



WORKFORCE DEVELOPMENT BOARD MEETING

Thursday, November 17, 2022, 9:30 am

www.work2future.org

Susan Koepp-Baker, Chair

Priya Smith, MPH, Vice-Chair

COVID-19 NOTICE

Consistent with AB 361 and City of San Jose Resolution Nos. 80628, 80659, 80685 and 80724, this meeting will not be physically open to the public. Committee members will be teleconferencing from remote locations.

Members of the public can observe the meeting by computer, smartphone, and tablet at <https://sanjoseca.zoom.us/j/97716797057?pwd=WFhvSjFMMzI1NGRXVUFRQWdUc2h5Zz09>

To provide Spoken Public Comment *during* the meeting:

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

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

To submit written Public Comment *before* the committee meeting: Send by e-mail to Lawrence.Thoo@sanjoseca.gov by 8:00 am the day of the meeting. The e-mails will be posted with the agenda as "Letters from the Public". Please identify the Agenda Item Number in the subject line of your email.

To submit written Public Comment *during* the meeting: Send e-mail during the meeting to Deanna.Walter@sanjoseca.gov, identifying the Agenda Item Number in the e-mail subject line, to have the comments verbally read into the record, with a maximum of 250 words, which corresponds to approximately 2 minutes per individual comment, subject to the Chair's discretion. Comments received after the agenda item is heard but before the close of the meeting will be included as a part of the meeting record but will not be read into the record.

WORKFORCE DEVELOPMENT BOARD MEMBERS

November 2022

Board Chair

Susan L. Koepp-Baker
 Principal
 Envirotech Services

Board Vice Chair

Priya Smith, MPH
 Medical Group Administrator
 The Permanente Medical Group
 Kaiser Permanente San Jose

1. **Louise Auerhahn**
 Director of Economic & Workforce Policy
 Working Partnerships USA
2. **Rajiv Batra**
 Associate General Counsel
 Fundbox
3. **Ricardo Benavidez**
 Director of Infrastructure
 Google LLC
4. **Chad Bojorquez**
 Chief Program Officer
 Destination: Home
5. **George Chao, *Business Services Committee Chair***
 Director of Strategic Partnerships
 Manex
6. **John (Jack) Estill**
 Partner
 Coactify
7. **Joseph A. Flynn**
 Vice President of Software Transformation
 CommScope
8. **Van T. Le**
 Trustee and Clerk of the Board
 East Side Union High School District
 Agent
 State Farm Insurance
9. **Maria Lucero**
 Deputy Division Chief, Region I
 Northern Division, Workforce Services Branch
 Employment Development Department, State of California
10. **Emily McGrath**
 Director of Workforce Development, Education
 & Training
 NextFlex
11. **Robert Moreno**
 Training Director
 Electrical Training Alliance of Silicon Valley
 IBEW-NECA
12. **Brian N. Murphy**
 Director of Training
 Pipe Trades Training Center
 UA Local 393
13. **Rafaela Perez**
 Employment Services Director
 Social Services Agency, County of Santa Clara
14. **Steve Preminger**
 Director, Office of Strategic &
 Intergovernmental Affairs
 County of Santa Clara
15. **Alan Takahashi**
 Vice President and General Manager
 Multifunction Microwave Solutions
 CAES (Cobham Advanced Electronic Solutions)
16. **Todd Teixeira, MA**
 Team Manager (SSM1), San Jose North Branch
 California Department of Rehabilitation
17. **Ken West**
 President & CEO
 Regional Medical Center San Jose
 Health Corporation of America
18. **Traci Williams**
 Co-chair
 South Bay Consortium for Adult Education
 Director
 East Side Adult Education

WORKFORCE DEVELOPMENT BOARD

November 17, 2022

9:30 am

MEETING AGENDA

- I. CALL TO ORDER & ROLL CALL**
A. Introduction of New Board Members
10 min
9:40 am end
- II. CONSENT ITEMS {Action}**
Approve the acceptance of:
5 min
9:45 am end
 - A. Financial Status Report as of August 31, 2022**
 - B. San Jose Works Report as of October 31, 2022**
 - C. Labor Market Update**
 - D. Minutes of the September 15, 2022, meeting**
- III. OPEN FORUM**
Members of the public may take this opportunity to address the Board on matters not on the agenda
5 min
9:50 am end
- IV. BUSINESS ITEMS**
 - A. Director's Report {Information}**
Monique Melchor, Director
Reports on various matters of interest.
5 min
9:55 am end
 - B. FY 2022-23 Program Operating Budget Reconciliation {Action}**
Katty Alvarez, Accountant
10 min
10:05 am end

Approve 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.
 - C. Amendments to Article VI of the work2future By-laws {Action}**
Lawrence Thoo, Strategic Engagement Manager
5 min
10:10 am end

Approve amendments to Article VI of the work2future By-laws, which addresses work2future committees, to provide for the creation of additional standing committees, as first presented at the September 15, 2023, Board meeting.
 - D. Creation of a Youth Committee (Action)**
Lawrence Thoo, Strategic Engagement Manager
10 min
10:20 am end

Pending necessary amendments to Article VI of the work2future By-laws, approve a resolution to

create a Youth Committee as a standing committee of the Board, with stipulated provisions for the membership and duties of the committee.

