



EXECUTIVE COMMITTEE SPECIAL MEETING

Tuesday, May 30, 2023, 1:30 pm

**Almaden Room, Business and Administrative Services Center,
5730 Chambertin Dr, San Jose, CA 95118**

www.work2future.org

HYBRID MEETING

Members of the public may attend the meeting in person at the location above or virtually by computer, smartphone, and tablet at

<https://zoom.us/j/93237966815?pwd=RjZzbkJVNi9lUU1vcUFSVFdKeCs2UT09>

To provide Spoken Public Comment *during* the meeting:

a) **Phone** (669) 219-2599, Meeting ID 932 3796 6815. **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
Senior Director
Bluevine

Chad Bojorquez
Chief Program Officer
Destination: Home

Ex Officio

Monique Melchor
work2future Director

EXECUTIVE COMMITTEE SPECIAL MEETING

May 30, 2023

1:30 pm

Almaden Room, Business and Administrative Services Center, Almaden Winery,
5730 Chambertin Dr, San Jose

Online at <https://zoom.us/j/93237966815?pwd=RjZzbkJVNi9lUU1vcUFSVFdKeCs2UT09>

AGENDA

- I. CALL TO ORDER & ROLL CALL** 5 min
1:35 pm end
- II. CONSENT ITEMS {ACTION}**
Approval of the acceptance of:
 - A. Minutes of the April 20, 2023, Executive Committee Meeting**
 - B. Preliminary Financial Status Report as of April 30, 2023**5 min
1:40 pm end
- III. BUSINESS ITEMS**
 - A. Director's Report {Information}** 5 min
1:45 am end
Monique Melchor, Director
Reports on various matters of interest.
 - B. Board Retreat Ad Hoc Committee {Information}** 10 min
1:55 pm end
Susan Koepp-Baker, Board and Executive Committee Chair; Shawn Spano, facilitator,
Public Dialogue Consortium
Report on conclusion of the work of the ad hoc committee appointed to follow up on the Board retreat held on March 16, 2023.
 - C. FY2023-24 Program Operating Budget {ACTION}** 20 min
2:15 pm end
Rehan Qedwai, Finance Manager
Recommend Board approval of staff's proposed WIOA budget for Fiscal Year 2023-4, including:
 - 1.** WIOA Program Operating Budget of \$10,110,233
 - 2.** WIOA Administrative Budget in the amount of \$845,592
 - 3.** Proposed WIOA estimated Rapid Response Funding of \$512,371
 - 4.** Authorization for staff to transfer funds without additional Board approval:
 - a)** Between budget line items, as long as there is no change to the overall amount of the WIOA program operating budget
 - b)** Between the Adult and the Dislocated Worker Programs, as needed to accommodate changes in the numbers of clients served by the two programs, as long as the total of the combined budgets is not changed.

- D. San Jose Works 2023-24 Funding {ACTION}** 10 min
2:25 pm end
Rehan Qedwai, Finance Manager
 Recommend Board approval to accept staff's report on funding for the San Jose Works 9.0 program, including:
1. \$1,647,000 in City of San José funds to support the program
 2. Allocation of \$2,971,570 to work2future and \$95,000 to the City's Parks, Recreation and Neighborhood Services Department (PRNS) for the operation of the program
- E. Appointment to the Business Services Committee {ACTION}** 5 min
2:30 pm end
Lawrence Thoo, Strategic Engagement Manager
 Appointment of Jayati Goel, CEO, Nidaan Systems, Inc., as a business community member of the Business Services Committee.
- F. Business Services Committee Report {DEFERRED}**
Alan Takahashi, Business Services Committee Chair
 The April 11, 2023, Business Services Committee meeting did not have a quorum. The committee is scheduled to meet next on June 13, 2023.
- G. Youth Committee Report {Information}** 5 min
2:35 pm end
Jack Estill, Youth Committee Chair
 Youth Committee Chair's report.
- H. Labor Market Update {Information}** 15 min
2:50 pm end
Lawrence Thoo, Strategic Engagement Manager
 Currently available data and analysis on the labor market in Santa Clara County and the San Jose-Sunnyvale-Santa Clara Metropolitan Statistical Area.
- IV. OPEN FORUM** 5 min
2:55 pm end
 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.
- V. OTHER** 5 min
3:00 pm end
 Announcements, suggested business for future meetings, other housekeeping
- 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 the April 20, 2023, Executive Committee Meeting
- B. Preliminary Financial Status Report as of April 30, 2023

{Action}

EXECUTIVE COMMITTEE**April 20, 2023****11:30 am****MINUTES**

STAFF: Melchor, Thoo, Walter

I. CALL TO ORDER & ROLL CALL

Chair Koepp-Baker called the hybrid meeting to order at 11:45 am.

Roll Call

Present: Bojorquez, Koepp-Baker, Smith, Takahashi

Absent: Auerhahn, Batra, Estill

II. CONSENT ITEMS

ACTION: Mr. Bojorquez moved, Mr. Takahashi seconded, and the Committee unanimously approved the acceptance of the minutes of the February 16, 2023, Executive Committee meeting, the minutes of the February 27, 2023, Executive Committee Special meeting, and the Financial Status Report as of February 28, 2023.

III. OPEN FORUM

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

IV. BUSINESS ITEMS**A. Director's Report**

work2future Director Monique Melchor welcomed Committee members to the first in-person meeting since the COVID-19 emergency was declared in March 2020 and noted that the organization was starting its 23rd year serving the community. She highlighted several applications to be submitted to the state, including Board recertification and high-performing Board, as well as waivers to increase the percentage of training funds that can be spent on adult transitional jobs and the maximum reimbursement of on-the-job training wages from 50% to 90%, and to provide more in-school youth services. Ms. Melchor also shared details about an upcoming job fair.

B. Board Recertification

Ms. Melchor asked the Committee to approve, on behalf of the Board, the application to the California Workforce Development Board for the recertification of the work2future Board.

ACTION: After discussion, Ms. Smith moved, Mr. Bojorquez seconded, and the Committee unanimously approved, on behalf of the Board, the application to the California Workforce Development Board for the recertification of the work2future Board.

