



## WORKFORCE DEVELOPMENT BOARD MEETING

Thursday, September 21, 2023, 9:30 am

[www.work2future.org](http://www.work2future.org)

Susan Koepp-Baker, Chair

Priya Smith, MPH, Vice-Chair

**Location: Conference Rooms, 1608 Las Plumas Ave, San Jose**

### HYBRID MEETING

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

<https://sanjoseca.zoom.us/j/84283159942?pwd=Z0xZVVVWVW5uYm9ibmlGVGxLUS9Mdz09>

If attending/observing virtually, provide Spoken Public Comment *during* the meeting by:

a) **Phone** (408) 638-0968, Meeting ID 842 8315 9942#. **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 the Zoom application or 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 to 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](mailto:Lawrence.Thoo@sanjoseca.gov) by 8:00 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](mailto: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.

**WORKFORCE DEVELOPMENT BOARD MEMBERS**

September 2023

**Board Chair\***  
**Susan L. Koepp-Baker**  
Principal  
Envirotech Services

**Board Vice Chair\***  
**Priya Smith, MPH**  
Medical Group Administrator  
The Permanente Medical Group  
Kaiser Permanente San Jose

1. **Louise Auerhahn\***  
Director of Economic & Workforce Policy  
Working Partnerships USA
2. **Rajiv Batra\***  
Senior Director  
Bluevine
3. **Ricardo Benavidez**  
Director of Social Infrastructure  
Google LLC
4. **Chad Bojorquez\***  
Chief Program Officer  
Destination: Home
5. **George Chao**  
Director of Strategic Partnerships  
Manex
6. **John (Jack) Estill, Youth Committee Chair\***  
Partner  
Coactify
7. **Joseph A. Flynn**  
Vice President of Software Transformation  
CommScope
8. **Van T. Le**  
Agent  
State Farm Insurance  
Trustee and Clerk of the Board  
East Side Union High School District
9. **Maria Lucero**  
Deputy Division Chief, Region I  
Northern Division, Workforce Services Branch  
Employment Development Department, State of California
10. **Emily McGrath**  
Senior Fellow | Director of Workforce Policy  
The Century Foundation
11. **Brian N. Murphy**  
Director of Training  
Pipe Trades Training Center  
UA Local 393
12. **Rafaela Perez\***  
Employment Services Director  
Social Services Agency, County of Santa Clara
13. **Steve Preminger**  
Director, Office of Strategic &  
Intergovernmental Affairs  
County of Santa Clara
14. **Mitesh Shah**  
Vice-President and Business Unit Head  
Tech Mahindra
15. **Alan Takahashi, Business Services Committee Chair\***  
Vice President and General Manager  
Multifunction Microwave Solutions  
CAES
16. **Todd Teixeira, MA**  
Team Manager (SSM1), San Jose North Branch  
California Department of Rehabilitation
17. **Traci Williams**  
Co-chair  
South Bay Consortium for Adult Education  
Director  
East Side Adult Education

\*Members of the Executive Committee

**WORKFORCE DEVELOPMENT BOARD**

**September 21, 2023**

**9:30 am**

**Conference Rooms, 1608 Las Plumas Ave, San Jose**

Online at: <https://sanjoseca.zoom.us/j/84283159942?pwd=Z0xZVVVWVW5uYm9ibmlGVGxLUS9Mdz09>

**MEETING AGENDA**

- |   |                                      |
|---|--------------------------------------|
| <b>I. CALL TO ORDER &amp; ROLL CALL</b>   | <i>5 min</i><br><i>9:35 am end</i>   |
| <b>II. CONSENT ITEMS {ACTION}</b><br>Accept the following:  | <i>5 min</i><br><i>9:40 am end</i>   |
| <b>A. Minutes of the June 26, 2023, Board special meeting</b>   |                                      |
| <b>B. Preliminary Financial Status Report as of June 30, 2023</b>   |                                      |
| <b>C. San Jose Works Program Report as of August 31, 2023</b>   |                                      |
| <b>III. OPEN FORUM</b><br>Members of the public may address the committee on matters not on the agenda.   | <i>5 min</i><br><i>9:45 am end</i>   |
| <b>IV. BUSINESS ITEMS</b>   |                                      |
| <b>A. Director's Report {Information}</b><br><i>Monique Melchor, Director</i><br>Reports on various matters of interest.  | <i>5 min</i><br><i>9:55 am end</i>   |
| <b>B. Amendments to the work2future By-laws {ACTION}</b><br><i>Lawrence Thoo, Strategic Engagement Manager</i><br>Approve amendments to Article II (Purposes) of the work2future By-laws, in response to a California Employment Development Department field monitoring finding.                               | <i>15 min</i><br><i>10:10 am end</i> |
| <b>C. WIOA Performance and Enrollment Reports for Q4 of PY 2022 {Information}</b><br><i>Sangeeta Durrall, WIOA Program Services Manager</i><br>Report on Workforce Innovation and Opportunity Act (WIOA) program performance and client enrollments as of the fourth quarter of Program Year 2022-23 (PY 2022). | <i>10 min</i><br><i>10:20 am end</i> |
| <b>D. Board Retreat Follow-up {Discussion}</b><br><i>Susan Koepp-Baker, Board Chair; Monique Melchor, Director</i><br>Discussion on proposing outcomes from the Board retreat held on March 16, 2023.   | <i>20 min</i><br><i>10:40 am end</i> |
| <b>E. Business Services Committee Report {Information}</b><br><i>Alan Takahashi, Business Services Committee Chair</i><br>Report of the Business Services Committee Chair.  | <i>10 min</i><br><i>10:50 am end</i> |

**F. Youth Committee Report {Information}**

10 min

*Jack Estill, Youth Committee Chair*

11:00 am end

Report of the Youth Committee Chair.

**G. Labor Market Update {Information}**

20 min

*Lawrence Thoo, Strategic Engagement Manager*

11:20 am end

Analysis of the labor market in Santa Clara County and the San Jose-Sunnyvale-Santa Clara Metropolitan Statistical Area.

**H. Board Elections Preview {Information}**

5 min

*Lawrence Thoo, Strategic Engagement Manager*

11:25 am end

Preliminary information for the election at the November 16 Board meeting of Board members to the offices of Board Chair, Board Vice Chair, and two at-large members of the Executive Committee for two-year terms ending December 31, 2025.

**V. OTHER**

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

**A.** Fall job fair planned at San Jose City College, November 1, 2023, 3 pm–5 pm

**B.** Annual Community Builder Award presentations at the November 16, 2023, Board meeting

**C.** Other

**VI. ADJOURNMENT**

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Please note: *Times to the right of agenda items are estimates only of the duration of each item and its approximate ending time. Actual times may vary, and items may be taken out of order at the discretion of the chair.*

**Teleconferencing Notice**

Pursuant to provisions of the Ralph M. Brown Act, the following Board member(s) will attend the September 21, 2023, work2future Board meeting by teleconference from the indicated location(s):

**Board member:** George Chao

**Location:** 7908 Farina Ct, Sarasota, FL 34238

## **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.

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### **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.