E. WIOA Performance Report for Q1 of PY 2022 {Information}

10 min

Sangeeta Durrall, Program Services Manager; Rick Robles, Project Director, Equus

10:30 am end

Workforce Solutions; Sead Eminovic, IRC San Jose Director, International Rescue Committee

Report on Workforce Innovation and Opportunity Act (WIOA) program performance for the first quarter of Program Year 2022-23 (PY 2021).

F. Board Elections {Action}

10 min

Lawrence Thoo, Strategic Engagement Manager

10:40 am end

Nomination of candidates and election of a Board member to fill one at-large seat if the Board has approved the creation of a Youth Committee, two at-large seats if the Board has not approved the creation of a Youth Committee, on the Executive Committee for a two-year term beginning January 1, 2023 and ending December 31, 2025.

G. 2023 Proposed Schedule of Meetings {Action}

5 min

Lawrence Thoo, Strategic Engagement Manager

10:45 am end

Adopt a schedule of work2future Board meetings for calendar year 2023.

V. OTHER

Announcements, suggested agenda items for future meetings, other housekeeping

A. TBA

VI. ADJOURNMENT

To be followed by a presentation on the 2022 Community Builder Awards

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

CITY OF SAN JOSE CODE OF CONDUCT FOR PUBLIC MEETINGS

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

Novel Coronavirus (COVID-19) Precautions

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

1. Public Meeting Decorum:

- a. Persons in the audience will refrain from behavior which will disrupt the public meeting. This will include making loud noises, clapping, shouting, booing, hissing or engaging in any other activity in a manner that disturbs, disrupts or impedes the orderly conduct of the meeting.
- b. Persons in the audience will refrain from creating, provoking or participating in any type of disturbance involving unwelcome physical contact.
- c. Persons in the audience will refrain from using cellular phones and/or pagers while the meeting is in session.
- d. Appropriate attire, including shoes and shirts are always required in the meeting room.
- e. Persons in the audience will not place their feet on the seats in front of them.
- f. No food, drink (other than bottled water with a cap) or chewing gum will be allowed in the meeting room, except as otherwise pre-approved by City staff.
- g. All persons entering the meeting room, including their bags, purses, briefcases and similar belongings, may be subject to search for weapons and other dangerous materials.

2. Signs, Objects or Symbolic Material:

- a. Objects and symbolic materials, such as signs or banners, will be allowed in the meeting room, with the following restrictions:
 - i. No objects will be larger than 2 feet by 3 feet.
 - ii. No sticks, posts, poles or other such items will be attached to the signs or other symbolic materials.
 - iii. The items cannot create a building maintenance problem or a fire or safety hazard.
- b. Persons with objects and symbolic materials such as signs must remain seated when displaying them and must not raise the items above shoulder level, obstruct the view or passage of other attendees, or otherwise disturb the business of the meeting.
- c. Objects that are deemed a threat to persons at the meeting or the facility infrastructure are not allowed. City staff is authorized to remove items and/or individuals from the meeting room if a threat exists or is perceived to exist. Prohibited items include, but are not limited to: firearms (including replicas and antiques), toy guns, explosive material, and ammunition; knives and other edged weapons; illegal drugs and drug paraphernalia; laser pointers, scissors, razors, scalpels, box cutting

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

3. Addressing the Board or Committee:

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

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

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

I

**Call to Order
&
Roll Call**

INTRODUCTION OF NEW BOARD MEMBERS

San Jose Mayor Sam Liccardo, in his capacity as Local Chief Elected Official of the San Jose-Silicon Valley Local Workforce Development Area, has appointed the following two individuals to the work2future Board for initial terms that will end September 30, 2026:

- **Ken West**
President & CEO
Regional Medical Center San Jose
Health Corporation of America
- **Traci Williams**
Co-chair
South Bay Consortium for Adult Education
Director
East Side Adult Education

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II

Consent Items

Approval of the acceptance of:

- A. Financial Status Report as of August 31, 2022
- B. San Jose Works Report as of October 31, 2022
- C. Labor Market Update
- D. Minutes of the September 15, 2022 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 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 Acceerator 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
Expenditures as of June 30, 2022	0	(768)	(334,734)	(25,816)	(36,999)	(509)	(398,827)
Encumbrance as of June 30, 2022	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
Expenditures as of August 31, 2022	0	0	(21,826)	(10,963)	(613)	(6,902)	(40,304)
Encumbrances as of August 31, 2022	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							
Projected Expenditures through June 2023	0	0	(158,690)	(316,122)	(213,001)	(56,691)	(744,504)
Projected Carry Over through June 2023 (\$)	5,000	0	0	158,062	(0)	(0)	163,061
Projected Carry Over through June 2023 (%)	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%

