

## EXECUTIVE COMMITTEE

February 16, 2023  
11:30 am

### MINUTES

STAFF: Durrall, Luu, 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 11:31 am.

##### Roll Call

**Present:** Auerhahn, Bojorquez, Estill, Koepp-Baker, Smith, Takahashi

**Absent:** Batra

#### II. CONSENT ITEMS

ACTION: Mr. Estill moved, Mr. Bojorquez seconded, and the committee unanimously approved the acceptance of the minutes of the January 19, 2023, Executive Committee meeting.

#### III. OPEN FORUM

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

#### IV. BUSINESS ITEMS

##### A. Director's Report

This agenda item was deferred to the next scheduled meeting.

##### B. Performance and Enrollment Report

Program Services Manager Sangeeta Durrall provided a report on WIOA performance and enrollments in the Adult, Dislocated Worker, and Youth programs through January 31, 2023. There was some discussion about ongoing efforts with out-of-school Youth, building partnerships with local Youth organizations, possible expansion of the in-school Youth program after its inaugural year, and additional tracking of the certification pipeline for Youth participants.

##### C. Local & Regional Plan Modifications

Ms. Durrall requested that the Committee recommend Board approval of modifications to the Local Plan and the Regional Plan for submission to the State of California.

ACTION: Mr. Estill moved, Ms. Smith seconded, and the committee unanimously approved a recommendation that the Board approve the modifications to the Local and Regional Plans for submission to the State of California.

**D. work2future RFP Process Review**

Contracts Manager Dat Luu reported on the review of, and the 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. Mr. Luu noted an issue of concern regarding the participation of former work2future clients in the review panel. The matter is under review by the City Attorney. Staff anticipates an answer to this issue in March 2023. There was some discussion regarding this review as well as the next steps in the process.

**E. Business Services Committee Report**

Business Services Committee Chair Alan Takahashi reported on Committee activities, noting an uptick in layoff activity since the beginning of 2023, as well as a possible shift in hiring trends.

**F. Youth Committee Report**

Youth Committee Chair Jack Estill reported on Committee activities, providing an update on the nomination and approval of both Board and non-Board members, and a recent staff review of Youth participation and enrollment statistics. Mr. Estill also gave the Committee an overview of the content presented at a recent Youth Forum meeting. There was some discussion regarding mentorship needs of Youth participants.

**G. Grants**

Strategic Engagement Manager Lawrence Thoo briefed the Committee about selected recent grant approvals and submissions in which work2future is a partner, including the Regional Equity and Recovery Partnerships grant involving local workforce boards and community colleges, the Community Economic Resilience Fund (CERF) Phase 1 planning grant award, the CERF Economic Development Pilot partnership led by the City of San José, and the CERF Economic Development Pilot led by the Bay Area Good Jobs Partnership for Equity. There was some discussion regarding the allocation of awarded funding.

**H. Labor Market Update**

Strategic Engagement Manager Thoo reported on the status of the labor market in Santa Clara County and the San José-Sunnyvale-Santa Clara Metropolitan Statistical Area (MSA). The unemployment rate in the 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 flat, with a net increase of 300 jobs to reach 1,195,900. There was some discussion about the deployment of Rapid Response resources within the MSA.

There was some discussion regarding recent news reports about inflation and real wages, as well as the ripple effects of layoffs at larger tech companies.

**V. OTHER**

**A. Special Meeting of Executive Committee**

Mr. Thoo informed the Committee that staff will be reaching out to members to schedule a Special Meeting to review and act on preliminary budget scenarios for FY23-24 and other financial matters.

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

**VI. ADJOURNMENT**

Chair Koepp-Baker adjourned the Zoom meeting at 12:44 pm.

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