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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 online at [www.work2future.org](http://www.work2future.org) and 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.

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**I**

# **Call to Order & Roll Call**

## **II**

# **Consent Items**

### **Approve the acceptance of:**

- A. Minutes of the June 26, 2023, Board special meeting
- B. Preliminary Financial Status Report as of June 30, 2023
- C. San Jose Works Program Report as of August 31, 2023

**{ACTION}**



## 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.

## **PRELIMINARY FINANCIAL STATUS AS OF JUNE 30, 2023**

### **Key Highlights**

- WIOA PY21-22 formula and PY22-23 Rapid Response funding is fully spent as of 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 June 30, 2023, work2future has \$4.72 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: \$2,837,607

### **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. At the end of the grant term, approximately 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 June 30, 2023, approximately 59% 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. At the end of the grant term, approximately 46% of the funds were spent.
- 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. On November 30, 2022, NPower informed work2future that the State has discontinued their funding until further notice. At the end of the grant term, approximately 25% of the funds were spent.
- 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 June 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 the 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 and \$7,500, for a total amount of \$37,500, 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 June 30, 2023. At the end of the grant term, 100% of the funds were 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 are being 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 59% of the funds were spent as of June 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.

###

Attachments

WIOA Formula Funds	Adult	Dislocated Worker	Youth	RR	TOTAL WIOA FORMULA FUNDS
<b>I. Actual as of June 30, 2022</b>					
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	<b>2,472,320</b>	<b>1,528,157</b>	<b>1,975,827</b>	<b>505,829</b>	<b>6,482,133</b>
<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	<b>1,530,726</b>	<b>1,240,552</b>	<b>1,479,931</b>	<b>361,588</b>	<b>4,612,796</b>
<i>% Remaining</i>	62%	81%	75%	71%	71%
<b>II. Actual Expenditures/Encumbrances</b>					
(a) Available Funds from FY2021-2022 Carry over for FY2022-2023 (remaining plus enc.)	<b>1,533,647</b>	<b>1,242,987</b>	<b>1,520,555</b>	<b>361,588</b>	<b>4,658,777</b>
Transfer between Adult and Dislocated Worker	0	0	0	0	0
Rescission				(152,905)	(152,905)
<i>Expenditures as of June 30, 2023</i>	(1,533,647)	(1,242,987)	(1,520,555)	(208,683)	(4,505,872)
<i>Encumbrances as of June 30, 2023</i>	0	0	0	0	0
Total Actual Expenditures/Encumbrances as of June 30, 2023	(1,533,647)	(1,242,987)	(1,520,555)	(208,683)	(4,505,872)
<b>\$ Remaining</b>	0	0	(0)	0	(0)
<b>% Remaining</b>	0%	0%	0%	0%	0%
(b) Current Allocation for FY 2022-2023	<b>2,181,118</b>	<b>2,586,974</b>	<b>2,255,378</b>	<b>512,371</b>	<b>7,535,841</b>
Additional Funding	0	11,625	0	0	11,625
Transfer between Adult and Dislocated Worker	0	0	0	0	0
Rescission	0	0	0	0	0
<b>Adjusted Allocation for FY 2022-2023</b>	<b>2,181,118</b>	<b>2,598,599</b>	<b>2,255,378</b>	<b>512,371</b>	<b>7,547,466</b>
<i>Expenditures as of June 30, 2023</i>	(1,193,136)	(404,393)	(717,408)	(512,371)	(2,827,308)
<i>Encumbrances as of June 30, 2023</i>	(307,060)	(149,445)	(480,328)	0	(936,833)
Total Actual Expenditures/Encumbrances as of June 30, 2023	(1,500,196)	(553,838)	(1,197,735)	(512,371)	(3,764,141)
<b>\$ Remaining</b>	680,922	2,044,760	1,057,643	0	3,783,325
<b>% Remaining</b>	31%	79%	47%	0%	50%
<b>Total Available Funds for FY2022-2023</b>	<b>3,714,765</b>	<b>3,841,586</b>	<b>3,775,933</b>	<b>721,054</b>	<b>12,206,243</b>
<b>Total Cumulative Expenditures/Encumbrance as of June 30, 2023</b>	(3,033,843)	(1,796,825)	(2,718,291)	(721,054)	(8,270,013)
<b>\$ Remaining</b>	680,922	2,044,760	1,057,643	0	3,936,230
<b>% Remaining</b>	18%	53%	28%	0%	32%
<b>III. Actual Expenditures/Carry Over through June 30, 2023</b>					
<i>Actual Expenditures through June 2023</i>	(2,726,783)	(1,647,380)	(2,237,963)	(721,054)	(7,333,180)
<i>Actual Carry Over through June 2023 (\$)</i>	987,982	2,194,206	1,537,970	0	4,720,158
<i>Actual Carry Over through June 2023 (%) with Rapid Response</i>	45%	84%	68%	0%	63%
<i>Actual Carry Over through June 2023 (%) without Rapid Response</i>	45%	84%	68%	0%	67%

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
<b>I. Actual as of June 30, 2022</b>							
<b>Grant Period</b>		<b>10/1/2021 - 12/31/2022</b>	<b>4/10/2020 - 3/31/2023</b>	<b>04/1/2022 - 08/19/2023</b>	<b>06/01/2021 - 03/31/2023</b>	<b>10/14/2021 - 03/31/2023</b>	
<b>Original Allocation/Available Funds for FY21-22</b>	<b>5,000</b>	<b>25,000</b>	<b>493,424</b>	<b>500,000</b>	<b>250,000</b>	<b>57,200</b>	<b>1,330,624</b>
<b>Increase/(Decrease)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Adjusted Allocation</b>	<b>5,000</b>	<b>25,000</b>	<b>493,424</b>	<b>500,000</b>	<b>250,000</b>	<b>57,200</b>	<b>1,330,624</b>
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)
<b>Total Actual Expenditures/Encumbrances as of June 2022</b>	<b>0</b>	<b>(768)</b>	<b>(334,755)</b>	<b>(25,816)</b>	<b>(36,999)</b>	<b>(509)</b>	<b>(398,848)</b>
<b>Available Funds for FY 2022-2023</b>	<b>5,000</b>	<b>24,232</b>	<b>158,669</b>	<b>474,184</b>	<b>213,001</b>	<b>56,691</b>	<b>931,776</b>
<b>% Remaining</b>	<b>100%</b>	<b>97%</b>	<b>32%</b>	<b>95%</b>	<b>85%</b>	<b>99%</b>	<b>70%</b>
<b>II. Actual Expenditures/Encumbrances</b>							
<b>Available Funds for FY2022-2023</b>	<b>5,000</b>	<b>24,232</b>	<b>158,690</b>	<b>474,184</b>	<b>213,001</b>	<b>56,691</b>	<b>931,797</b>
<b>Funding 22-23</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Adjustment</b>	<b>0</b>	<b>(22,232)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(22,232)</b>
<b>Total Available Funding for FY 2022-2023</b>	<b>5,000</b>	<b>2,000</b>	<b>158,690</b>	<b>474,184</b>	<b>213,001</b>	<b>56,691</b>	<b>909,565</b>
Expenditures as of June 30, 2023	0	(1,724)	(137,996)	(249,745)	(98,330)	(13,919)	(501,714)
Encumbrances as of June 30, 2023	0	0	0	(27,935)	0	0	(27,935)
<b>Cumulative Expenditures/Encumbrances as of June 30, 2023</b>	<b>0</b>	<b>(1,724)</b>	<b>(137,996)</b>	<b>(277,680)</b>	<b>(98,330)</b>	<b>(13,919)</b>	<b>(529,649)</b>
<b>Remaining</b>	<b>5,000</b>	<b>276</b>	<b>20,695</b>	<b>196,504</b>	<b>114,670</b>	<b>42,772</b>	<b>379,917</b>
<b>% Remaining</b>	<b>100%</b>	<b>14%</b>	<b>13%</b>	<b>41%</b>	<b>54%</b>	<b>75%</b>	<b>42%</b>
<b>III. Actual Expenditures/Carry Over</b>							
Actual Expenditures through June 2023	0	(1,724)	(137,996)	(249,745)	(98,330)	(13,919)	(501,714)
Actual Carry Over through June 2023 (\$)	5,000	0	0	224,438	0	0	229,438
Actual Carry Over through June 2023 (%)	100%	0%	0%	47%	0%	0%	25%