SAN JOSE WORKS REPORT AS OF OCTOBER 31, 2022

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

SJ Works SUBSIDIZED program 8.0 has provided:

- To date, 376 subsidized employment opportunities for youth aged 14–18 who began orientation on June 21st. Youth will have from June 22nd-August 12th to complete 120 hours.
- Of the 376 participants, 100% of placed youth successfully completed onboarding, attended orientation, and training which includes soft skills, emotional intelligence, financial literacy, career exploration, entrepreneurship, wage theft & prevention and mentoring.
- The subsidized model focused increasingly on Priority-Sector and In-Demand Occupation internships for high school youth.
- Of the 376 subsidized placements, 142 were in priority sectors—information and communications technology, health care, construction, advanced manufacturing, and business and finance—or in-demand occupations outside those sectors.
- Youth were recruited from High School Career Technical Education classes focusing on the priority sectors and related in-demand occupations.
- The remaining 234 subsidized placements were with community centers, libraries, City departments and Council offices, or with nonprofit agencies.
- About 95% of the internship positions were in person or a hybrid of virtual.
- In addition, 102 mentors and 103 mentees were matched and have participated in our one-on-one mentoring and group sessions.
- Alumni group of mentees and mentors continue to meet once a month
- Mentors recruited from different companies such as Western Digital, Bank of America, HPE, Intel, City departments, Boys & Girls Club, and others.

SJ Works UNSUBSIDIZED program 8.0 has provided:

Staff have continued to work on the Unsubsidized component of SJ Works 8.0 during the pandemic.

Currently, there are 407 enrollments, of which 214 are placements. While the rest of the clients have received a service or multiple services such as assistance in job searching, job applications, resume, financial literacy workshop, mock interview, or attended a job fair or interview.

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

Participating youth will continue to have access to services such as job counseling, job readiness training, supportive services (e.g., transportation, clothing, etc.) and financial education.

Program goal will remain at 375. If budget permits, we can increase the number of students served.

SJ Works 9.0 summer youth and worksite recruitment has also begun.

- Summer program will begin June and will run till August 2023
- Participants will receive \$18.00 per hour and will receive a total of 120 hours to complete in 6-8 weeks
- Program continues to recruit for more mentors
- Interest form and flyer have been created and shared on Mayor's social media platforms

A final note: San Jose Works has a webpage designed by SJ Works participants. Website is in the works and awaits City approval.

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Prepared by Ruby Carrasco, San Jose Works Program Manager

LABOR MARKET UPDATE

Amidst continuing concern about high inflation and growing expectations among economists and business leaders of a recession sometime in 2023, the labor market remains robust. The unemployment rate in the San Jose-Sunnyvale-Santa Clara MSA was 2.2 percent in September 2022, down from a revised 2.4 percent in August 2022, and below the year-ago estimate of 3.9 percent. This compares with an unadjusted unemployment rate of 3.7 percent for California and 3.3 percent for the nation during the same period. The unemployment rate was 2.1 percent in Santa Clara County, down from 2.3 percent in August.

In fact, however, employment in Santa Clara County remained essentially unchanged from August to September—1,034,900 in September, compared to 1,035,000 in August (unadjusted). Instead, the reduced unemployment rate reflected a small decline in the labor force, reversing a trend of many months.

Analysis of October 2022 job postings in Santa Clara County indicates a slightly growing number of unique postings since August 2022, rising from a low of 35,506 to 38,009. This reverses a significant decline in the number of unique job postings which began in Spring 2022 and reached a nadir in August. Nonetheless, the intensity of job postings, as measured by the ratio of total postings to unique postings, has continued to decline, suggesting that while opportunities have stabilized after falling earlier in the year, employers' concerns about being able to fill those opportunities have lessened since the beginning of the year.

Taken together, these signals suggest that work2future should remain alert to changes in the economy that could make finding and filling good quality jobs increasingly challenging beginning around mid-2023.

