



EXECUTIVE COMMITTEE MEETING

Thursday, February 16, 2023, 11:30 am

www.work2future.org

COVID-19 NOTICE

Consistent with AB 361 and City of San Jose Resolution Nos. 80628, 80659, 80685, 80724, 80758, 80809, RES2023-1 and RES2023-2, this meeting will not be physically open to the public. Committee members will be videoconferencing from remote locations.

Members of the public can observe the meeting by computer, smartphone, and tablet at <https://zoom.us/j/99335913145?pwd=M1dROFI0M3BSRXhCN3Y3Uk5mcjYyQT09>

To provide Spoken Public Comment *during* the meeting:

a) **Phone** (669) 219-2599, Meeting ID 993 3591 3145, Passcode 970904. **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 | 2023

Susan Koepp-Baker, *Board Chair*
Principal
Enviro-Tech Services

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

John “Jack” Estill, *Youth Committee Chair*
Partner
Coactify

Alan Takahashi, *Business Services Committee Chair*
Vice President and General Manager
Multifunction Microwave Solutions
CAES

Louise Auerhahn
Director of Economic & Workforce Policy
Working Partnerships USA

Rajiv Batra
Associate General Counsel
Fundbox

Chad Bojorquez
Chief Program Officer
Destination: Home

Ex Officio

Monique Melchor
work2future Director

EXECUTIVE COMMITTEE MEETING

February 16, 2023

11:30 am

AGENDA

- | | |
|---|--------------------------------------|
| I. CALL TO ORDER & ROLL CALL | <i>5 min</i>
<i>11:35 am end</i> |
| II. CONSENT ITEMS {Action}
Approval of the acceptance of:
A. Minutes of the January 19, 2023, Executive Committee meeting | <i>5 min</i>
<i>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</i>
<i>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>5 min</i>
<i>11:50 am end</i> |
| B. Performance and Enrollment Report {Information}
<i>Sangeeta Durrall, Program Services Manager</i>
Report on WIOA performance and enrollments in the Adult, Dislocated Worker, and Youth Programs through December 31, 2022. | <i>5 min</i>
<i>11:55 am end</i> |
| C. Local and Regional Plans Modification {Action}
<i>Sangeeta Durrall, Program Services Manager</i>
Recommend Board approval of modifications to the Local Plan and Regional Plan for submission to the State of California. | <i>10 min</i>
<i>12:05 pm end</i> |
| D. work2future RFP Process Review {Information}
<i>Dat Luu, Contracts Manager</i>
Report on the review of, and revisions to, the City's Request for Proposals (RFP) bid process as applied for the procurement of WIOA Adult, Dislocated Worker, and Youth program services. | <i>5 min</i>
<i>12:10 pm end</i> |
| E. Business Services Committee Report {Information}
<i>Alan Takahashi, Business Services Committee Chair</i>
Report on the activities of the Business Services Committee. | <i>5 min</i>
<i>12:15 pm end</i> |
| F. Youth Committee Report {Information}
<i>Jack Estill, Youth Committee Chair</i>
Report on the startup activities of the Youth Committee. | <i>5 min</i>
<i>12:20 pm end</i> |

G. Grants {Information}

5 min

Lawrence Thoo, Strategic Engagement Manager

12:25 pm end

Information on selected grants awarded and grants applied for, such as the CERF Economic Development Pilot, in which work2future is partnered.

H. Labor Market Update {Information}

10 min

Lawrence Thoo, Strategic Engagement Manager

12:35 pm end

Currently available data and analysis on the labor market in Santa Clara County and the San Jose-Sunnyvale-Santa Clara Metropolitan Statistical Area.

V. OTHER

5 min

Announcements, suggested business for future meetings, other housekeeping

12:40 pm end

A. Special Meeting of Executive Committee

Staff will reach out to committee members to schedule a Special Meeting to review and act on preliminary program budget scenarios for FY23-24 and other financial matters.

B. Other

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. Minutes of January 19, 2023, Executive Committee meeting

{Action}

EXECUTIVE COMMITTEE

January 19, 2023
11:30 am

MINUTES

STAFF: Durrall, 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 11:35 am.

Roll Call

Present: Batra (joined at 11:46), Bojorquez, Koepp-Baker, and Smith

II. CONSENT ITEMS

NOTE: This item was taken out of order to ensure a full voting quorum.