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)	w2f - San Jose Works (Amazon)	w2f - San Jose Works (Flagship)	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	37,500	84,900	0	0	0	1,769,400
Adjustment	0	0	0	0	0	0	0	0
Total Available Funding for FY 2022-2023	2,682,070	91,666	37,500	84,900	7,500	100,000	5,000	3,008,636
Expenditures as of June 30, 2023	(1,597,918)	(91,666)	(37,500)	(84,900)	0	0	0	(1,811,984)
Encumbrances as of June 30, 2023	(955,616)	0	0	0	0	0	0	(955,616)
Cumulative Expenditures/Encumbrances as of June 30, 2023	(2,553,535)	(91,666)	(37,500)	(84,900)	0	0	0	(2,767,601)
Remaining	128,535	0	0	0	7,500	100,000	5,000	241,035
% Remaining	5%	0%	0%	0%	100%	100%	100%	8%
III. Actual Expenditures/Carry Over								
Actual Expenditures through June 2023	(1,597,918)	(91,666)	(37,500)	(84,900)	0	0	0	(1,811,984)
Actual Carry Over through June 2023 (\$)	955,616	0	0	0	7,500	100,000	5,000	1,068,116
Actual Carry Over through June 2023 (%)	36%	0%	0%	0%	100%	100%	100%	36%



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Other Funds	CWDB	BOS	Total
<b>I. Actual as of June 30, 2022</b>			
Grant Period	N/A	N/A	
<b>Original Allocation/Available Funds for FY21-22</b>	<b>4,042</b>	<b>8,900</b>	<b>12,942</b>
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)
<b>Available Funds for FY 2022-2023</b>	<b>4,042</b>	<b>7,838</b>	<b>11,880</b>
<b>% Remaining</b>	<b>100%</b>	<b>88%</b>	<b>92%</b>
<b>II. Actual Expenditures/Encumbrances</b>			
Available Funds for FY 2022-2023	<b>4,042</b>	<b>7,838</b>	<b>11,880</b>
<i>Expenditures as of June 30, 2023</i>	0	(4,620)	(4,620)
<i>Encumbrances as of June 30, 2023</i>	0	0	0
<b>Cumulative Expenditures as of June 30, 2023</b>	0	(4,620)	(4,620)
<b>\$ Remaining</b>	<b>4,042</b>	<b>3,218</b>	<b>7,260</b>
<b>% Remaining</b>	<b>100%</b>	<b>41%</b>	<b>61%</b>
<b>III. Actual Expenditures/Carry Over</b>			
<b>Actual Carry Over through June 2023</b>	<b>4,042</b>	<b>3,218</b>	<b>7,260</b>
<b>Actual Carry Over (%) through June 2023</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

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Other Funds	Google work2future Relocation	Google WEX and Training	Google Child Care	Total
<b>I. Actual as of June 30, 2022</b>				
<b>Grant Period</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	
<b>Original Allocation/Available Funds for FY21-22</b>	<b>300,000</b>	<b>625,000</b>	<b>600,000</b>	<b>1,525,000</b>
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>
<b>Available Funds for FY 2022-2023</b>	<b>223,551</b>	<b>625,000</b>	<b>600,000</b>	<b>1,448,551</b>
<b>% Remaining</b>	<b>75%</b>	<b>100%</b>	<b>100%</b>	<b>95%</b>
<b>II. Actual Expenditures/Encumbrances</b>				
Available Funds for FY 2022-2023	<b>224,251</b>	<b>625,000</b>	<b>600,000</b>	<b>1,449,251</b>
<i>Expenditures as of June 30, 2023</i>	<i>(132,353)</i>	<i>0</i>	<i>0</i>	<i>(132,353)</i>
<i>Encumbrances as of June 30, 2023</i>	<i>(300)</i>	<i>0</i>	<i>0</i>	<i>(300)</i>
<b>Cumulative Expenditures as of June 30, 2023</b>	<b>(132,653)</b>	<b>0</b>	<b>0</b>	<b>(132,653)</b>
<b>\$ Remaining</b>	<b>91,598</b>	<b>625,000</b>	<b>600,000</b>	<b>1,316,598</b>
<b>% Remaining</b>	<b>41%</b>	<b>100%</b>	<b>100%</b>	<b>91%</b>
<b>III. Actual Expenditures/Carry Over</b>				
<b>Actual Carry Over through June 2023</b>	<b>91,598</b>	<b>625,000</b>	<b>600,000</b>	<b>1,316,598</b>
<b>Actual Carry Over (%) through June 2023</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

### **SAN JOSE WORKS REPORT AS OF AUGUST 31, 2023**

San Jose Works (SJ Works) is a City of San Jose-funded partnership between work2future and the City's Parks, Recreation, and Neighborhood Services Department (PRNS). SJ Works has two tracks, (i) subsidized, in which the City covers the cost of stipends or wages for youth internships/jobs, and (ii) unsubsidized, in which employers cover the cost of stipends or wages.