###

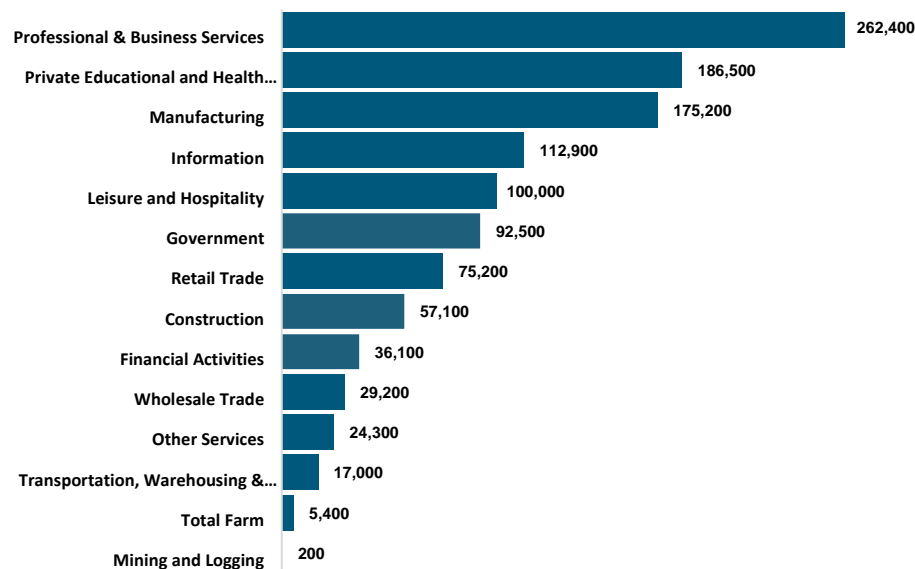
Sources:

Employment data—California EDD

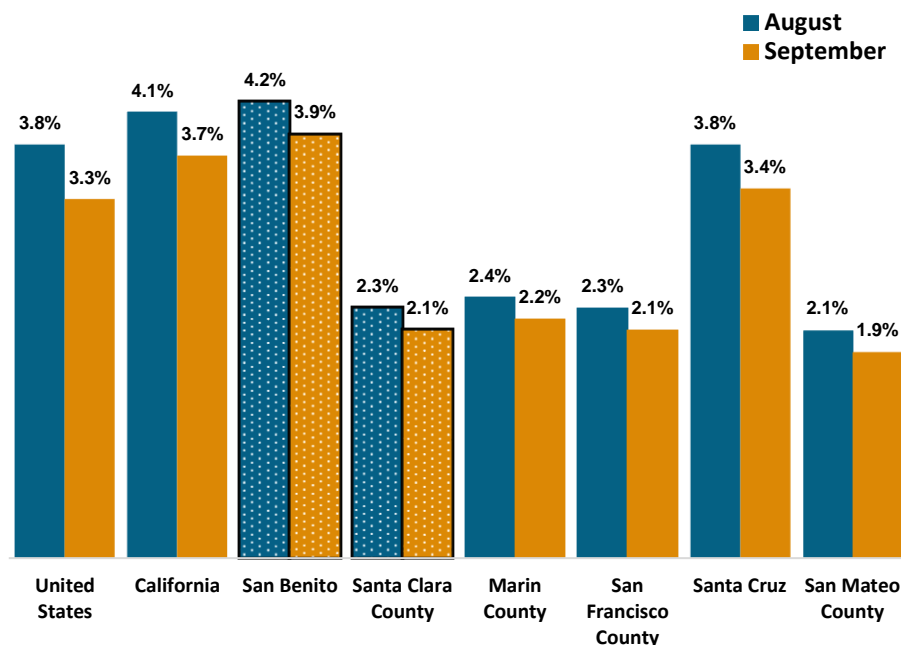
Job postings data—Lightcast (formerly, EMSI/Burning Glass)

Attachment: San Jose-Sunnyvale-Santa Clara MSA Economic Summary for September 2022

September Industry Sectors Ranked by Employment Size¹



Unemployment Rate (%)²



Online Job Advertisements – September 2022 Help Wanted OnLine³

Top 10 Employers

Apple – 1,329
Stanford University – 1,117
Amazon – 1,080
Google – 1,036
Intel – 634
eBay – 536
Stanford Health Care – 526
Nvidia – 502
Maxim Inc – 485
Sutter Health – 455

Top 10 Occupations

Software Developers, Applications – 5,930
Computer Occupations, All Other – 3,788
Managers, All Other – 2,786
Marketing Managers – 1,802
Retail Salespersons – 1,735
Registered Nurses – 1,493
Sales Representatives, Wholesale and – 1,389
First-Line Supervisors of Retail Sales Workers – 1,269
Engineers, All Other – 1,099
General and Operations Managers – 1,016

Top 10 Cities

San Jose – 24,404
Santa Clara – 11,553
Sunnyvale – 7,015
Palo Alto – 6,225
Mountain View – 6,038
Milpitas – 2,709
Cupertino – 2,215
Campbell – 1,252
Los Gatos – 1,195
Stanford – 1,181

Sources: ¹ Current Employment Statistics (September 2022), ² Local Area Unemployment Statistics (September 2022), ³ Conference Board; Help Wanted Online (September 2022)

WORKFORCE DEVELOPMENT BOARD

September 15, 2022

MINUTES

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

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

I. CALL TO ORDER & ROLL CALL

The meeting via Zoom Webinar was called to order at 9:36 am by Chairperson Sue Koepp-Baker.