C. WIOA Client Outcomes

Ms. Melchor provided the Committee a report on PY2021-22 client outcomes in the WIOA Adult Program, Dislocated Worker Program, and Youth Program, and on PY2022-23 client

outcomes to date in the Youth Program. There was some discussion among the Committee members.

D. work2future Board Retreat Follow-up

Board and Executive Committee Chair Susan Koepp-Baker discussed plans to follow up on the Board Retreat held on March 16, 2023. She is working with staff to develop an ad hoc committee to review and refine the ideas that were offered at the Board Retreat and recommend a prioritized set or subset of actionable ideas for the Executive Committee to consider. Committee member discussion followed.

E. Business Services Committee Report

Business Services Committee Chair Alan Takahashi reported that the most recent Business Services Committee meeting was postponed and noted no other updates.

F. Youth Committee Report

On behalf of Youth Committee Chair Jack Estill, Strategic Engagement Manager Lawrence Thoo reported that the next Youth Committee meeting is scheduled for May 11, 2023, and noted no other updates.

G. 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 3.2 percent in February 2023, up slightly from a revised 3.1 percent in January 2023, but still below the year-ago estimate of 3.3 percent, according to the Employment Development Department's Labor Market Information Division. This compares with an unadjusted unemployment rate of 4.8 percent for California and 3.9 percent for the nation during the same period. The unemployment rate was 3.1 percent in Santa Clara County. Total employment for the month in the MSA, which also includes San Benito County, marked a sharp reversal from the January loss of more than 20,000 jobs, with a net increase of 6,100 jobs to reach 1,174,600. There was some discussion about the impacts of severance packages on the unemployment rate, as well as any potential fallout from recent bank failures on the local business community.

V. OTHER

Mr. Thoo shared details about an upcoming lunch meeting for the Youth Forum and invited Committee members to attend. He also reminded Committee members about the Spring Career Fair on April 25, 2023.

Mr. Bojorquez discussed a possible WIOA funding opportunity for special enterprises.

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

VI. ADJOURNMENT

Chair Koepp-Baker adjourned the hybrid meeting at 12:53 pm.

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

PRELIMINARY FINANCIAL STATUS AS OF APRIL 30, 2023

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, only \$193,393 of the \$361,588 were spent.
- As of April 30, 2023, work2future has \$4.21 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: \$829,030
 3. Projected savings of \$2,335,088

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. The original grant period was April 1, 2021, to September 30, 2022, but was extended to December 31, 2022. In addition, funded amount was reduced from \$25,000 to \$2,768. Of the \$2,768 revised funded amount, \$1,724 was spent with an unspent balance of \$276.
- 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 April 30, 2023, 88% of the grant funds 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 (NDWG). work2future was allotted \$500,000 to help implement the grant. The goal of the CAREER NDWG 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 August 19, 2023. work2future program implementation starts on April 1, 2022. As of April 30, 2023, approximately 86% 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 93% of the funds were spent as of April 30, 2023.
- 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 April 30, 2023, approximately 25% of the funds were spent. On November 30, 2022, NPower informed work2future that the State has discontinued their funding until further notice.
- 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 April 30, 2023, 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 renewable energy developers of the City's Community Energy Department is required to perform certain obligations related to workforce development and community investment as stated in the Renewable Power Purchase Agreement with the City of San Jose. In relation to this, EDPR agreed to contribute \$275,000 in three annual installments - \$91,667 on or before May 31, 2020, \$91,667 on or before May 31, 2021, and \$91,666 on or before May 31, 2022. The funds will be used to support the San Jose Work program aimed for participant placements in partner companies related to clean energy and sustainability. First and second rounds of funding were fully spent.
- Cities of Financial Empowerment (CFE) pledged to provide work2future \$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 April 30, 2023, 94% of funds are spent. We are in the process of making more payments, and it is expected that money will be fully spent.

- 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.
- Wells Fargo donated \$25,000 for San Jose Works 8.0 Work Experience program.
- 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. Approximately 54% of the funds were spent as of April 30, 2023.
- 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.

###

Prepared by Rehan Qedwai, Finance Manager

Attachment

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
<i>Actual Expenditures as of June 30, 2022</i>	(938,673)	(285,170)	(455,272)	(144,241)	(1,823,356)
<i>Encumbrances/Spending Plan as of June 30, 2022</i>	(2,921)	(2,435)	(40,625)	0	(45,981)
<i>Total Actual Expenditures/Encumbrances/Spending Plan as of June 2022</i>	(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
<i>% Remaining</i>	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
Rescission				(152,905)	(152,905)
<i>Expenditures as of April 30, 2023</i>	(1,533,647)	(1,113,926)	(1,463,084)	(208,683)	(4,319,340)
<i>Encumbrances as of April 30, 2023</i>	0	(129,061)	(57,471)	0	(186,532)
<i>Total Actual Expenditures/Encumbrances as of April 30, 2023</i>	(1,533,647)	(1,242,987)	(1,520,555)	(208,683)	(4,505,872)
\$ Remaining	0	0	(0)	0	(0)
% Remaining	0%	0%	0%	0%	0%
(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
<i>Expenditures as of April 30, 2023</i>	(545,892)	(164,296)	(68,512)	(262,622)	(1,041,322)
<i>Encumbrances as of April 30, 2023</i>	(903,221)	(406,091)	(1,214,956)	0	(2,524,267)
<i>Total Actual Expenditures/Encumbrances as of April 30, 2023</i>	(1,449,112)	(570,387)	(1,283,468)	(262,622)	(3,565,589)
\$ Remaining	732,006	2,016,587	971,910	249,749	3,970,252
% Remaining	34%	78%	43%	49%	53%
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 April 30, 2023	(2,982,759)	(1,813,374)	(2,804,023)	(471,305)	(8,071,461)
\$ Remaining	732,006	2,016,587	971,910	402,654	4,123,157
% Remaining	20%	53%	26%	46%	34%
III. Projected Expenditures/Carry Over through June 30, 2023					
<i>Projected Expenditures through June 2023</i>	(1,082,580)	(1,186,372)	(723,411)	(512,371)	(3,504,734)
<i>Projected Carry Over through June 2023 (\$)</i>	1,098,538	1,529,663	1,589,438	0	4,217,639
<i>Projected Carry Over through June 2023 (%) with Rapid Response</i>	50%	59%	70%	0%	56%
<i>Projected Carry Over through June 2023 (%) without Rapid Response</i>	50%	59%	70%	0%	60%