#### **SJ Works SUBSIDIZED program 9.0 has provided:**

- To date, 375 subsidized employment opportunities for youth aged 14–18 who began orientation on June 12. Youth had from June 20–August 12 to complete 120 hours of work experience.
- Of the 375 participants, 100% of placed youth successfully completed onboarding, attended orientation, and training which includes soft skills, emotional intelligence, financial literacy, career exploration, entrepreneurship, wage theft and prevention, and mentoring.
- The subsidized model focused increasingly on Priority-Sector and In-Demand Occupation internships for high school youth.
- Of the 375 subsidized placements, 152 were in priority sectors—information and communications technology, health care, construction, advanced manufacturing, and business and finance—in-demand occupations outside those sectors.
- Youth were recruited from High School Career Technical Education classes focusing on the priority sectors and related in-demand occupations.
- The remaining 234 subsidized placements were with community centers, libraries, City departments and Council offices, or with nonprofit agencies.
- About 95% of the internship positions were in person or a hybrid of virtual.
- In addition, 75 mentors and 75 mentees were matched and have participated in our one-on-one mentoring and group sessions. With a pending cohort of 25 mentees and mentors that will take place fall/spring.
- Alumni group of mentees and mentors continue to meet once a month.
- Mentors recruited from different companies such as TATA Group, Western Digital, BofA, HPE, Intel, City departments, Boys & Girls Club, and others.
- A pending cohort of 25 youth (Undocumented and Justice engaged) will take place during the fall/springtime as new pilot. These students will participate in an Entrepreneurship work experience.

#### **SJ Works UNSUBSIDIZED program 9.0 has provided:**

- Currently, there are 102 enrollments, of which 34 have been placed.
- The remaining clients have received a service or multiple services such as assistance in job searching, job applications, resume, financial literacy workshop, mock interview, or attended a job fair or interview.

Additional services provided to participating youth in both subsidized and unsubsidized components included career counseling, job readiness workshops, supportive services (e.g., bus passes), and financial education.

- Participating youth will continue to have access to services such as job counseling, job readiness training, supportive services (e.g., transportation, clothing, etc.) and financial education.
- Program goal for 2023-2024 will remain the same, i.e., 375 subsidized participants. If budget permits, we can increase the number of students served.

# # #

*Prepared by Ruby Carrasco, San Jose Works Program Manager*

# III

## Open Forum

## **IV.A**

# **Director's Report**

**{INFORMATION}**

## **DIRECTOR'S REPORT**

work2future Director Monique Melchor will report on various matters of interest.

# # #

## **IV.B**

# **Amendments to the work2future By-laws**

**{ACTION}**





## Memorandum

**TO:** WORK2FUTURE BOARD

**FROM:** Lawrence Thoo

**SUBJECT:** See below

**DATE:** September 14, 2023

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**Approved**

**Date:**

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**SUBJECT: Amendments to the work2future By-laws**

**RECOMMENDATION**

Approve amendments to Article II of the work2future By-laws so that it reads as follows:

**ARTICLE II: PURPOSES**

**2.1 Purpose:** WORK2FUTURE BOARD was formed for the following purposes:

- A. As a strategic convener, promote and broker effective partnerships among businesses, educators, organizations and local elected officials, and develop a strategy to continuously improve and strengthen the workforce development system through innovation in, and alignment and improvement of, employment, training and education programs to promote economic growth.
  - a. *Act as a convener to bring together business, labor, education, and community and economic development entities to focus on local workforce issues.*
  - b. *Serve as a broker by bringing together systems to solve common problems, or broker new relationships with business and workers to support the efforts of WORK2FUTURE BOARD, and WIOA Programs.*
  - c. *Lead efforts to engage with a diverse range of employers and economic development entities, including coordination with the economic development strategies of the various municipalities in the local workforce development area.*
  - d. *Promote the participation of private-sector employers in WIOA programs in the local workforce development area and the Regional Planning Unit.*
  - e. *In collaboration with secondary and postsecondary education programs, lead efforts in the local workforce development area to develop and implement career pathways within the local workforce development area.*
  - f. *Serve as the community voice by advocating for the importance of workforce policy, providing perspective about the need for, and availability of skilled workers.*
  - g. *Conduct workforce analysis by developing, understanding, and disseminating current local and regional labor market and economic information and trends.*
  - h. *Conduct other research, data collection, and analysis related to the workforce needs of the regional economy, after receiving input from a wide array of stakeholders who are determined to be necessary to carry out WDB functions.*
  - i. *Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, workers and job seekers.*

- B. Provide public policy guidance for, and exercise oversight with respect to, WIOA activities within the workforce region, financed in whole or in part with funds from the U.S. Department of Labor, in partnership with the elected officials of the local workforce development area.
- C. *In partnership with the City of San José (City), select the America's Job Center of California Operator(s) through a competitive process such as a Request for Proposal or other City-approved procurement processes, unless granted a relevant waiver by the state.*
- D. *Conduct other duties and obligations as may be required by the State of California, the U.S. Department of Labor, and WIOA and associated rules and regulations, for the implementation of WIOA and to achieve the goals stated in these by-laws.*

Italicized text above are the provisions that would be added to Article II with the Board's approval.

At its meeting on August 17, 2023, the Executive Committee voted unanimously to recommend that the Board approve the proposed amendment to Article II of the work2future By-laws.

### **BACKGROUND AND ANALYSIS**

In a draft monitoring report dated June 10, 2022, the State of California Employment Development Department (EDD) notified work2future of the results of the EDD Compliance Review Office (CRO) review of the San Jose Silicon Valley Workforce Investment Network — work2future — Workforce Innovation and Opportunity Act program operations for Program Year (PY) 2019-20.

The report included a finding that work2future's Workforce Development Board (WDB) by-laws do not address "the process to ensure WDB members actively participate in convening the workforce development system's stakeholders, brokering relationships with a diverse range of employers, and leveraging support for workforce development activities." The report pointed out that addressing such a process in the by-laws is called for in Title 20 of the Code of Federal Regulations, Chapter V, Part 679, Subpart C, § 679.310(g).

In response, staff provided the CRO with a corrective action plan to research such provisions and work with the Board to revise the by-laws accordingly and bring them into compliance. However, staff's subsequent reading of the by-laws of five other local WDBs revealed none that appeared to address the absence of a convening process as described in the CRO monitoring report.

Therefore, at staff's request, the CRO provided an example of by-laws provisions that satisfied the CRO's concern. Staff has borrowed from that example to draft the proposed amended Article II above.

The proposed amendment has been reviewed by the City Attorney and raised no concerns. It has also been sent to the CRO for review. As of this writing, the CRO have acknowledged receipt and made no further comment. Staff are hopeful, therefore, that the proposed amendment satisfies the CRO.

/s/  
LAWRENCE THOO  
Strategic Engagement Manager

# work2future Workforce Development Board By-Laws

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The WORK2FUTURE BOARD hereby adopts these By-laws as amended November 17, 2022.

## RECITALS

- A. The State of California, pursuant to the Workforce Innovation and Opportunity Act (WIOA), hereinafter called the Act, has designated the San Jose Silicon Valley Workforce Development Area for the delivery of workforce services relevant to local residents and businesses.
- B. State rules and regulations, promulgated pursuant to the federal Act, provide for program activities and require the Mayor of San José, acting as the local Chief Elected Official (CEO) for the San Jose Silicon Valley Workforce Development Area, to appoint a Workforce Development Board.