Roll Call

Present: Auerhahn, Batra, Benavidez, Bojorquez, Chao, Estill, Flynn, Koepp-Baker, Le, Lucero, Murphy, Perez, Preminger, Smith, Teixeira, Vujjani (entered at 10:10)

Absent: McGrath, Moreno, Takahashi

A. Introduction of New Board Members

The Chair welcomes new Board Members Ricardo Benavidez and Brian N. Murphy, who then introduced themselves. Mr. Estill suggested pairing up new Board members with veteran members for mentorship and onboarding.

II. CONSENT ITEMS

ACTION: Mr. Preminger moved, Mr. Flynn seconded, and the Board unanimously approved items II.C and II.D.

ACTION: After discussion, Ms. Lucero moved, Ms. Auerhahn seconded, and the Board unanimously approved items II.A and II.B.

A. Financial Status Report as of June 30, 2022 (revised)

B. Financial Status Report as of July 31, 2022

C. San Jose Works Report as of June 30, 2022

D. Minutes of June 16, 2022 meeting

III. OPEN FORUM

Ms. Koepp-Baker opened the floor for public comment. Mr. Thoo noted that a public comment received before the Board Meeting was available as additional material in the calendar listing for the Board meeting on the work2future website. No other comments were noted.

IV. BUSINESS ITEMS

A. Director's Report

Director Monique Melchor updated the Board about the variety of services available at the Las Plumas location. She noted that Memorandums of Understanding (MOUs) are in-process or completed for six service providers. Director Melchor reported that TOP (the Trade Orientation Program), the Latino Business Association, and Prosperity Labs are on-site offering classes and other services in English and Spanish. Ms. Melchor highlighted a partnership with West Valley Community College to offer several on-site credentialed classes free to the public, available to WIOA and non-WIOA participants. San Jose City College and Veggielution are also scheduled to offer classes. Additionally, work2future will be revisiting hoteling agreements with mandated partners to ensure compliance with guidelines. She

promoted the San Jose Career Expo, a large in-person job fair hosted by work2future and SJ Works. The event will feature 80 employers and 8 resource providers and will take place at the San Jose Convention Center on September 23, 2022. Ms. Melchor also announced the hiring of a new staff member focused on coordinating partner services.

B. WIOA Performance Report for Q4 of PY 2021

Sangeeta Durrall, Program Services Manager, reported on Workforce Innovation and Opportunity Act (WIOA) program performance for the fourth quarter of Program Year 2021-22 (PY 2021). Ms. Durrall noted that the Adult, Dislocated Worker, and Youth programs have a total of 15 performance measurements, 5 measurements for each program, with a state goal of 90% compliance for each measurement. For the Adult program, work2future met all performance measurements with a score of 90% or above. For the Dislocated Worker program, work2future was able to meet four of the five performance measurements with a score of 90% or above. Ms. Durrall noted an 84% score for 'entered employment 4th quarter after exit' for adult participants. For the Youth program, work2future was able to meet four of the five performance measurements with a score of 90% or above. Ms. Durrall noted that one score – attainment of credential and certificate – is still being calculated for youth participants. She also noted that a final version of the report will be available from the State around the end of October 2022.

C. Amendments to Article VI of the work2future By-laws

Lawrence Thoo, Strategic Engagement Manager, presented proposed amendments to Article VI (Committees) of the work2future By-laws to allow for the formation and composition of additional standing committees, such as a Youth Committee. The new By-laws will allow the Board to create new committees as it deems necessary. Mr. Thoo pointed out language stipulating that the majority of committee members must be Board members, and that committees must also include members who are not serving members of the work2future Board, in accordance with Federal and California requirements. The proposed amendments will be considered for recommendation by the Executive Committee at its October meeting and then brought back to the Board for action at the Board's November meeting. Discussion ensued among Board members.

D. Labor Market Consultant Pool RFQ

Dat Luu, Contracts Manager, reported on the preparation of a Request for Qualifications (RFQ) to establish a pre-qualified pool of consultants on which work2future can draw a specific research-and-analysis and other projects from 2023 through 2026. Mr. Luu noted the history of the Labor Market Consultant Pool RFQ going back to 2013 and highlighted previous research reports. Discussion ensued among Board members.

E. Ad Hoc RFP Committee

Board Member Chad Bojorquez gave a report on the conclusion of the Ad Hoc RFP Committee. He directed the Board to the summary memo previously provided, noting several of the committee's recommendations. Mr. Bojorquez noted that staff is reviewing the recommendations and the City Attorney's office will give guidance on the viability of the recommendations. He encouraged Board members to carefully review the committee report and expects that the Executive Committee will resume discussion on this topic at the scheduled October 2022 meeting. Discussion ensued among Board members.