Other Discretionary Funds	Emerging Needs - Local Assistance Funds	SlingShot/Regional Plan Implementation (NOVA)	National Dislocated Worker Grant Funds to COVID-19 Employment Recovery NDWG Project	Career NDWG	Workforce Accelerator Fund 9.0	Veterans' Employment-Related Assistance	Total
I. Actual as of June 30, 2022							
Grant Period		10/1/2021 - 12/31/2022	4/10/2020 - 3/31/2023	04/1/2022- 08/19/2023	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	(22,232)	0	0	0	0	(22,232)
Total Available Funding for FY 2022-2023	5,000	2,000	158,690	474,184	213,001	56,691	909,565
Expenditures as of April 30, 2023	0	(1,724)	(137,996)	(126,318)	(98,330)	(13,919)	(378,287)
Encumbrances as of April 30, 2023	0	0	0	(174,059)	0	0	(174,059)
Cumulative Expenditures/Encumbrances as of April 30, 2023	0	(1,724)	(137,996)	(300,377)	(98,330)	(13,919)	(552,346)
Remaining	5,000	276	20,695	173,807	114,670	42,772	357,220
% Remaining	100%	14%	13%	37%	54%	75%	39%
III. Projected Expenditures/Carry Over							
Projected Expenditures through June 2023	0	(1,724)	(137,996)	(168,818)	(98,330)	(13,919)	(420,787)
Projected Carry Over through June 2023 (\$)	5,000	0	0	305,366	0	0	310,366
Projected Carry Over through June 2023 (%)	100%	0%	0%	64%	0%	0%	34%

Other Discretionary Funds	City of San Jose Youth Summer Program Initiative	San Jose Works (EDP Renewables)	San Jose Works (CFE)	w2f - San Jose Works (Bank of America)	w2f - San Jose Works (Wells Fargo) Contribution	w2f - San Jose Works (Amazon) Contribution	w2f - San Jose Works (Flagship) Contribution	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 April 30, 2023	(1,166,418)	(91,666)	(28,325)	(84,900)	0	0	0	(1,371,310)
Encumbrances as of April 30, 2023	(1,265,376)	0	0	0	0	0	0	(1,265,376)
Cumulative Expenditures/Encumbrances as of April 30, 2023	(2,431,794)	(91,666)	(28,325)	(84,900)	0	0	0	(2,636,685)
Remaining	250,276	0	1,675	0	7,500	100,000	5,000	364,450
% Remaining	9%	0%	6%	0%	100%	100%	100%	12%
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 04/30/23

Pd 10 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 April 30, 2023</i>	0	(3,432)	(3,432)
<i>Encumbrances as of April 30, 2023</i>	0	0	0
Cumulative Expenditures as of March 31, 2023	0	(3,432)	(3,432)
\$ Remaining	4,042	4,406	8,448
% Remaining	100%	56%	71%
III. Projected Expenditures/Carry Over			
Projected Carry Over through June 2023	4,042	4,406	8,448
Projected Carry Over (%) through June 2023	100%	100%	100%

work2future
Preliminary Financial Status Report as of 04/30/23
Pd 10 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 March 31, 2023</i>	<i>(121,752)</i>	<i>0</i>	<i>0</i>	<i>(121,752)</i>
<i>Encumbrances as of March 31, 2023</i>	<i>(300)</i>	<i>0</i>	<i>0</i>	<i>(300)</i>
Cumulative Expenditures as of March 31, 2023	(122,052)	0	0	(122,052)
\$ Remaining	102,199	625,000	600,000	1,327,199
% Remaining	46%	100%	100%	92%
III. Projected Expenditures/Carry Over				
Projected Carry Over through June 2023	102,199	625,000	600,000	1,327,199
Projected Carry Over (%) through June 2023	100%	100%	100%	100%

III.A

Director's Report

{Information}

DIRECTOR'S REPORT

work2future Director Monique Melchor will provide information on various matters of interest.

#

III.B

**work2future
Board Retreat
Ad Hoc Committee**

{Information}

BOARD RETREAT AD HOC COMMITTEE

Following the work2future Board retreat held on March 16, 2023, Board Chair Susan Koepp-Baker appointed Board members Steve Preminger, Mitesh Shah and Traci Williams and Youth Committee member Sofia Jaquez to serve with her as an ad hoc committee to review and clarify ideas put forward at the retreat and to recommend to the Executive Committee which and how ideas should be prioritized.

The ad hoc committee met on May 1, 2023, to undertake its charge. Consultant Shawn Spano, Public Dialogue Consortium, who facilitated the retreat, also facilitated the meeting of the ad hoc committee. His notes of the meeting are attached.

Ultimately, the ad hoc committee concluded that the key takeaway from the Board retreat was that Board members and community members, i.e., non-Board members, on standing committees should become better educated and informed about the mandates of the Workforce Innovation and Opportunities Act (WIOA) and work2future operations, and that effective ways should be identified to enable such information and education.

###

Attachment

Summary Notes
Board Retreat Ad Hoc Committee Meeting
May 1, 2023

Participants

Ad Hoc Committee: **Board members** Koepp-Baker, Preminger, Shah, Williams; Youth Committee member Jaquez
Staff: Melchor, Thoo

Overview

The Ad Hoc Committee met to review and prioritize the improvement ideas that were generated at the Board Retreat in March 2023. Several areas for improvement emerged from the discussion along with recommendations for next steps (see below). Importantly, most of the ideas generated at the Retreat and the areas identified at the meeting are already being enacted or are in process. This led the Ad Hoc Committee to prioritize the following improvement.

Priority Improvement

1. Ensure Board members are informed about WIOA mandates and requirements and are familiar with how they are integrated into work2future operations and service delivery, and how they shape organizational practices.

