

EXECUTIVE COMMITTEE SPECIAL MEETING

May 30, 2023
1:30 pm

MINUTES

STAFF: Melchor, Qedwai, Thoo, Walter
GUEST: Shawn Spano, Public Dialogue Consortium

I. CALL TO ORDER & ROLL CALL

Chair Koepp-Baker called the hybrid meeting to order at 1:56 pm.

Roll Call

Present: Batra, Estill, Koepp-Baker, Takahashi

Absent: Auerhahn (attended as a member of the public via Zoom), Bojorquez (attended as a member of the public via Zoom), Smith

III. BUSINESS ITEMS

B. Board Retreat Ad Hoc Committee

This item was taken out of order to accommodate scheduling needs.

Shawn Spano, Facilitator from Public Dialogue Consortium, reported on the conclusion of the work of the ad hoc committee appointed to follow up on the Board retreat held on March 16, 2023. After discussion, the Committee agreed to present the report at the upcoming Board meeting for additional comment and buy-in amongst the Board.

One public comment from Mr. Chad Bojorquez was presented.

II. CONSENT ITEMS

This item was taken out of order to accommodate scheduling needs.

ACTION: Mr. Takahashi moved, Mr. Estill seconded, and the Committee unanimously approved the acceptance of the minutes of the April 20, 2023, Executive Committee meeting, and the Financial Status Report as of April 30, 2023.

III. BUSINESS ITEMS

C. FY2023-24 Program Operating Budget

This item was taken out of order to accommodate scheduling needs.

Rehan Qedwai, Finance Manager, recommended Committee approval a recommendation to the Board to approve staff's proposed WIOA budget for Fiscal Year 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; and
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 serviced by the two programs, as long as the total of the combined budgets is not changed

ACTION: Mr. Estill moved that the Committee recommend Board approval of the staff's proposed WIOA budget for Fiscal Year 2023-24 with additional provisions, as follows:

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, with notification to the Executive Committee of any such transfers at the Committee's next available meeting:
 - 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.
5. Direct staff to work with the Executive Committee to frame the presentation of proposed budgets in future years to provide the same level of detail for the expenditure of funds from each of the Adult, Dislocated Worker, and Youth Program allocations.

Mr. Batra seconded, and the Committee voted unanimously to recommend that the Board approve the action above.

The Executive Committee also voted unanimously to direct that staff include in the presentation to the Board of this FY 2023-24 proposed WIOA Budget an explanation of the reason or reasons for the approximately \$1.4 million (77.6%) increase in the line item for Adult Client-Related Services between the "FY23-24 Planned 8.4% Decrease May 2023 EDD Notification" column from the "FY22-23 \$9.6M Adjusted Budget" column in the "Proposed Uses" table.

A. Director's Report

This item was taken out of order to accommodate schedule changes.

work2future Director Monique Melchor noted efforts to hire two staff members in the coming months.

D. San Jose Works 2023-24 Funding

Mr. Qedwai recommended Committee approval of a recommendation that the Board accept staff's report on funding for the San Jose Works 9.0 program, including:

1. \$1,647,000 in City of San Jose 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

ACTION: Mr. Estill moved, Mr. Takahashi seconded, and the Committee unanimously approved a recommendation that the Board accept staff's report on funding for the San Jose Works 9.0 program.

E. Appointment to the Business Services Committee

Lawrence Thoo, Strategic Engagement Manager, recommended the appointment of Jayati Goel, CEO of Nidaan Systems, Inc. as a business community member of the Business Services Committee.

ACTION: Mr. Batra moved, Mr. Takahashi seconded, and the Committee unanimously approved the appointment of Jayati Goel, CEO of Nidaan Systems, Inc. as a business community member of the Business Services Committee through December 2025.

F. Business Services Committee Report

This item was deferred. 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

Jack Estill, Youth Committee Chair, reported about recent events related to the Youth Committee, including highlights from the May 11, 2023, Youth Committee meeting, and his learnings from an online DOL seminar on Training and Employment Guidance Letter 9-22.

H. Labor Market Update

This item was deferred for time.

IV. OPEN FORUM

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

V. OTHER

Mr. Thoo shared details about an upcoming job fair focused on South Bay manufacturers.

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

VI. ADJOURNMENT

Chair Koepp-Baker adjourned the hybrid meeting at 3:49 pm.

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