F. Business Services

Business Services Committee Chair George Chao reported on recent business service activities including the Meta/Facebook marketing internship program, WARN and related response activity, Workforce Accelerator Fund 9.0 grant-supported Career Accelerator pilot, career fairs, and preparations to launch the Incumbent Worker Training support program.

Huong Tran, Lead Business Services Analyst, provided specific details about the WARN response activity and discussed the upcoming San Jose Career Expo. Board members discussed trends in local layoff activity.

G. Labor Market Information

Strategic Engagement Manager Thoo reported on the status of the labor market in Santa Clara County and the San Jose-Sunnyvale-Santa Clara Metropolitan Statistical Area (MSA). He noted many mixed signals in the overall economy, specifically a lower unemployment rate paired with higher inflation and lower GDP. Unemployment rates continue to remain low, while the labor participation rate is also lower than average in many parts of the country. The July unemployment rate in the MSA is 2.2%, and in Santa Clara County is 2.1%, both indicators slightly down from the previous month. Month-to-month overall job gains were modest, with gains in professional/business services and leisure/hospitality compensating for larger than average losses in local government and education. Mr. Thoo indicated that the work2future will be evaluating its current priority industry sectors to determine if changes should be made to reflect local trends. The number of people in the labor market remains steady, nearing pre-pandemic levels. The number of people employed has continued to rise, slightly surpassing numbers from February 2020.

Regarding employer demand, Mr. Thoo detailed various statistics that reflect current complaints from employers about hiring and retention struggles. Job posting data highlighted increased demand for employment and a disparity between the number of job postings and unemployed workers. Brief discussion followed among the Board members.

V. OTHER

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

- A. Suggested items for future meetings include: additional reporting about the performance and outcomes of completed grants, specifically Prisons-to-Employment and EDPR CA Solar Park; including regular reporting about grant applications and outcomes in Board meetings; uses of research reports resulting from the Labor Market Consultant pool; and adding a retreat to the 2023 meeting calendar.
- B. Mr. Preminger announced that the County, in partnership with Building Peaceful Families, will be holding a Justice-Involved Families Conference on October 1, 2022, introducing programs and services to people and families impacted by the legal system.
- C. Mr. Thoo reminded the work2future Board members that the next Board meeting is scheduled for November 2022.

VI. ADJOURNMENT

Meeting adjourned at 10:59 am.

III

Open Forum

IV.A

Director's Report

{Information}

DIRECTOR'S REPORT

Director Monique Melchor will report on various matters of interest, including, without limitation:

- Staff transition: Rehan Qedwai joins leadership team as new Finance Manager
- Construction at the San Jose Career Center on Las Plumas Avenue
- Community Economic Resilience Fund (CERF), Phase 1 grant to consortium of Bay Area workforce boards and All Home on behalf of Bay Area communities
- Regional and Local Plan Modifications due in Spring 2023

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IV.B

FY 2022-23

Program Operating Budget Reconciliation

{Action}



Memorandum

TO: work2future BOARD

FROM: Katty Alvarez

SUBJECT: See Below

DATE: November 1, 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

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.

At its meeting on October 20, 2022, the Executive Committee reviewed and voted unanimously to recommend Board approval of staff's proposed adjustments as presented.

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.

BOARD

Date: 11-01-22

Subject: FY 2022-23 Operating Budget Reconciliation

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.

BOARD

Date: 11-01-22

Subject: FY 2022-23 Operating Budget Reconciliation

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.

BOARD

Date: 11-01-22

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: Rehan Qedwai
Monique Melchor
Jeff Ruster

IV.C

Amendments to Article VI of the work2future By-laws

{Action}



Memorandum

TO: work2future BOARD

FROM: Lawrence Thoo

SUBJECT: See Below

DATE: October 25, 2022

Approved

Date:

SUBJECT: Amendments to Article VI of the work2future By-laws

RECOMMENDATION

Approve proposed amendments attached, with immediate effect, to Article VI of the work2future By-laws to provide for the creation of additional standing committees.

At its meeting on October 20, 2022, the Executive Committee reviewed and voted unanimously to recommend the Board approval of the proposed amendments to Article VI of the work2future By-laws.

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 of the By-laws, which addresses work2future committees, to enable the creation 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.

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 work2future Board member 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.

BOARD

Date: 10-25-22

Subject: Amendment to Article VI of By-laws

Page 2 of 2

Should the Board approve the By-laws amendments as proposed, the changes will take effect immediately.

/s/

LAWRENCE THOO

Strategic Engagement Manager

cc: Monique Melchor

Attached: Article VI of the work2future By-laws with proposed amendments

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 be Chair of the Executive Committee, the WORK2FUTURE BOARD Vice Chair shall serve as Chair of the Executive Committee in his/her absence, and an Executive Committee Member elected by said committee shall act as Chair Pro Tem of the Executive Committee in the event the Chair and the Vice Chair are absent.
- 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.