Other Improvements (not in any priority order)

2. Increase the number of clients through enhanced marketing and advertising, broadening qualifications, and establishing physical locations that are easily accessible.
3. Assess client's needs and experiences early in the process and link them directly to the services provided and the jobs available.
4. Increase efficiencies by streamlining services, eliminating duplications, and coordinating service offerings.
5. Convene staff, providers, caseworkers, and other partners to enhance collaboration and ensure quality service delivery.
6. Focus on increasing the number of youth (e.g. connecting services to them at younger age), and involving them more directly in the process as greeters, spokespersons, etc.
7. Conduct an exit survey with clients after they have completed the process to assess their experiences, satisfaction, and levels of success.

Next Steps

- Explore the most effective and efficient ways to inform and educate Board members about WIOA mandates and work2future operations, such as a Board Retreat, setting aside designated time at Board meetings, extending the new Board member orientation, etc.
- Present the improvement areas and next step item above as advisory suggestions to the Executive Committee for their review and recommendations.

Prepared by Shawn Spano, Public Dialogue Consortium

III.C

**FY2023-24
Program Operating
Budget**

{Action}



Memorandum

TO: Executive Committee
SUBJECT: **See Below**

FROM: Rehan Qedwai
DATE: May 22, 2023

Approved

Date

SUBJECT: Proposed work2future Workforce Innovation and Opportunity Act (WIOA) Program Operating Budget for FY 2023-24

RECOMMENDATION

Recommend Board approval of staff's proposed WIOA Budget for Fiscal Year (FY) 2023-24, including:

1. WIOA Program Operating Budget of \$10,110,233
2. WIOA Administrative Budget in the amount of \$845,592
3. Proposed WIOA estimated Rapid Response Funding of \$512,371
4. Authorization for staff to transfer funds without additional Board approval
 - a) Between budget line items, as long as there is no change to the overall amount of the WIOA program operating budget
 - b) Between the Adult and Dislocated Worker Programs, as needed to accommodate changes in the numbers of clients served by the two programs, as long as the total of the combined budgets is not changed.

Staff may adjust the budget line items in October/November 2023 as part of the reconciliation process to reconcile projected carry-over with actuals at the end of FY 2022-23.

If approved, the Executive Committee's recommendation will be forwarded to the Board for its meeting on June 15, 2023.

BACKGROUND AND ANALYSIS

On May 18, 2023, the State of California Employment Development Department (EDD) revised PY 22-23 allocations, increasing the Dislocated Worker allocation by \$11,625, and released its planned allocations for WIOA Adult, Dislocated Worker, and Youth funding streams for FY23-24. These allocations are based on the allotments to states issued by the U.S. Department of Labor (DOL), as recognized in Training and Employment Guidance Letter 15-22, dated April 21, 2023. EDD's planned allocations for work2future reflected an approximately 8.4% overall decrease from FY22-23 funding.

In March 2023, staff had presented three Preliminary Adult, Dislocated Worker, and Youth Program Budget Scenarios to the Board: AS IS (the same allocation as FY22-23 – base budget), 5% funding reduction, and 5% funding increase.

Adjustments based on EDD's planned allocations are as follows:

Proposed Sources	FY22-23 \$9.65M Adjusted Budget	<i>Proposed 2023-2024 5% Decrease</i>	<i>FY23-24 Planned 8.4% Decrease May 2023 EDD Notification</i>	FY22-23 vs. Base Budget AS IS (in \$)	FY22-23 vs. FY23-24 Planned 8.4% Decrease (in \$)	Base Budget AS IS vs. FY23-24 Planned 8.4% Decrease (in \$)
	A	B	C	D (b-a)	E (c-a)	F (c-b)
Formula Allocation	\$7,023,470	\$6,672,297	\$6,452,098	\$0	\$(571,372)	\$(571,372)
15% Board Mandated Reserve from prior year allocation	\$896,446	\$1,053,521	\$1,053,521	\$157,075	\$157,075	\$0
Projected Carry Over from current year (includes unallocated contingency reserve)	\$3,493,073	\$4,041,381	\$4,217,639	\$548,308	\$724,566	\$176,258
Carry Over to FY 2023- 24/2024-25	(1,053,521)	(1,000,845)	(967,815)	\$0	\$85,706	\$85,706
Administrative Funding (10% of Allocation)	(702,347)	(667,230)	(645,210)	\$0	\$57,137	\$57,137
Proposed Funding Sources	\$9,657,121	\$10,099,124	\$10,110,233	\$705,383	\$453,112	\$(252,271)

As indicated in the above table, there is an increase in the projected savings from the March approved base budget amounting to \$176,258 mainly from the unspent client services budget. This projected savings may help in eliminating the current funding decrease of \$571,372. Overall, in comparison to the March 2023 work2future base operating budget, there is a minor negative change of \$252,271. The reduction is applied to various budget line items as shown in the table below.

Proposed Uses	FY22-23 \$9.65M Adjusted Budget	<i>Proposed 2023-2024 5% Decrease</i>	<i>FY23-24 Planned 8.4% Decrease May 2023 EDD Notification</i>	FY22-23 vs. Base Budget AS IS (in \$)	FY22-23 vs. FY23-24 Planned 8.4% Decrease (in \$)	Base Budget AS IS vs. FY23-24 Planned 8.4% Decrease (in \$)
	A	B	C	D (b-a)	E (c-a)	F (c-b)
Personnel Costs	\$2,598,093	\$2,659,773	\$2,659,773	\$61,680	\$61,680	0
Non-Personnel Costs	525,286	595,745	528,263	70,459	2,977	(67,482)
Adult Client-Related Services	1,789,593	3,174,333	3,178,371	1,456,262	1,388,778	(67,484)
Youth Client-Related Services	1,041,019	1,148,543	1,112,048	127,822	71,029	(56,793)
One Stop Operator	30,000	30,000	30,000	0	0	0
Distribution to Service Providers	2,651,837	2,433,937	2,538,013	(46,340)	(113,824)	(67,484)
Unallocated Contingency Reserve	1,021,293	56,793	63,765	(964,500)	(957,528)	6,972
Total Proposed Uses	\$9,657,121	\$10,099,124	\$10,110,233	\$705,383	\$453,112	\$(252,271)

