 16, 2022, the work2future Board accepted three recommendations from the Community Youth Forum to which Board members Jack Estill and Susan Koepp-Baker had been designated as representatives of the Board. The first of the recommendations was that “the Board should re-establish an ongoing Youth Committee to help guide the delivery of WIOA youth services and to act as a community convener of youth-supporting organizations throughout our community as outlined in current WIOA regulations.”

The work2future By-laws, as amended in November 2019, stipulate that there “shall be two standing committees”, the Executive Committee and the Business Services Committee, and make no provision for additional standing committees.

At its meeting on August 18, 2022, the Executive Committee directed 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.” At the September 15, 2022, meeting of the work2future Board, staff presented the proposed amendments attached for the Board’s review and comment.

Item IV.C of the October 20, 2022, Executive Committee meeting agenda recommends that the Executive Committee recommend that the Board approve the amendments to Article VI, thus empowering the Board to establish, by resolution, standing committees in addition to the Executive Committee and the Business Services Committee.

Provided the Board approves the By-laws amendments, the recommendation contained in this memo would then urge the Board to establish a standing Youth Committee with the duty, membership and meeting provisions articulated in this memo. These provisions were developed in consultation with the Executive Committee and with Mr. Estill.

/s/
LAWRENCE THOO
Strategic Engagement Manager

cc: Monique Melchor
Sangeeta Durrall

IV.E

Appointment of Mitesh Shah to the Business Services Committee

{ACTION}



Memorandum

TO: EXECUTIVE COMMITTEE

FROM: Lawrence Thoo

SUBJECT: See Below

DATE: October 17, 2022

Approved

Date:

SUBJECT: Appointment of Mitesh Shah to the Business Services Committee

RECOMMENDATION

Appoint Mitesh Shah, Vice-President and Business Unit Head, Tech Mahindra, as a community member of the Business Services Committee effective November 1, 2022, through December 23, 2023.

BACKGROUND AND ANALYSIS

Article VI, Section 6.9 of the work2future By-laws, as amended November 2019, stipulates, "The Chair shall appoint Board members to the Committee and the Executive Committee shall elect Committee members who are not on the Board."

Pursuant to Section 6.9, therefore, staff requests that the Executive Committee elect Mitesh Shah to serve an initial one-year term on the Business Services Committee.

Mr. Shah is in charge of the regional headquarters in San Jose of Tech Mahindra (Americas), the North American arm of Tech Mahindra, a \$6 billion Indian multinational information technology services and consulting company. The IT solutions company has nearly 8,000 associates working in the Bay Area for clients that include easily recognizable companies such as Facebook, Google, Apple, Western Digital, Applied Materials, Intel, and Cisco, as well smaller companies in tech, finance and healthcare. The company's Bay Area revenues are about \$500 million

Tech Mahindra has participated in multiple work2future job fairs over the years.

/s/

LAWRENCE THOO

Strategic Engagement Manager

cc: Monique Melchor
George Chao

Attachment: Mitesh Shah Bio

IV.F

WIOA Performance Report

{DISCUSSION}

WIOA PERFORMANCE REPORT

work2future Director Monique Melchor will report on Workforce Innovation and Opportunity Act (WIOA) program performance for the first quarter of Program Year 2022–23 (PY 2022).

###

IV.G

**2022 Board Elections
Preview**

{DISCUSSION}

2022 BOARD ELECTIONS PREVIEW

The work2future Board conducts elections as needed for officers (Chair and Vice Chair) and at-large members of the Executive Committee at its final scheduled meeting of each calendar year. This year, that meeting will be the Board meeting on November 17, 2022. As officers and at-large members of the Executive Committee serve two-year terms, and the latter are staggered in pairs, elections will alternate between a larger and smaller number of offices each year.

This year, as the Board's officers are in the middle of their two-year terms, elections would normally be held for two of the four at-large seats on the Executive Committee. However, if the Board moves ahead with the establishment of a standing Youth Committee, just one at-large seat will be open for election this year, as the By-laws stipulate that the Executive Committee is comprised of the Board Chair, the Board Vice Chair, the chairs of each standing committee and enough at-large seats to bring committee membership to seven. Currently, there is only one standing committee—the Business Services Committee—in addition to the Executive Committee. The Youth Committee, if it is created, will be a third standing committee and its chair will also be a member of the Executive Committee, reducing the number of at-large seats from four to three.

The Executive Committee at-large members whose terms end on December 31, 2022, are Chad Bojorquez and Rafaella Perez. Both are eligible to stand for re-election.

###

IV.H

2023 Schedule of Meetings

{DISCUSSION}

2023 SCHEDULE OF MEETINGS

Should the Board and the committees keep to their current frequency and calendaring of meetings, the 2023 schedule will be as follows:

work2future Board

Third Thursday of the third month of each calendar quarter, except for the fourth quarter

9:30 am–11:30 am

March 16

June 15

September 21

November 16*

Executive Committee

Third Thursday of every month in which there is not a Board meeting

11:30 am–1:30 pm

January 19

February 16

April 20

May 18

July 20

August 17

October 19

December 21**

Business Services Committee

Second Tuesday of every other month

3 pm–4:30 pm

February 14

April 11

June 13

August 8

October 10

December 12

Youth Committee (if established)

Four times a year (once a quarter?)

Dates and Time TBA

*Might consider November 30 or December 7 instead

**Might shift if Board meeting shifts or because of holidays

IV.I

Labor Market Information

{INFORMATION}

LABOR MARKET UPDATE

The U.S. economy has continued to grow, albeit at a slowing pace, adding 263,000 jobs in September after adding 315,000 in August and 528,000 in July.

Local data lags national releases by a month: The unemployment rate in the San Jose-Sunnyvale-Santa Clara Metropolitan Statistical Area (MSA) rose to 2.4 percent in August 2022 from a revised 2.2 percent in July. The rate in Santa Clara County was 2.3 percent, up from an unadjusted 2.1 percent in July.

The MSA added 5,500 non-farm jobs from July 2022 to August 2022, down from the previous monthly gain of more than 10,000. The total number of jobs rose to 1,176,400, compared to the 1,156,500 pre-pandemic 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