- 6.8 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.
- 6.9 Business Services Committee — California Unemployment Insurance Code Section 14200(c)(9)(C) requires that the WORK2FUTURE BOARD establish a business services committee.
- 6.10 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.
- 6.11 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.
- 6.12 **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.**
 - 6.12.1 **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.

- 6.13 Chair Appointments - Each committee, except the Executive Committee, will choose its own chairs with the approval of the Board Chair.
- 6.14 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.
- 6.15 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.
- 6.16 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.
- 6.17 Information regarding meetings of Standing Committees will be made available to WORK2FUTURE BOARD members and the public on work2future's website.
- 6.18 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

Creation of a Youth Committee

{Action}



Memorandum

TO: work2future BOARD

FROM: Lawrence Thoo

SUBJECT: See Below

DATE: November 1, 2022

Approved

Date:

SUBJECT: Creation of a Youth Committee

RECOMMENDATION

Should the Board have approved appropriate amendments to the work2future By-laws, approve the following resolution:

RESOLVED that there shall be a Youth Committee as a standing committee of the work2future Board, including stipulated provisions for the membership and duties of such a committee, as follows:

a) Duties

- a. Review the WIOA Youth Program, including performance and outcomes, and any procurements related to the Program which would require a formal Request for Proposals, and make recommendations to staff, the Executive Committee, and the Board, as necessary and appropriate.
- b. Review discretionary grant-supported youth programs or projects 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 on behalf of the Board, as outlined in WIOA, of local youth service providers to facilitate the creation of a more coordinated and integrated delivery system that supports the Board's workforce development activities.

b) Membership

- a. The Youth Committee shall have a total of nine members, a majority of whom shall be serving members of the work2future Board, including representation of the Board's business members.
- b. The Board Chair shall appoint Board members to the Youth Committee.
- c. The Executive Committee, by majority vote, shall appoint as Committee members, qualified individuals who are not members of the work2future Board, including no fewer than two who are between the ages of 16 and 24 at the time of appointment.
- 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

BOARD

Date: 11-01-22

Subject: Youth Committee

Page 2 of 3

c) Meetings

- a. Committee meetings are covered by the Brown Act
- b. The Youth Committee shall hold four meetings a year, one of which may serve as the convening of a community youth forum

At its meeting on October 20, 2022, the Executive Committee voted unanimously to recommend Board approval of the recommendation above.

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 convenor 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 proposed amendments for the Board’s review and comment. Approval of amendments to Article VI of the work2future By-laws are on the agenda for the Board’s November 17, 2022, meeting as Item IV.C.

Based on the Board’s positive initial response to the proposed By-laws amendments at its September 15, 2022, meeting, and drawing on previous discussions with the Executive Committee and with Mr. Estill, staff presented a proposed resolution for the creation of the Youth Committee to the Executive Committee at its October 20, 2022, meeting.

The Executive Committee made three changes to staff’s proposal. The committee added a requirement of at least two youth members, as defined; It added the explicit inclusion of procurement review when procurements rise to the level of a formal Request for Proposals; and it removed a three-term limit on Youth Committee membership. The Executive Committee then voted unanimously to recommend Board approval of the resolution, as amended, to create the Youth Committee. The amended resolution is presented as the recommendation in this memorandum.

BOARD

Date: 11-01-22

Subject: Youth Committee

Page 3 of 3

Provided the Board approves the By-laws amendments, approval of the recommendation contained in this memorandum would establish a standing Youth Committee with the duties, membership and meeting provisions articulated in the recommended resolution.

/s/

LAWRENCE THOO

Strategic Engagement Manager

cc: Monique Melchor
Sangeeta Durrall

IV.E

WIOA Performance Report for Q1 of PY 2022

{Information}

WIOA PERFORMANCE REPORT FOR Q1 OF PY 2022

WIOA Program Services Manager Sangeeta Durrall will review work2future's Workforce Innovation and Opportunity Act (WIOA) program performance for the first quarter of Program Year 2022–23 (PY 2022). (See attached.)

In addition, career services provider representatives Rick Robles, Project Director San Jose, Equus Workforce Solutions, and Sead Eminovic, San Jose Director, International Rescue Committee, will report on the activities, accomplishments, and challenges of their respective WIOA programs:

Equus Workforce Solutions: Adult and Dislocated Worker Programs and the Youth Programs, out-of-school youth north of Morgan Hill.

International Rescue Committee: Youth Program, in-school youth throughout the work2future service area, and out-of-school youth in Morgan Hill, San Martin and Gilroy (South County).