- **Personnel Costs**
 - The personnel costs budget of \$2,659,773 is based on FY22-23 proposed Salary and Fringe Benefits report. This may be adjusted due to the actual Cost of Living Adjustment percentage increase that will be agreed upon between the employee bargaining units and the City of San José.
- **Non-Personnel Costs**
 - Non-personnel costs budget has decreased from \$595,745 to \$528,263. The decrease is mainly due to the reduction of consulting services, the decrease is due to less anticipated needs for FY23-24.
 - Adult and Youth Client-Related Services Adult and Youth Client-Related Services budgets are set at \$3,178,371 and \$1,12,048, respectively. Funding has decreased this last year however we will still have a carryover amount that can be added for additional services. work2future was able to meet the SB734 30% training and 20% work experience compliance requirement for Adult & Dislocated Worker and Youth programs, respectively.
- **One-Stop Operator**
 - A budget of \$30,000 reflects the contractual costs for the current one-stop operator.
- **Distribution to Service Providers-**
 - Service providers budget is decreased from \$2,605,497 to \$2,538,013. The change is due to the enrollment in the Adult and Dislocated Workers, and the reduction in fund allocation from the State. The enrollment goal for the Youth program will be 250 participants, 150 in-school participants, and 100 out-of-school participants.
- **Unallocated Contingency Reserve**
 - This is the “balancing” figure in the budget which is set currently at \$63,765. It 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.

SB734-TRAINING ALLOCATIONS

20% of Combined Adult (AD) and Dislocated Worker (DW) Base Funding Allocation

SB734 requires Workforce Development Boards to expend 30% of their Adult and Dislocated Worker allocations on training. To meet this requirement, the staff proposes to allocate a training budget of 20% of the Adult and Dislocated Worker allocations, with the additional 10% to be raised by the service providers through leveraged funding. Examples of leverage funds in the past include employers’ share of on-the-job training, Pell grants, and registered apprenticeship wages.

For FY 2023-24, the staff is proposing to include the FY 2022-23 estimated carry-over amount plus 100% of the 20% training budget for the current year allocation. In the past, work2future was able to spend the allotted training dollars in the 1st year of the grant’s term but because of the challenges posed by COVID-19, work2future needs to catch up first with the prior year’s training funds in order to comply with the SB734 requirement.

The table below shows the Training Budget relative to the SB 734 training expenditure requirement:

WIOA ADULT AND DISLOCATED WORKER PROGRAM	Proposed Budget
Projected Adult and Dislocated Worker Program Allocation FY 2023-24	\$4,399,814
Training Requirement (30% of Projected Allocation)	1,319,944
Training Budget at 20%*	\$879,963
Leverage Funds at 10% to be raised	439,981
Training Funds Requirement for FY 2022-23 Allocation	\$1,319,944
FY 2022-23 Estimated Carry-Over Training Amount	\$740,308
FY 2022-23 100% of the 20% Training Allocation	879,963
SB 734 Training Budget for FY 2023-24	\$1,620,271

*Training budget covers ETPL, OJT, cohort, and SB 734 eligible workshops.

The proposed training and workshop budgets will be placed in a *funding pool* that will be universally accessible to all eligible training providers from the State Eligible Training Provider List, and all workshop providers that were selected through the Request for Proposal (RFP) process. A portion of this amount will be distributed to the Equus Workforce Solutions to fund On-the-Job Training (OJT) services for eligible clients.

WIOA YOUTH JOB READINESS/WORK EXPERIENCE TRAINING PROGRAM

20% of Youth Program Base Funding Allocation

WIOA places a new priority on work-based learning by requiring that at least 20% of the Youth Program allocation be used for paid and unpaid work experience programs. These program investments may include summer and year-round opportunities, such as pre-apprenticeship programs, internships, and OJT training.

Like Adult and Dislocated Worker SB 734 training allocation, for FY 2023-24, the staff is proposing to include the FY 2023-24 WEX carry-over amount plus 100% of the 20% WEX budget for the current year allocation. This is again due to the catch-up that work2future needs to comply with the requirement.

WIOA YOUTH PROGRAM	Proposed Budget
Projected Youth Program Allocation FY 23-24	\$2,040,659
Less: 10% Administration	(204,066)
Youth Program Allocation @ 90%	\$1,836,593
Total Youth Job Readiness/Work Experience Funds Requirement (20% of Youth Program Allocation)	\$367,319
FY 2022-23 Estimated Carry-Over Youth Job Readiness/WEX Amount	\$405,968
FY 2023-24 80% of the 20% Youth Job Readiness/WEX Allocation	367,319
Youth Job Readiness/WEX Budget for FY 2023-24	\$773,287

The full amount of \$773,287 will be distributed to Equus Workforce Solutions and International Rescue Committee to cover the WIOA-required Youth work experience program. A portion of this amount can be used to fund staffing to administer the work experience program. The work experience line item is shown as a separate line item from the funding distribution to service providers to show that the 20% funding threshold as required by WIOA is met.

WIOA ADMINISTRATIVE BUDGET

work2future's Administrative Budget represents 10% of the total WIOA formula allocation from the Adult, Dislocated Worker, and Youth programs plus the estimated carry-over savings from FY22-23.

The table below shows how the Administrative funding is distributed.

WIOA ADMINISTRATIVE	Proposed Budget
Projected Adult, Dislocated Worker and Youth Program Allocation FY 2023-24	\$6,440,473
Proposed Administrative Budget (10% of Projected Allocation)	644,047
FY22-23 Estimated Carry-Over	201,545
Total Proposed Administrative Budget	\$845,592
Personnel Costs (3.45 FTE)	\$536,268
City Attorney's Office	127,408
Non-Personnel Cost	37,227
City Overhead @ effective rate of 3.06%	80,168
Distribution to Service Providers	64,521
Total Proposed Administrative Budget	\$845,592

Staff has worked with the City's Finance Department and the Budget Office since 2015 to exempt work2future from the standard methodology that the City uses for computing overhead for grants and to allow work2future to set a rate that can be accommodated by the State's funding limitations on administrative services, taking into account the fluctuating nature of work2future's funding.