## ARTICLE I: ORGANIZATION

- 1.1 **Name:** The name of this body shall be WORK2FUTURE and shall be governed by the WORK2FUTURE Workforce Development Board of Directors, hereinafter referred to as WORK2FUTURE BOARD.
- 1.2 **Geographic Area:** The local area to be served by the WORK2FUTURE BOARD for purposes of the Workforce Innovation and Opportunity Act includes the municipalities of San José, Campbell, Gilroy, Los Altos Hills, Los Gatos, Monte Sereno, Morgan Hill, and Saratoga, and the unincorporated areas of Santa Clara County, which have been designated as the San Jose Silicon Valley Workforce Development Area pursuant to the provisions of Section 106 of WIOA.

## ARTICLE II: PURPOSES

- 2.1 **Purpose:** WORK2FUTURE BOARD was formed for the following purposes:
  - A. As a strategic convener, promote and broker effective partnerships among businesses, educators, organizations and local elected officials, and develop a strategy to continuously improve and strengthen the workforce development system through innovation in, and alignment and improvement of, employment, training and education programs to promote economic growth.
  - B. Provide public policy guidance for, and exercise oversight with respect to, WIOA activities within the workforce region, financed in whole or in part with funds from the U.S. Department of Labor, in partnership with the elected officials of the local workforce development area.

# work2future Workforce Development Board By-Laws

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## ARTICLE III: MEMBERSHIP

- 3.1 In accordance with the Act and the criteria established by the California Workforce Development Board, this section sets forth the membership and structure of the WORK2FUTURE BOARD. Board members are appointed by the Mayor of San Jose, acting as the local CEO, who shall confer voting privileges to all appointed members. Each WORK2FUTURE BOARD member shall have one vote, and such voting may not be done by proxy.
- 3.2 The City of San José's Office of Economic Development (OED), work2future Division ("work2future"), will notify the local CEO when vacancies occur and provide nominations for WORK2FUTURE BOARD membership for consideration to the CEO, who shall review the nominations and appoint members to the WORK2FUTURE BOARD.
- 3.3 The local CEO and work2future will ensure that the membership and appointment of the WORK2FUTURE BOARD will conform to the requirements of Section 107(b)(2) of the Act, as further stipulated in California Unemployment Insurance Code Section 14202UU.
- 3.4 The term of membership for all WORK2FUTURE BOARD members shall be for four (4) years.
- 3.5 Term appointments shall be staggered to the extent possible to ensure that only a portion of the WORK2FUTURE BOARD membership expires in a given year.
- 3.6
  - A. A majority of the members of the WORK2FUTURE BOARD shall be representatives of business in the local area, who:
    - 1) Are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority.
    - 2) Represent businesses, including small businesses, or organizations representing businesses described in this subdivision, that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area.
    - 3) Are appointed from among individuals nominated by local business organizations and business trade associations.
  - B. Not less than 20 percent of the members of the WORK2FUTURE BOARD shall be representatives of the workforce within the San Jose Silicon Valley Workforce Development Area, who:

## work2future Workforce Development Board By-Laws

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- 1) Shall include representatives of labor organizations, who have been nominated by local labor federations and these representatives shall amount to not less than 15 percent of board membership, and be subject to the following:
  - (a) Shall include a representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of a state-approved apprenticeship program in the area, if such a program exists.
- 2) May include representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities.
- 3) May include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.

C. The WORK2FUTURE BOARD shall include representatives of entities administering education and training activities in the local area, who:

- 1) Shall include a representative of eligible providers administering adult education and literacy activities under Title II of the Workforce Innovation and Opportunity Act.
- 2) Shall include a representative of institutions of higher education providing workforce investment activities, including community colleges.
- 3) May include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.

D. The WORK2FUTURE BOARD shall include representatives of governmental and economic and community development entities serving the local area, who:

## work2future Workforce Development Board By-Laws

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- 1) Shall include a representative of economic and community development entities.
  - 2) Shall include an appropriate representative from the state employment service office under the Wagner-Peyser Act (29 U.S.C. Sec. 49 et seq.) serving the local area.
  - 3) Shall include an appropriate representative of the programs carried out under Title I of the Rehabilitation Act of 1973 (29 U.S.C. Sec. 720 et seq.), other than Section 112 or Part C of that Title (29 U.S.C. Sec. 732, 741), serving the local area.
  - 4) May include representatives of philanthropic organizations serving the local area.
- E. The WORK2FUTURE BOARD may include such other individuals or representatives of entities as the local CEO may determine to be appropriate.
- 3.7 The WORK2FUTURE BOARD shall be kept to the smallest number possible by having members represent more than one category such that the membership is still consistent with the membership requirements established by the Act, and as modified by any amendments, reauthorizations of the Act, and/or final rules, regulations and policy guidance letters.
- A. WORK2FUTURE BOARD members are responsible for notifying the WORK2FUTURE BOARD upon change of status, which could lead to lack of representation as identified in these By-laws. Upon such notice, the WORK2FUTURE BOARD shall determine if the member may continue. Members whose status changes may remain on the WORK2FUTURE BOARD pending recruitment and replacement.
- B. WORK2FUTURE BOARD members may resign upon written notice to the Secretary of the WORK2FUTURE BOARD.
- C. An official membership list, attendance materials, records of the actions of the WORK2FUTURE BOARD, and a detailed statement on the composition, structure, membership, and nomination process for the WORK2FUTURE BOARD shall be maintained by the WORK2FUTURE BOARD.
- D. WORK2FUTURE BOARD members may be removed for cause or because of absence. Cause shall be defined as determination by the WORK2FUTURE BOARD that the member is unsuitable to serve on the WORK2FUTURE BOARD. Such a determination may be made based on a WORK2FUTURE BOARD member's violation of the Brown Act, the City's Code

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of Ethics for members of boards, committees and commissions, non-disclosure of a conflict of interest, or similar misconduct.

E. WORK2FUTURE BOARD members may be removed from membership on the WORK2FUTURE BOARD for cause if the member is absent from two (2) consecutive regular meetings of the WORK2FUTURE BOARD during their term of service.

F. Members may be removed for cause by a two-thirds vote of the full WORK2FUTURE BOARD members in attendance at any regular meeting providing that a quorum of the WORK2FUTURE BOARD is present.

### **ARTICLE IV: OFFICERS AND THEIR ELECTION**

#### **4.1 Chair**

A. The WORK2FUTURE BOARD shall elect one (1) member as Chairperson.

B. The term of office for the Chairperson shall be two (2) years.

C. The Chairperson shall be a business representative.

D. The Chairperson shall preside over all regular meetings and special meetings.

E. The Chairperson shall be an ex-officio member of all committees.

#### **4.2 Vice-Chair**

A. The WORK2FUTURE BOARD shall elect one (1) member as Vice-Chairperson.

B. The term of office for the Vice-Chair shall be two (2) years.

C. The Vice-Chair shall be a business representative.

D. In the absence of the Chair, the Vice-Chair shall act as Chair pro tem to serve as presiding officer of that meeting.

4.3 In the absence of the Chair and the Vice-Chair, the WORK2FUTURE BOARD shall, at the beginning of its meeting, designate by majority vote, a Chairperson pro tem to serve as presiding officer of that meeting. Such a Chairperson pro tem must be a business representative.