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

A. Financial Status Report as of November 30, 2022

B. Minutes of December 15, 2022, Executive Committee meeting

III. OPEN FORUM

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

IV. BUSINESS ITEMS

A. Director's Report

Strategic Engagement Manager Thoo gave a general update about work2future programs, noting that improvement projects at the San Jose Career Center (Las Plumas Ave) are ongoing and should be completed in mid-February. He also reported on the award of a \$5 million State of California Community Economic Resilience Fund grant to the Bay Area High Road Transition Collaborative for a two-year planning project.

B. Program Participants Report

Program Services Manager Durrall provided a report on the participants served in the WIOA Adult, Dislocated Worker, and Youth Programs through December 31, 2022. She noted the following achievements to date in the current program year: 99% of goal reached for the Adult/Dislocated Worker Program; 103% of goal reached for the Youth Program (out-of-school youth); and 87% of goal reached for the Youth Program (in-school youth).

C. Community Economic Resilience Fund, Phase 1

Strategic Engagement Manager Thoo provided an additional brief on the award of a \$5 million State of California Community Economic Resilience Fund grant to the Bay Area High Road Transition Collaborative, comprised of more than 50 organizations, to date, from throughout the nine-county San Francisco Bay Area, for a two-year planning project. The Collaborative is led by All Home, a regional homelessness advocacy organization, as convener, and the Bay Area Good Jobs Partnership for Equity, comprised of 10 Bay Area local workforce development boards, including work2future, as fiscal agent.

D. Labor Market Update

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). The unemployment rate in the MSA was 2.4% in November 2022, up from a revised 2.2% in September 2022, but below the year-ago estimate of 3.2%. This compares with an unadjusted unemployment rate of 4.0% for California and 3.4% for the nation during the same period. The unemployment rate was 2.4% in Santa Clara County. Between October 2022 and November 2022, total employment in the MSA, which also includes San Benito County, increase by 3,400 jobs to reach 1,195,800 jobs. The gain in employment was modest compared to the previous month's employment increase of more than 17,000 jobs. Mr. Thoo noted a sustained contraction in the Financial Activities subsector. Regarding employer demand, Mr. Thoo detailed statistics comparing unique job postings in 2021 and 2022. He noted a continued decrease in unique job postings over the second half of the year, suggesting a softening of demand.

Discussion ensued among the Committee members. The Committee recommended that staff provide a report on the status of employment within the trades in the MSA, and how these jobs are impacted by current shifts in the Construction industry.

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 12:18 pm.

Drafted: D. Walter. Reviewed: L. Thoo.

III

Open Forum

IV.A

Director's Report

{Information}

DIRECTOR'S REPORT

Director Monique Melchor will provide information on various matters of interest.

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IV.B

Performance & Enrollment Report

{Information}

PERFORMANCE AND ENROLLMENT REPORT

Program Services Manager Sangeeta Durrall will report on WIOA performance and enrollments in the Adult, Dislocated Worker, and Youth Programs through December 31, 2022.

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Attached: WIOA Enrollments and Participants Served as of Jan 31, 2023

WIOA ENROLLMENTS AND PARTICIPANTS SERVED

As of January 31, 2023

Program	YTD New Enrollment Planned 2022 - 2023	YTD New Enrollments Actuals	YTD %	Carryover	Total Participants Served
Adult/Dislocated Worker Program	475	501	105%	313	701
Youth Program (OSY)	66	55	83%	79	109
Youth Program (ISY)	21	23	110%	0	13

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IV.C

Local & Regional Plan Modifications

{Action}



Memorandum

TO: EXECUTIVE COMMITTEE

FROM: Sangeeta Durrall

SUBJECT: Regional and Local Plans Modification

DATE: February 10, 2023

Approved

Date:

RECOMMENDATION

Recommend Board approval of modifications to the Local Plan and Regional Plan for submission to the State of California.

BACKGROUND AND ANALYSIS

As required under the Workforce Innovation and Opportunity Act (29 US Code 3123) work2future submitted in 2021 to the California Workforce Development Board (CWDB) its [Program Years \(PY\) 2021-2024 Local Plan](#), which the CWDB subsequently approved. The plan is laid out in accordance with the guidance and requirements outlined in the California Employment Development Department's Workforce Services Directive WSD20-05: "Regional and Local Planning Guidance for PY 21-24."

Concurrently, the Bay Peninsula Regional Planning Unit (RPU), comprised of work2future, NOVAworks and the San Francisco Workforce Board, submitted its [Regional Plan](#) in accordance with the directive.