In May 2023, the City Finance Department informed work2future of its overhead rate for FY 2023-24 of 84.46% which is a 19.69% increase from last fiscal year's rate of 64.78%. As can be inferred, work2future cannot pay the full City Overhead amount, estimated at \$2.05 million. As shown above, work2future can only pay \$74,454, which translates to an effective rate of approximately 3.06%.

It is also noted that 10% of the total available administrative funding allocation for work2future has been set aside to be distributed to service providers based on their percentage share in the total WIOA program funding distribution.

WIOA RAPID RESPONSE FUNDING

For FY 2023-24, the proposed Rapid Response Budget is *estimated* at \$512,371 which is the same FY 2022-23 allocation for the Rapid Response program.

The projected funding will be allocated as shown in the table below:

WIOA RAPID RESPONSE	Proposed Budget
Total Estimated Rapid Response Allocation	\$512,371
Personnel Costs (3.55 FTE)	\$444,502
Non-Personnel Cost	42,653
City Overhead	25,216
Total Proposed Rapid Response Budget	\$512,371

Once the final Rapid Response allocation is received from EDD, work2future will provide the Board with a final Rapid Response Budget.

WORK2FUTURE SERVICE PROVIDERS FUNDING DISTRIBUTION SUMMARY

The table below shows the funding distribution to the Service Providers:

Funding Distribution to Service Providers	Adult/Dislocated Worker	Youth	Total
All Service Providers	\$1,618,092	\$919,921	\$2,538,013

To summarize, the following estimated funding will be distributed to the service providers:

Funding	Equus	IRC	Total
WIOA Base Budget	\$2,062,946	475,067	\$2,538,013
Adult/DW OJT	100,000	0	100,000
Youth Work Experience	451,084	322,203	773,287
Supportive Services (SUS)	75,000	50,000	100,000
Administrative	43,229	21,292	64,521
Total	\$2,732,259	\$843,562	\$3,575,821

The budget is subject to further negotiations with the service providers. On-the-Job Training (OJT) services are tentative and the final amount will be determined depending on the estimated number of employers that are willing to provide OJT opportunities for eligible clients. Funding for additional staffing to administer and implement the Youth Work Experience program will be distributed to service providers, including their share of the administrative budget as explained elsewhere in this memo.

OTHER

Staff requests that the Board approve authority for staff to transfer funds between budget line items, so long as there is no change to the overall budget, and the transfer falls within the Board-approved WIOA Operating, Administrative, and Rapid Response budgets.

Staff also requests that the Board approve authority for staff to transfer funds between the Adult and Dislocated Worker programs, as needed, to accommodate changes in the numbers of clients served by the two programs without having to seek additional Board approval.

/s/
Rehan Qedwai
Finance Manager

cc: Monique Melchor
Jeff Ruster

/rq

III.D

San Jose Works 2023-24 Funding

{Action}



Memorandum

TO: Executive Committee

FROM: Rehan Qedwai

SUBJECT: **San Jose Works 2023-24 Funding**

DATE: May 24, 2023

Approved

Date

RECOMMENDATION

Recommend Board approval to accept staff's report on funding for the San Jose Works 9.0 program, including:

1. \$1,647,000 in City of San José funds to support the program
2. Distribution of \$2,097,570 to work2future and \$95,000 to the City's Parks, Recreation and Neighborhood Services Department (PRNS) for the operation of the program

If approved, the Executive Committee's recommendation will be forwarded to the Board for its meeting on June 15, 2023.

BACKGROUND

Since 2015, work2future has successfully managed the San Jose Works program (SJ Works) for the City of San José, funded from the City's General Fund.

SJ Works is a collaboration among work2future, work2future Foundation, the City's Parks, Recreation, and Neighborhood Services Department (PRNS), and the Mayor's Gang Prevention Task Force (MGPTF).

During this past program year, SJ Works provided 375 youth with paid internships supported with General Fund monies provided by the City of San José. An additional 417 youth were placed in employer-paid job opportunities or received employment and career services as of May 24, 2023. Over 90% of the subsidized youth successfully completed their paid six-week internship and 80% of the unsubsidized youth have completed their job placement period.

During this past year, the paid internships focused increasingly on private-sector placements with employers in high-growth sectors and in-demand occupations. Of the 376 paid internships, 82 were recruited from high school Career and Technical Education classes and placed with employers in advanced manufacturing, business/financial services, construction, health care and social assistance, and information technology. The remaining 294 youth were placed in internships with community centers, library branches, City departments, Council offices, and nonprofit organizations.

A notable trend is worksites advocating and requesting current San Jose Works interns to return for an additional 100 program hours. According to employer partners, the interns are demonstrating their ability to transfer work readiness training and their career pathway knowledge into productive workforce skills. Currently, San Jose District Office 8, Eastside Union High School District, and the Mayor's Office of Technology and Innovation have made the request to continue the internship with their recent interns.

In addition, some employers are recognizing interns with high level of interpersonal and workforce skills throughout the duration of the 100-hour internship. Upon completion of the internship, our youth have been offered and accepted employment from our worksite partners.

Out of the 376 enrolled participants, 351 students have successfully completed their paid internships. All participants have also taken advantage of a variety of workshops to prepare them for real work experiences. These workshops included: Mock Interviews, Personal & Professional Branding with LinkedIn, Financial Literacy provided by Bank of America and MyPath, Communication Etiquette, Anti-Sexual Harassment, Anti-Discrimination Training, wage theft and prevention and Emotional Intelligence.

In addition to recruitment, placement and onboarding services, youth also accessed career counseling, supportive services (e.g., bus passes), and entrepreneurship training. Workshops provided included communication etiquette, anti-sexual harassment, anti-discrimination, emotional intelligence, and job readiness. Due to the pandemic, the latter training was held virtually and with facilitation of job coaches, career panelist, and partner such as MyPath, Bank of America, and Intel. For the upcoming program year, wage theft will be included as part of the workshop topics to be provided to the participants.