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- 4.4 The work2future Director shall serve as Secretary of the WORK2FUTURE BOARD.

### **ARTICLE V: MEETINGS AND QUORUMS**

- 5.1 The WORK2FUTURE BOARD shall meet not less than three (3) times annually. WORK2FUTURE BOARD members may participate in WORK2FUTURE BOARD or committee meetings through teleconferencing or videoconferencing, at the discretion of the Chair, to the extent such participation is allowable by state law and policy.
- 5.2 The WORK2FUTURE BOARD shall hold an annual organizational meeting in each fiscal year. The WORK2FUTURE BOARD shall, at its annual organizational meeting, adopt a schedule of meetings and post that schedule on its website ( [www.work2future.org](http://www.work2future.org) ) to inform its members, the CEO, the seven partnering municipalities, and the public.
- 5.3 The WORK2FUTURE BOARD Chair may call special meetings of the WORK2FUTURE BOARD.
- 5.4 All meetings of the WORK2FUTURE BOARD shall be conducted and notified in conformance with the Ralph M. Brown Act, California Government Code Section 54960, et. seq. as amended, and the City of San José's Consolidated Open Government and Ethics Resolution, as amended.
- 5.5 Information regarding meetings of the WORK2FUTURE BOARD will be available to WORK2FUTURE BOARD members and the public on work2future's website.
- 5.6 A simple quorum shall consist of fifty percent (50%), plus one (1), of the authorized WORK2FUTURE BOARD members present who must be present in person to effect a quorum. Authorized WORK2FUTURE BOARD members shall be defined as those members currently in office, exclusive of vacancies. A quorum of the WORK2FUTURE BOARD, once attained in meeting, shall be considered as retained throughout the meeting.
- 5.7 Action may be taken by a simple majority of those present and voting, provided that a quorum is present. When a quorum is established and less than ten (10) members remain, a minimum of six (6) votes to take action are required.
- 5.8 WORK2FUTURE BOARD meetings shall be governed by Robert's Rules of Order, Newly Revised, in all cases to which they are applicable and to the extent in which they are not inconsistent with, or in conflict with, these By-laws.



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## ARTICLE VI: COMMITTEES

- 6.1 *Standing Committees.* Standing committees other than the Executive Committee shall include, in addition to members of the WORK2FUTURE BOARD, individuals who are not members of the WORK2FUTURE BOARD and who the WORK2FUTURE BOARD determines have appropriate experience and expertise.
- 6.2 The WORK2FUTURE BOARD shall have two (2) standing committees:
- a. Executive Committee
  - b. Business Services Committee
- 6.3 In addition to the Executive Committee and the Business Services Committee, the WORK2FUTURE BOARD may, at its discretion, resolve to have such other standing committees as it deems necessary to the effective discharge of the Board's responsibilities.
- 6.4 *Executive Committee Composition* — The Executive Committee shall be comprised of the WORK2FUTURE BOARD Chair, the WORK2FUTURE BOARD Vice-Chair, the chairs of the other standing committees, a sufficient number of members elected at large to ensure that the committee has seven members, and the work2future Director acting as a non-voting, ex officio member.
- 6.5 Terms of the at-large members of the Executive Committee are two years and they shall be staggered to ensure that only a portion of the at-large membership expires in a given year. To achieve staggered terms, a portion of at-large members shall be elected to one-year terms only in the first election after adoption of these amended By-laws. At-large members shall serve a maximum of two consecutive two-year terms.
- 6.6 *Executive Committee Chair* — The WORK2FUTURE BOARD Chair shall act as Chair of the Executive Committee, the WORK2FUTURE BOARD Vice Chair as Chair of the Executive Committee in his/her absence, and an Executive Committee Member elected by said committee shall act as Chair of the Executive Committee in the event the Chair and the Vice Chair are absent.
- 6.7 *Executive Committee Authority* — The Executive Committee shall have the authority to act on behalf of the WORK2FUTURE BOARD when time is of the essence to (1) accept grant awards, (2) approve contracts and associated funding, (3) approve Memoranda of Understanding, and (4) approve the Local Plan and Regional Plan. Any such actions taken by the Executive Committee shall be reported as discussion items at the next regular meeting of the WORK2FUTURE BOARD.

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- 6.8 In addition to such other duties as it may undertake, the Executive Committee shall develop and track the budget, and oversee fiscal compliance and work2future performance with respect to state and federal WIOA performance goals.
- 6.9 Business Services Committee — California Unemployment Insurance Code Section 14200(c)(9)(C) requires that the WORK2FUTURE BOARD establish a business services committee.
- 6.10 Business Services Committee Composition – The Business Services Committee shall be comprised of Board members who represent the leading industries and employers in the regional economy and potential emerging sectors that have significant potential to contribute to job growth in the regional economy if investments were made for training and educational programs, as well as business executives who are not members of the Board but, nonetheless, represent the kinds of employers described above. The Chair shall appoint Board members to the Committee and the Executive Committee shall elect Committee members who are not on the Board.
- 6.11 Business Services Committee Duties — The Business Services Committee shall further develop and make recommendations for work2future’s business service plan to increase employer involvement in the activities of work2future.
- 6.12 Additional Standing Committees: when it deems it necessary per Article VI, Section 6.3, the WORK2FUTURE BOARD shall form such one or more additional standing committees by resolution approved by a majority of Board members present at a regular meeting. The resolution shall include the purpose and duties of the committee, and its membership size, composition, qualifications and length or term of service.
  - 6.12.1 The majority of members of a standing committee shall be serving members of the WORK2FUTURE BOARD who shall be appointed for a specified term of committee service by the Board Chair. The Board resolution forming the additional standing committee shall specify how individuals who are not serving members of the Board shall be nominated and appointed or elected to the standing committee.
- 6.13 Chair Appointments - Each committee, except the Executive Committee, will choose its own chairs with the approval of the Board Chair.
- 6.14 Ad Hoc Committees – The Chair may appoint ad hoc committees at his/her discretion. The creation of said committees shall be reported to the full Board.

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- 6.15 Ad Hoc Committee Composition – Ad Hoc Committees may only have as voting members full members of the WORK2FUTURE BOARD. Non-WORK2FUTURE BOARD members may be asked to participate as non-voting members.
- 6.16 All Standing Committee meetings shall be subject to the provisions of the Ralph M. Brown Act and the City of San José’s Consolidated Open Government and Ethics Resolution.
- 6.17 Information regarding meetings of Standing Committees will be made available to WORK2FUTURE BOARD members and the public on work2future’s website.
- 6.18 Except as stipulated in Article 6.7, all actions of the WORK2FUTURE BOARD Standing Committees are advisory to the WORK2FUTURE BOARD unless the WORK2FUTURE BOARD delegates the authority to act on behalf of the WORK2FUTURE BOARD.

### **ARTICLE VII: CONFLICT OF INTEREST**

- 7.1 No WORK2FUTURE BOARD member shall engage in any activity, including participation in the selection, award, or administration of a subgrant or contract supported by WORK2FUTURE BOARD funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the individual, member of the individual’s immediate family, the individual’s business partner or an organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm or organization selected for the award. The officers, employees, or agents of any agency making the award will neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. WORK2FUTURE BOARD members shall not participate in financial matters before the WORK2FUTURE BOARD that pertain to organizations that they represent.

