

EXECUTIVE COMMITTEE MEETING
March 4, 2019
Called to Order: 11:44 a.m.

ACTION MINUTES

Draft minutes prepared by Kathryn Azevedo. Approval pending.

WDB Staff: Monique Melchor, Kathryn Azevedo, Joy Salandanan, Lawrence Thoo, Meredith Studebaker

I. OPENING REMARKS: Read by Joe Flynn

II. QUORUM VERIFICATION

Present: Joe Flynn, Rashad Said, Sue Koepp-Baker

Absent: Steve Preminger

III. CONSENT ITEMS

The Executive Committee unanimously accepted the Consent Items.

Motion: Sue Koepp-Baker

Second: Rashad Said

IV. AGENDA ITEMS

A. Old Business

1. Minutes Approval

Mr. Flynn moved, Mr. Said seconded, and the Committee unanimously approved the minutes of the January 17, 2019 Executive Committee meeting. Ms. Koepp-Baker abstained.

B. New Business

1. Director's Report {Discussion}

Director Melchor reported on her plans to attend the next quarterly California Workforce Association (CWA) meeting to discuss with the state and other local boards the impact of regionalism, particularly on Fiscal and Program coordination across the region.

2. Regional Plan and Local Plan Revisions {Action}

Director Melchor discussed modifications to the work2future Local Plan and Bay Peninsula Regional Plan which are due to the state on March 15, 2019. The plan includes developing robust partnerships with state mandated partners CalFresh, Department of Rehabilitation, and ELL providers, to enhance services to our clients. Ms. Melchor also noted that we are working on developing referral mechanisms for our clients and cross training opportunities for partner staff. The major modification with the Regional Plan is the planned collaboration with the Department of Corrections to enhance services to ex-offenders. There has been no public comments submitted for either the Regional or Local Plans during the respective public comment periods. The committee unanimously approved the Regional and Local Plan Revisions on behalf of the board.

Motion: Sue Koepp-Baker
Second: Rashad Said

3. New Grants {Action}

Finance Manager Joy Salandanan asked the committee to recommend that the Board accept two grants awarded to work2future, as follows: (a) \$115,670 for Regional Plan Implementation, and (b) \$16,625 for the Prison-to-Employment Initiative. Ms. Salandanan noted that the RPI grant includes funding for 1 FTE for a regional healthcare initiative. The committee unanimously approved the recommendation for the Board to accept the two grants.

Motion: Rashad Said
Second: Sue Koepp-Baker

4. Preliminary Budget Scenarios for FY2020 {Action}

Finance Manager Joy Salandanan asked the committee to recommend that the Board approve the following:

- a)** Three preliminary scenarios for the Fiscal Year 2020 operating budget: (i) \$6.322 million (WIOA allocations unchanged from FY2019 levels), (ii) \$6.006 million (base budget—allocations reduced 5%), and (iii) \$5.69 million (allocations reduced 10%);
- b)** Authority, with limitations, for the work2future Director to transfer funds between budget line items and between the Adult Program and Dislocated Worker Program.

The committee discussed the proposed budget scenarios and the move to a new service model that will give work2future the flexibility to provide higher quality, targeted services to a smaller number of clients. The committee unanimously approved the budget recommendation to the Board.

Motion: Rashad Said

Second: Sue Koepp-Baker

5. Board Retreat {Action}

Director Melchor recommended that the committee approve the selection of April 12 as the date for the 2019 Board Retreat, based on staff's poll of board member availability, at time between 9 am and 4 pm to be determined by staff and at a location to be determined by staff. However, Mr Flynn informed the committee that business will require him to be out of town during that week.

Mr. Said moved, Ms. Koepp-Baker seconded, and the committee unanimously approved to amend the recommendation so that staff is delegated the authority to select the date and time for the retreat based on a new poll of staff availability in May.

Mr. Said then moved, Ms. Koepp-Baker seconded, and the committee approved unanimously the amended recommendation.

6. WIOA Performance and Service Delivery Outcomes Update {Discussion}

MIS Analyst Meredith Studebaker reported on (a) WIOA performance through the second quarter of the 2019 Program Year, and (b) employment-related outcomes in relation to priority sectors and in-demand occupations at non-priority sector employers. She also informed the committee that the state will be coming out with a new directive that should help us better define what is a nationally recognized credential.

Committee members discussed the WIOA performance and service delivery outcomes for work2future's contractors, work2future Foundation and Eckerd.

7. Upcoming Initiatives {Discussion}

Director Melchor presented information on two new initiatives, Prison-to-Employment and Slingshot 2.0. Both are regional initiatives in the planning phase, with work2future as the program lead for Prison-to-Employment and San Francisco the lead for the Slingshot 2.0 initiative. Ms. Melchor also presented information on three pending initiatives from the state: The Workforce Accelerator Fund 7.0, AB1111 Removing Barriers to Employment Initiative, and SB1 High Road Construction Careers Initiative.

V. PUBLIC COMMENT: None

VI. SUGGESTED FUTURE AGENDA ITEMS:

1. Update on status of relationship with the work2future Foundation

VII. Announcements:

- A. The next meeting of the work2future Board is scheduled for Thursday, March 21, 2019 at 11:30 am, at the San Jose America's Job Center of California, 1601 Foxworthy Ave, San Jose.

- B. The next meeting of the Executive Committee is scheduled for Thursday, April 18, 2019, 11:30 am, at the Business Services & Administration Center, 5730 Chambertin Dr., San Jose.

VIII. Adjournment: The meeting was adjourned at 1:18 pm.