ANALYSIS

In partnership with PRNS, work2future has conducted outreach for the upcoming SJ Works 9.0 program. The program will provide 376 youth with internships and serve approximately 350 youth with employer-paid job opportunities and or employment and career services. The summer cohort will start June 05, 2023, of about 350 participants with two pending cohorts (fall/winter) to follow. With participation from employers such as CreaTV, JP Graphics, Better Business Bureau, Districts 3,5,8 and 10, City of San Jose Human Resource, City of San Jose OEDCA, City of San Jose Fire Department, San Jose Public Library, Ignited Education, Boys & Girls Club of Silicon Valley, Italian American Heritage Foundation, Opportunity Youth Academy, and more.

Staff will conduct on-boarding/orientations for SJ Works 9.0 during the months of May and June.

SJ Works is also developing partnerships with Opportunity Youth Academy, East Side Union High School, and other non-profits that will serve as a pipeline for student recruitment.

Upon the successful pilot of the mentoring program last year, staff has decided to continue this program component for SJ Works 9.0. The program is scheduled to be conducted from mid-June to the end of August. Two orientation sessions for mentors will be held in June. There will be four weekly group mentoring sessions involving 100 students from June 20 to August 11. Also, there

will be four one-on-one sessions in which mentors meet with their mentees individually. The mentoring program will be led and facilitated by a San Jose Works Job coach.

The table below shows the projected San Jose Works 2023-2024 the 9.0 Program budget:

PROPOSED BUDGET	AMOUNTS
City PRNS	
Program Staff	\$95,000
work2future Board	
Youth Salaries 14-18 (6-week program-20 hours/week for \$18.0)	810,000
Employer of Record – FCCC Costs (payroll taxes, worker’s compensation, background checks, live scans, onboarding, and program management fees)	361,379
Program Staff (employer and youth recruitment, youth liaisons, city navigator, mentoring, workshops and trainings, performance management, worksite supervision, timecards entry and review and job fairs)	716,639
Administrative Oversight & Management (fiscal, contracts, and overall program oversight)	90,399
Client-related Expenses (supportive services, incentives, employment verification, and marketing events and materials)	101,625
Other Expenses (rent, utilities, supplies, subscriptions, copier rental, and other miscellaneous expenses)	17,528
	\$2,097,570
Total Projected San Jose Works 9.0 Budget	\$2,192,570
City of San José General Fund	1,647,000
City of San José General Fund 22-23 (Projected Carry Over Funding from SJ Works 8.0)	1,163,948
Funding raised from Other Sources (New and Carry Over)	155,000
Total Funding for SJ Works 9.0	\$2,965,948
Projected Carry Over Funding for SJ Works 9.0	\$773,378

Note: PRNS FTE represents one dedicated staff person year around (\$95,000). The work2future Board proposed budget includes staffing for seven dedicated program staff and portions of time for work2future Director and administrative staff, all providing year-round support for the subsidized and unsubsidized programs.

Funding raised from other sources includes:

- \$21,250 from Shipt
- \$21,250 from Wells Fargo
- \$5,000 carry-overs from Wells Fargo
- \$100,000 carry-overs from Flagship
- \$7,500 carry-overs from Wells Fargo

For a total of \$155,000 in additional funding for San Jose Works 9.0.

Since the proposed funding sources contain projected carry-over funding from SJ Works 8.0 from work2future Board, work2future staff will reconcile the proposed budget to actuals at the end of the fiscal year end in June 2023 and will present a balanced budget to the Executive Committee and full Board in October/November 2023.

/s/
Rehan Qedwai
Finance Manager

cc: Monique Melchor
Jeff Ruster

/rq

III.E

Appointment to the Business Services Committee

{Action}



Memorandum

TO: EXECUTIVE COMMITTEE

FROM: Lawrence Thoo

SUBJECT: See below

DATE: May 26, 2023

Approved

Date:

SUBJECT: Appointment of Jayati Goel to the Business Services Committee

RECOMMENDATION

Elect Ms. Jayati Goel, CEO, Nidaan Systems, Inc. to the Business Services Committee as a business community member who is not a member of the work2future Board effective June 1, 2023, through December 31, 2025.

BACKGROUND AND ANALYSIS

Article VI, Section 6.10 of the work2future By-laws, as amended November 2022, stipulates, "The Chair shall appoint Board members to the Committee and the Executive Committee shall elect Committee members who are not on the Board."

Pursuant to Section 6.10, therefore, staff requests that the Executive Committee elect Ms. Jayati Goel to serve an initial term on the Business Services Committee.

Ms. Goel is the CEO of Nidaan Systems, Inc., an applications development consulting services company specializing in turnkey software development projects for a variety of business customers, including companies in contracts management, legal technology, pharmaceuticals and gaming. She co-founded the Nidaan Systems in 2006 and has grown company by more than 100 percent since assuming the responsibilities of CEO in 2016.

Ms. Goel developed partnerships with work2future and with the Alameda County Workforce Development Board to implement on-the-job training programs in technology for disadvantaged candidates. As a result, Nidaan Systems, Inc., with offices in San Jose and Milpitas, has for many years provided on-the-job training opportunities for work2future clients.

/s/

Lawrence Thoo
Strategic Engagement Manager

Attachment: Jayati Goel resume

Jayati M. Goel

408.655.8701 | jayati@nidaansystems.com

Profile

- An experienced and results-oriented technology leader with a lean and responsive mindset to achieve business objectives and deliver customer value.
- Bootstrapped my technology company after a stay-at-home hiatus and grew it from two people to two offices across the globe without any outside investment.
- Responsible for defining and implementing business strategy for growth as well as maintaining operational discipline during economic downturns resulting business sustenance for over 15 years through its growth, long term customer relationships and high retention of employees.
- Active in several Silicon Valley initiatives to promote Small, Minority and Women businesses.
- Established strategic partnerships with local Workforce Development organizations to improve opportunities in the tech sector for disadvantaged groups.