A member of a local board, or a member of a standing committee, may not vote on a matter under consideration by the local board regarding the provision of services by such member (or by an entity that such member represents); or that would provide direct financial benefit to such member or the immediate family of such member; or engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the State plan.

Neither membership on the WORK2FUTURE BOARD, nor the receipt of Act funds to provide training and related services shall be construed, by themselves, to violate the provision of this section.

- 7.2 WORK2FUTURE BOARD members shall avoid organizational and operational conflict of interest, and they and their personnel, employees, or agents shall avoid personal conflict of interest and appearance of conflict of interest in

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awarding financial assistance, and in the conduct of procurement activities involving funds under the Act.

- 7.3 Members of the WORK2FUTURE BOARD shall comply with the intent of the California Administrative Code, title 2, section 18730 and any amendments duly adopted by the Fair Political Practices Commission.
- 7.4 WORK2FUTURE BOARD members are required to complete two hours of training in ethics principles and laws (AB1234 Ethics Training) and two hours in sexual harassment and discrimination prevention (AB 1661 Sexual Harassment and Discrimination Prevention Training) every two years.

### **ARTICLE VIII: REQUIRED DISCLOSURES**

- 8.1 Prior to taking any action relating to an existing or potential work2future contract, a WORK2FUTURE BOARD member must disclose all communication between the WORK2FUTURE BOARD member and the interested contractor or contractor representative(s) regarding the action. The disclosure shall be made orally at the meeting, prior to the discussion of the action on the meeting agenda, and must identify the substance of the communication.
- 8.2 WORK2FUTURE BOARD members must file an annual Statement of Economic Interests (Form 700) by April 1 of each year, within 30 days of assuming office, and within 30 days of leaving office with the San José City Clerk.

### **ARTICLE IX: AMENDMENTS**

- 9.1 Amendments to these By-laws must be approved by a fifty percent plus one (50% + 1) affirmative vote of the full WORK2FUTURE BOARD membership, at any regular meeting of the WORK2FUTURE BOARD, provided, however, that the amendments proposed have been submitted in writing at the previous regular meeting or included in the call to the meeting. Amendments to the By-laws shall be reviewed and approved by Counsel prior to the WORK2FUTURE BOARD's consideration and approval. Amendments proposed to these By-laws must be received by the WORK2FUTURE BOARD membership no less than seven (-7-) working days prior to their consideration.

### **ARTICLE X: EFFECT**

- 10.1 These By-laws shall become effective immediately upon adoption by a majority vote of the WORK2FUTURE BOARD, and shall remain in effect, as amended per section 9.00 above, or until dissolution of the WORK2FUTURE BOARD.

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- 10.2 In any conflict arising between the provision of the Act, applicable State law, or other implementing regulations, the legal provisions of law and regulations shall prevail, except as By-laws represent allowable discretion by the WORK2FUTURE BOARD in interpretation and implementation of law and regulation.

Adopted as amended by the WORK2FUTURE BOARD on November 21, 2019.

/s/  
Susan Koepp-Baker, Board Chair

/s/  
Priya S. Smith, MPH, Board Vice-Chair

/s/  
Monique Melchor, Board Secretary

## **IV.C**

# **WIOA Performance & Enrollment Reports for Q4 of PY 2022**

**{INFORMATION}**

**WIOA PERFORMANCE AND ENROLLMENT REPORTS FOR Q4 OF PY 2022**

Program Services Manager Sangeeta Durrall will report on Workforce Innovation and Opportunity Act (WIOA) program performance through June 30, 2023, the fourth and final quarter of Program Year 2022-23 (PY 2022). She will also provide an update on PY 2023 client enrollments in the Adult, Dislocated Worker, and Youth Programs.

###

Attachments (2)

## PREDICTIVE PERFORMANCE REPORT PY 2022-23 [FINAL]

PERFORMANCE MEASURES	WIOA STATE GOALS	ACTUAL	SUCCESS RATE
<b>ADULT</b>			
Entered Employment Rate 2nd Qtr	65.0%	75.4%	116.0%
Entered Employment Rate 4th Qtr	62.0%	70.2%	113.2%
Median Earnings	\$7,500.00	\$11,277.00	150.0%
Attainment of a Credential or Certificate	65.5%	70.6%	107.8%
Measurable Skills Gain	55.0%	80.2%	145.8%
<b>DISLOCATED WORKERS</b>			
Entered Employment Rate 2nd Qtr	68.0%	72.6%	100.0%
Entered Employment Rate 4th Qtr	67.0%	76.0%	113.4%
Median Earnings	\$8,508.00	\$11,572.00	136.0%
Attainment of a Credential or Certificate	68.0%	71.4%	105.0%
Measurable Skills Gain	55.0%	67.7%	123.1%
<b>YOUTH</b>			
Placement in Employment or Education 2nd Qtr	71.0%	82.4%	116.0%
Entered Employment Rate 4th Qtr	66.0%	70.0%	106.0%
Median Earnings	\$4,000.00	\$6,871.00	171.8%
Attainment of a Credential or Certificate	60.4%	75.0%	124.2%
Measurable Skills Gain	57.8%	79.2%	137.0%
<b>Overall Performance - State Target (90%)</b>	<b>Exceeded 15/15</b>		
<b>Overall Performance - Local Target (100%)</b>	<b>Exceeded 15/15</b>		



## WIOA PARTICIPANTS SERVED REPORT

Program - August 30, 2023	YTD New Enrollments 2022 - 2023	Carryover	Total Participants Served	YTD New Enrollment Planned	% YTD New Goal
Adult/Dislocated Worker Program	256	313	569	140	183% (256/140)
Youth Program (OSY)	35	123	158	20	175% (35/20)
Youth Program (ISY)	2	62	64	5	40% (2/5)

###

## **IV.D**

# **Board Retreat Follow-up**

**{DISCUSSION}**

### **BOARD RETREAT FOLLOW-UP**

Board Chair Susan Koepp-Baker and work2future Director Monique Melchor will lead a discussion among Board members on proposing desired outcomes from the Board retreat held on March 16, 2023

# # #

Attachments (2)

**SUMMARY NOTES**  
**work2future Board Joint Retreat**  
**March 16, 2023**

**Retreat Purpose** (as stated on the agenda):

- ✓ Build Board Member relationships
- ✓ Review and discuss WIOA Board mandates and work2future client services
- ✓ Develop goals and identify improvement opportunities

**I. Board Member Introduction Activity**

- Board members paired off, interviewed each other, and introduced their partner to the Board and staff.

**II. WIOA and work2future Orientation** (60 minutes)

- Staff presented on the role and mandates for local WIOA Boards as described in the Workforce Innovation and Opportunity Act of 2014 and by supervising bodies in California.
- Staff also informed the Board about the different client services that are provided to employers and job seekers.
- These presentations were followed by Board questions and comments.

