

WORKFORCE DEVELOPMENT BOARD
June 26, 2023, Special Meeting
MINUTES

Staff: Melchor, Qedwai, Thoo, Walter

I. CALL TO ORDER & ROLL CALL

The hybrid meeting was called to order at 3:13 pm by Chairperson Susan Koepp-Baker.

Roll Call

Present: Auerhahn, Benavidez, Bojorquez, Estill, Koepp-Baker, McGrath, Perez, Preminger, Shah, Takahashi

Absent: Batra, Chao, Flynn, Le, Lucero, Murphy, Smith, Teixeira, Williams

II. CONSENT ITEMS

ACTION: Mr. Preminger moved, Mr. Estill seconded, and the Board voted unanimously to accept:

- A. Minutes of the March 16, 2023, Board meeting**
- B. Preliminary Financial Status Report as of April 30, 2023**
- C. WIOA Performance and Enrollment Reports for Q3 of PY 2022**
- D. San Jose Works Report as of May 31, 2023**

III. BUSINESS ITEMS

A. FY 2023-24 WIOA Program Operating Budget

Rehan Qedwai, Finance Manager, asked the Board to approve the proposed Workforce Innovation and Opportunity Act (WIOA) Operating Budget for FY2023-24, as recommended by the Executive Committee, 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 but with notification after the fact to the Executive Committee of any such transfers at the Committee's next available meeting:
 - a) Between budget line items, if 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.

There was discussion among the Board regarding updates to the Budget memo after the recent Executive Committee meeting as well as protocols for transferring funds between line items.

ACTION: Mr. Estill moved, Mr. Benavidez seconded, and the Board voted unanimously to approve the proposed WIOA Program Operating Budget for FY2023-24, 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 but with notification after the fact to the Executive Committee of any such transfers at the Committee's next available meeting:
 - a) Between budget line items, not including the Unallocated Contingency Reserve, if 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.
6. Direct the Executive Committee to work with staff to recommend Board approval of a specific upper limit to the amount of funds that staff may transfer between line items as stipulated in 4.a) above without first obtaining the approval of the Executive Committee.

B. San Jose Works 2023-24 Funding

Mr. Qedwai asked the Board 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.

There was some discussion among the Board about the long-term impacts of the San Jose Works program as well as San Jose Works participants subsequently enrolling in one of the WIOA programs.

One public comment was presented by Mr. Joe Herrity.

ACTION: Mr. Bojorquez moved, Ms. Auerhahn seconded, and the Board voted unanimously to accept staff's report on funding for the San Jose Works 9.0 program.

IV. OPEN FORUM

Ms. Koepp-Baker opened the floor for public comment. None were noted.

V. OTHER

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

- A.** work2future Director Monique Melchor announced that staff will provide the Board with the San Jose Works annual report and the WIOA Programs and Services annual report when they have been completed.

VI. ADJOURNMENT

Meeting adjourned at 4:15 pm.

Draft: D. Walter
Edit Review: L. Thoo