Additionally, local boards and RPUs are required to submit two-year modifications of the four-year local and regional plans at the mid-point of the four years. In accordance with instructions two-year modifications contained in Workforce Services Directive WSD22-05, [Local Plan Modifications](#) and [Regional Plan Modifications](#) have been prepared and released for public comment for a 30-day period ending February 13, 2023. As of this writing, only a handful of comments have been received. The comments will be noted when the plans are submitted for approval.

The completed plan modifications are due to the CWDB by March 31, 2023.

Summary of Local Plan Modifications

work2future offers many virtual services across our website and through our career center. We currently offer skill building opportunities online such as our workshops, offered both in-person and online. This will also feature many new workshops that will be introduced in February of 2023 that will offer new skill building opportunities such as project management, social media marketing, entrepreneurship, and so much more. work2future clients receive access to Metrix online skill building. This is a service that provides our clients with free access to over 5,000+ online skill building courses. Using a combination of games and Metrix courses, clients can receive real life industry certifications in areas such as Digital Literacy, Food Service, Hospitality Front Desk, Customer Service Representative and

EXECUTIVE CMTE

Date: 02-10-23

Subject: Regional & Local Plans Modification

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so much more. This virtual skill building option allows for flexibility and the opportunity to learn at your own pace.

Enhancing digital literacy and inclusion will be at the core of work2future's service delivery strategy, including online safety, financial literacy, media literacy, and health literacy. work2future plans to provide a comprehensive contextualized career services model that aims to integrate personal and career development goals against the larger context of the digital landscape and the labor market and integrates (if needed) cognitive-behavioral therapies to address mental-health issues, braided together with the expressed purpose of helping the job seeker land a sustainable career.

/s/

SANGEETA DURRAL

Program Services Manager

cc: Monique Melchor

IV.D

work2future RFP Process Review

{Information}

WORK2FUTURE RFP PROCESS REVIEW

Contracts Manager Dat Luu will report on the review of, and revisions to, the City's Request for Proposals (RFP) bid process as applied for the procurement of WIOA Adult, Dislocated Worker, and Youth program services.

Staff was able to meet with members the former ad hoc committee in early January. The discussion addressed concerns by staff on logistical issues with the committee's recommendation and a significant amount of these concerns were resolved.

The primary item that still needs to be addressed by City Attorney is the committee's recommendation that calls for a former work2future participant to be on the review panel. City policy has long been that a reviewer on a procurement panel has subject matter expertise. The ad hoc committee's contention is that a former client qualifies under this criterion.

The committee's contention was brought forth to City Attorney during a meeting in late January. City Attorney has requested more time to research this item prior to responding. Staff anticipates an answer by City Attorney in March. City Attorney has also indicated that once a resolution is reached, he will attend the next Board/Executive Committee meeting to address any questions regarding his conclusion.

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IV.E

Business Services Committee Report

{Information}

BUSINESS SERVICES COMMITTEE REPORT

Business Services Committee Chair Alan Takahashi will report on the activities of the committee.

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IV.F

Youth Committee Report

{Information}

YOUTH COMMITTEE REPORT

Youht Committee Chair Jack Estill will report on the activities of the committee.

#

IV.G

Grants

{Information}

GRANTS

Strategic Engagement Manager Lawrence Thoo will provide the Executive Committee brief information about selected recent grants in which work2future is a partner, including, without limitation:

- Regional Equity and Recovery Partnerships between local workforce boards and community colleges (awarded)
- Community Economic Resilience Fund (CERF) Phase 1 (Planning) (awarded)
- CERF Economic Development Pilot (City of San Jose-led partnership) (application submitted)
- CERF Economic Development Pilot (Bay Area Good Jobs Partnership for Equity) (application submitted)

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IV.H

Labor Market Update

{Information}

LABOR MARKET UPDATE

The unemployment rate in the San Jose-Sunnyvale-Santa Clara Metropolitan Statistical Area (MSA) was 2.1 percent in December 2022, down from a revised 2.4 percent in November 2022, and below the year-ago estimate of 2.9 percent, according to the Employment Development Department's Labor Market Information Division. 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 2.0 percent in Santa Clara County. Total employment for the month in the MSA, which also includes San Benito County, remained nearly flat, with a net increase of 300 jobs to reach 1,195,900. Strategic Engagement Manager Lawrence Thoo will report on and discuss this and other regional labor market conditions.

###

V

Other

VI

Adjournment