**III. Develop Goals and Generate Improvement Ideas**

- Board members formed three breakout groups to discuss the goals they want to achieve in the coming year, and their ideas to improve services and organizational effectiveness, including process improvements. Each group reported out to the large group. Here are the results from three groups.

Breakout Group 1 (Steve, Brian, Chad, Derek, and Ricardo)

- Establish better, more ambitious performance metrics beyond what is minimally required
- Have a quality impact, not just quantity
- Ensure flexibility to be more nimble and adaptable
- Speed up processing time so clients can get jobs and wages sooner
- Increase the number of youth clients
- Develop individual curricula to better target the needs and interests of clients
- Meet with clients earlier in the process in order to align their needs with the jobs more quickly
- Broaden qualifications to enable more clients, while ensuring that those most in need receive services

Breakout Group 2 (Sue, Sofia, Todd, Louise, and Rafaela)

- Establish an Ad Hoc Committee to clarify and determine plans, similar to last year's RFP Ad Hoc Committee
- Address RFP group responses, including consideration of smaller services
- Conduct more internal collaboration with staff and vendors to avoid duplicate services
- Focus more on connecting clients to services at a younger age
- Conduct more marketing and advertising to be more visible and to attract more clients
- Involve the Board more in selecting workshop and training topics
- Find ways to incorporate more of the clients' lived experiences in the overall process
- Learn more about case workers (background, skills, experiences, etc.)
- Board members have a right to petition and put items on agendas
- Ensure quality of front-line staff as it applies to case management and RFP selection process without micro-managing
- Address disability-related issues
- Determine what RFP applicants' priorities are when selecting staff

Breakout Group 3 (Traci, Jack, Mitesh, and Emily)

- Bring community providers together, fulfilling the Board's "convener" function as it pertains to providers
- Identify program overlaps and duplications, and streamline services
- Evaluate partnership outcomes and coordinate service offerings
- Develop a feedback system, perhaps forming an Ad Hoc Committee to initiate this task
- Establish physical locations that are easier to access (e.g. pop-up shops, partner with the Library).

## **WORK2FUTURE BOARD RETREAT - IMPROVEMENT IDEAS**

### **Client Services**

Address disability-related issues

Develop individual curricula to better target the needs and interests of clients

Establish physical locations that are easier to access (e.g. pop-up shops, partner with the Library).

Speed up processing time so clients can get jobs and wages sooner

Meet with clients earlier in the process in order to align their needs with the jobs more quickly

Focus more on connecting clients to services at a younger age

**Increase the number of youth clients**

Find ways to incorporate more of the clients' lived experiences in the overall process

Identify program overlaps and duplications, and streamline services

### **Request for Proposal (RFP)**

Address RFP group responses, including consideration of smaller services

Determine what RFP applicants priorities are when selecting staff

Ensure quality of front line staff as it applies to case management and RFP selection process without micro-managing

Establish an Ad Hoc Committee to clarify and determine plans, similar to last year's RFP Ad Hoc Committee

### **Community**

Bring community providers together, fulfilling the Board's "convener" function as it pertains to providers

Broaden qualifications to enable more clients, while ensuring that those most in need receive services

Evaluate partnership outcomes and coordinate service offerings

### **Staff**

Conduct more internal collaboration with staff and vendors to avoid duplicate services

**Conduct more marketing and advertising to be more visible and to attract more clients**

**Learn more about case workers (background, skills, experiences, etc.)**

### **Board**

Develop a feedback system, perhaps forming an Ad Hoc Committee to initiate this task

Establish better, more ambitious performance metrics beyond what is minimally required

Involve the Board more in selecting workshop and training topics

### **Need more information**

Ensure flexibility to be more nimble and adaptable - Steve, Brian, Chad, Derek, and Ricardo

Have a quality impact, not just quantity - Steve, Brian, Chad, Derek, and Ricardo

## **IV.E**

# **Business Services Committee Report**

**{INFORMATION}**

### **BUSINESS SERVICES COMMITTEE REPORT**

Business Services Committee Chair Alan Takahashi will provide an update on business service-related activity, including the most recent meeting of the Business Services Committee on August 8, 2023.

###



## **IV.F**

# **Youth Committee Report**

**{INFORMATION}**

## **YOUTH COMMITTEE REPORT**

Youth Committee Chair Jack Estill will youth-related activity, including the most recent meeting of the Youth Committee on August 10, 2023.

###

## **IV.G**

# **Labor Market Update**

**{INFORMATION}**

### **LABOR MARKET UPDATE**

The August 2023 unemployment rate in the San Jose-Sunnyvale-Santa Clara Metropolitan Statistical Area (MSA) was 3.9 percent (preliminary), up from a revised 3.6 percent in July 2023, and above the year-ago estimate of 2.7 percent, according to the Employment Development Department's Labor Market Information Division. This compares with an unadjusted unemployment rate of 5.1 percent for California and 3.9 percent for the nation during the same period. The unemployment rate was 3.9 percent in Santa Clara County. Total employment for the month in the MSA, which also includes San Benito County, was practically unchanged, increasing by 800 jobs to reach 1,191,900. Strategic Engagement Manager Lawrence Thoo will report on and discuss this and other regional labor market conditions.

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## **IV.H**

# **Board Elections Preview**

**{INFORMATION}**

## BOARD ELECTIONS PREVIEW

work2future Board officers, the Board Chair and Board Vice-Chair, are elected by the Board to serve concurrent two-year terms. Additionally, the Board elects several—currently three—at-large members of the Executive Committee. The at-large Executive Committee members also serve two-year terms which are staggered so that a pair of at-large member terms end one year, and the third at-large member term ends in the alternate year.

On December 31, 2023, the current terms of the Board officers and two of the at-large Executive Committee members will conclude. Therefore, at the November 16 Board meeting, which will be the Board's final regular meeting of 2023, elections will be held for Board Chair and Vice-Chair, and two at-large Executive Committee members.

### Current Office Holders and At-Large Members

Board Chair: Susan Koepp-Baker (first term)

Board Vice-Chair: Priya D. Smith (first term)

At-Large Executive Committee Members: Louise Auerhahn (second term) and Rajiv Batra (first term)

### Election

Staff will conduct the elections. Board members will be asked to put member names into nomination for each office separately, beginning with Board Chair. The Board Chair and Board Vice-Chair must be business members of the Board.

A Board member who is nominated may decline the nomination, in which case s/he will not be a candidate for the office. After all nominations are in, candidates will have the opportunity, if they choose, to address Board members. Voting will take place after candidate remarks, if any, have concluded. The candidate with the largest number of votes is elected and will assume office on January 1, 2024, and serve as Board Chair through December 31, 2025.

The procedure above will be repeated for Board Vice-Chair and then for the two at-large seats on the Executive Committee. The two at-large seats will be voted on concurrently. Each Board member present can cast two votes. The top two vote-getters will take their seats on January 1, 2024, and serve on the Executive Committee through December 31, 2025.

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**V**

**Other**

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**VI**

**Adjournment**