###

Attachment

PREDICTIVE PERFORMANCE REPORT PY 2022-23 (1st Quarter)

PERFORMANCE MEASURES	WIOA STATE GOALS	ACTUAL	SUCCESS RATE
ADULT			
Entered Employment Rate 2nd Qtr	65.0%	69.2%	106.5%
Entered Employment Rate 4th Qtr	62.0%	69.7%	112.4%
Median Earnings	\$7,500.00	\$9,398.00	125.3%
Attainment of a Credential or Certificate	65.5%	61.5%	93.9%
Measurable Skills Gain	55.0%	70.7%	128.5%
DISLOCATED WORKERS			
Entered Employment Rate 2nd Qtr	68.0%	75.0%	110.3%
Entered Employment Rate 4th Qtr	67.0%	90.5%	135.1%
Median Earnings	\$8,500.00	\$11,966.00	140.8%
Attainment of a Credential or Certificate	68.0%	50.0%	73.5%
Measurable Skills Gain	55.0%	69.2%	125.8%
YOUTH			
Placement in Employment or Education 2nd Qtr	71.0%	61.5%	86.6%
Entered Employment Rate 4th Qtr	66.0%	80.0%	121.2%
Median Earnings	\$4,000.00	\$9,114.00	227.9%
Attainment of a Credential or Certificate	60.4%	100.0%	165.6%
Measurable Skills Gain	57.8%	75.0%	129.8%
Overall Performance - StateTarget (90%)	Exceeded 13/15 Projection: 15/15		
Overall Performance - LocalTarget (100%)	Exceeded 12/15 Projection: 15/15		

IV.F

Board Elections

{Action}



Memorandum

TO: WORK2FUTURE BOARD

FROM: Lawrence Thoo

SUBJECT: Board Elections

DATE: November 7, 2021

Approved

Date:

RECOMMENDATION

Nominate candidates for one or two at-large seats on the Executive Committee, depending on the outcomes of Agenda Items IV. C and IV.D and elect one or two members, as appropriate, to serve a two-year term beginning January 1, 2023 and ending December 31, 2024.

BACKGROUND AND ANALYSIS

At-Large Members of the Executive Committee

Article VI of the Bylaws in effect as of the writing of this memorandum stipulates that the Executive Committee shall be comprised of the Board Chair, the Board Vice-Chair, the chairs of other standing committees, and “a sufficient number of members elected at large to ensure that the committee has seven members”. As of the writing of this memo, there is just one other standing committee, the Business Services Committee, and the Bylaws, therefore, require four at-large members.

The four at-large members serve staggered terms of two years, with one pair of members coming up for election each year. At-large members may serve for up to two consecutive two-year terms.

Board members Chad Bojorquez and Rafaela Perez were elected at-large members of the Executive Committee in November 2020 and will complete their first two-year terms this coming December 31.

New Standing Committee

On the agenda for the Board’s November 17, 2022, meeting, Items IV.C and IV.D, if approved, will result in the creation of a third standing committee, the proposed Youth Committee. Should this be the case, there will be four ex officio voting members of the Executive Committee— Board Chair, Board Vice-Chair, Business Services Committee Chair, and Youth Committee Chair—and three, instead of four, at-large members.

Therefore, if the Board creates a Youth Committee, this election will be for one at-large member of the Executive Committee, as there are already two Executive Committee members midway through their two-year terms. If the Board does not create a Youth Committee, this election will be for two at-large Executive Committee members.

BOARD

Date: 11-07-22

Subject: Elections

Page 2 of 2

ELECTIONS

The Board Chair will call for nominations. Board members must be present to make a nomination. Board members may nominate other Board members, and they may nominate themselves. Board members may decline a nomination, if nominated.

After the Board Chair closes the nominations, Strategic Engagement Manager Lawrence Thoo, serving as elections manager, will conduct the election by ranked-choice voting by mobile phone messaging and announce the result.

/s/

Lawrence Thoo

Strategic Engagement Manager

cc: Monique Melchor

IV.G

2023

**Proposed Schedule
of Meetings**

{Action}

2023 PROPOSED SCHEDULE OF MEETINGS

Based on the schedule of meetings in 2021 and 2022, the 2023 proposed schedule of work2future Board meetings is as follows:

work2future Board

Third Thursday of the third month of each calendar quarter, except for the fourth quarter, from 9:30 am–11:30 am or as needed by the volume of business:

Thursday, March 16
Thursday, June 15
Thursday, September 21
Thursday, November 16*

The Executive Committee, at its October 20, 2022, meeting, suggested that the Board conduct a retreat in 2023. Based on polling for availability, Board members should hold Thursday, March 16, 2023, for a possible Board retreat in addition to and following the regular Board meeting.

Other Meetings (Information only)

In addition to the proposed Board meeting schedule above, the following tentative schedules are provided for the information of Board members.

Executive Committee

Third Thursday of every month in which there is not a regularly scheduled 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

*To allow for holiday schedules, the Board might consider November 30 or December 7 instead

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

#

V.

Other

VI.

Adjournment

Community Business Awards Presentation Follows the Board Meeting