Skills

Strategy and Leadership
Relationship Building
Problem Solving
Operational Planning
Technology Adoption
Workforce Development
Community Service

Education

**M.PHIL. | JAWAHARLAL NEHRU
UNIV., NEW DELHI, INDIA**

**M.A. | PUNJAB UNIV.,
CHANDIGARH, INDIA**

**B.A. | MEERUT UNIV., MEERUT,
INDIA**

Certificates

Babson College – Goldman Sachs
10,000 Small Businesses
Program, 2019

John F Kennedy University –
Business Growth Acceleration
Program, 2019

Univ of Washington Foster
School of Business – Minority
Business Executive Program,
2018

Work Experience

NIDAAN SYSTEMS, INC | MILPITAS / SAN JOSE, CA

CEO | MAR 2016 - PRESENT

- Responsible for all business development activities and building strategic relationships with small and large businesses as well as governmental and quasi-governmental agencies.
- Served as the public persona of the company for PR, Marketing and speaking engagements to promote the Nidaan brand.
- Successfully navigated the business through the COVID-19 pandemic by renegotiating leases, credit terms and vendor contracts to ensure business continuity, customer satisfaction and employee health and wellbeing.
- Developed stronger strategic partnerships with large technology customers to diversify and expand the customer base.
- Revamped company's mission and vision to focus on Nidaan's PQR metrics – People, Quality and Results.
- Improved Quality Management as well as Information Security processes to achieve ISO:9001-2015 and ISO:27001 certifications.
- Developed partnerships with the Workforce Development Boards of Santa Clara and Alameda counties to implement On-the-job training programs in Technology for disadvantaged candidates.
- Grew the company over 100% since becoming CEO.

VICE-PRESIDENT | MAR 2006 – MAR 2016

- Launched Nidaan Systems, Inc as a custom applications development consulting company to provide both strategic and tactical consulting services to enable independent software vendors to launch new or upgrade existing products.
- Acquired marquee Fortune 500 companies as customers and developed long-term relationships with Thomson Reuters, Gilead, Assessment Technologies, Planet Bingo, among others.

- Led the company efforts in acquiring various federal, state and independent certifications as a small, minority and disadvantaged business to procure Federal and State contracts.
- Managed the acquisition of the IT-MSA and CMAS with the State of California.
- Launched Nidaan's offshore development center in Dhaka, Bangladesh in 2009.
- Grew the company from two people to nearly 15 people, without any outside capital investment.

ALAMEDA COUNTY EMPLOYER ADVISORY COUNCIL | OAKLAND, CA

CHAIRPERSON | JAN 2023 – PRESENT

- Coordinate all EAC activities, especially those in conjunction with the California Employment Development Department.
- Conduct Board meetings, set their agenda, enforce their decisions as well as track outcomes.
- Represent the Alameda EAC in the consortium of California EACs, as well as their conference.

VICE CHAIRPERSON | JAN 2020 – DEC 2022

- As Vice Chairperson, deputize for the Chairperson as needed.
- Instrumental in revamping the EACs online presence to engage all members remotely during the COVID-19 pandemic.
- Promoted the EAC beyond physical influence area by organizing online events that would be useful to small businesses statewide and grew the membership 10x.

MEMBERSHIP CHAIRPERSON | JAN 2018 – DEC 2019

- Conducted annual membership drives to recruit local and out of area businesses so they can benefit from EAC programs in conjunction with EDD to educate them on changes in employment laws and regulations.
- Streamlined the membership application and recruitment process to improve outcomes of the membership drives.

WESTERN REGION MINORITY DEVELOPMENT COUNCIL | OAKLAND, CA

MEMBER, MINORITY BUSINESS ENTERPRISE INPUT COMMITTEE | JUN 2022 – PRESENT

- As a Minority Business Representative on the Committee, advised the WRMSDC on issues relevant to minority businesses and recommended and volunteered for programs and projects to help grow the member businesses.

ITSERVE ALLIANCE | BAY AREA CHAPTER, CA

DIVERSITY CHAIR | JAN 2023 – PRESENT

- Responsible for recruiting Women and Minority owned IT Services Organizations in the Bay Area to participate with other similar organizations nationwide and benefit from collaboration for common interests and cumulative success.

INDUSTRY COUNCIL FOR SMALL BUSINESS DEVELOPMENT | SANTA CLARA, CA

VICE-PRESIDENT, PROGRAMS | JAN 2017 – DEC 2022

- As VP, Programs, primarily responsible for hosting monthly educational events for the members of ICSBD, a premier Bay Area non-profit focused on promoting and connecting small businesses to large corporations for business opportunities.
- Secondary responsibility for promoting ICSBD and its mission to large corporations to secure corporate sponsorships and increase membership.
- Improved visibility and significance of ICSBD as an effective champion of small businesses to large corporations and governmental agencies in the Bay Area.

SCHOOL SITE LEADER | THEIR FUTURE IS NOW | CUPERTINO, CA | AUG 2010 – MAY 2011

- As the community lead and key member of the fund-raising team, helped raise \$1.5 MM in funds dedicated to teacher retention in the school district.

PRESIDENT, HOME AND SCHOOL CLUB | DE VARGAS ELEMENTARY, CUSD | SAN JOSE, CA | AUG 2010 – MAY 2011

- Increased parent and community participation four-fold for De Vargas Elementary School.
- Initiated after-school learning programs to augment district curriculum.

III.F

Business Services Committee Report

{Information}

BUSINESS SERVICES COMMITTEE REPORT

This standing item is deferred as the Business Services Committee lacked a quorum and, therefore, did not hold its regular meeting scheduled for April 11, 2023. The committee is scheduled to meet next on June 13, 2023.

###

III.G

Youth Committee Report

{Information}

YOUTH COMMITTEE REPORT

Youth Committee Chair Jack Estill will report on the activities of the committee. (Standing Item)

#

III.H

Labor Market Update

{Information}

LABOR MARKET UPDATE

The April 2023 unemployment rate in the San Jose-Sunnyvale-Santa Clara Metropolitan Statistical Area (MSA) was 3.0 percent, down from a revised 3.3 percent in March 2023, and above the year-ago estimate of 2.5 percent, according to the Employment Development Department's Labor Market Information Division. This compares with an unadjusted unemployment rate of 4.3 percent for California and 3.1 percent for the nation during the same period. The unemployment rate was 2.9 percent in Santa Clara County. Total employment for the month in the MSA, which also includes San Benito County, increased by 1,800 jobs to reach 1,182,200. Strategic Engagement Manager Lawrence Thoo will report on and discuss this and other regional labor market conditions.

###

IV

Open Forum

V

Other

VI

Adjournment