

EXECUTIVE COMMITTEE

September 19, 2019
Called to Order at 11:30 am

Minutes

Prepared by Lawrence Thoo; reviewed by Monique Melchor

WDB Staff Present: Sangeeta Durrall, Monique Melchor, Lawrence Thoo

I. OPENING REMARKS

Chair Joe Flynn read the opening remarks

II. QUORUM VERIFICATION

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

Absent: Steve Preminger

III. CONSENT ITEMS {Action}

Susan Koepp-Baker moved, Rashad Said seconded and the committee unanimously approved acceptance of the Consent Items:

- A. March 31, 2019 Financial Status Report Errata
- B. July 31, 2019 Financial Status Report
- C. Fiscal Year 2019 Preliminary Year-End (June 30) Financial Status Report

IV. BUSINESS ITEMS

A. Old Business

1. May 16 Minutes Approval {Action}

Ms. Koepp-Baker moved, Mr. Said seconded, and the committee unanimously approved the minutes of the May 16, 2019 Joint Meeting of the Executive Committee and the Finance & Performance Committee.

2. June 6 Minutes Approval {Action}

Mr. Said moved, Ms. Koepp-Baker seconded, and the committee unanimously approved the minutes of the June 6, 2019 Special Meeting of the Executive Committee.

B. New Business

1. Director's Report {Discussion}

Monique Melchor, Director, informed the committee of the following:

- a) The state's program monitoring report had been received. There were no findings. The state's next program review is planned for March 2020.
- b) There is likely to be a routine Equal Employment Opportunity monitoring in 2020.
- c) Staff is waiting on the receipt of the Prison to Employment implementation grant of approximately \$600,000. The plan is to support services for 100–180 participants.

- 2. PY2017–PY2020 Local Plan and Regional Plan Modifications Approved {Discussion}**
Sangeeta Durrall, Senior Project Manager, informed the committee that the California Workforce Development Board has given final approval to required biennial modifications to work2future Local Plan, following the submission of additional information requested regarding partnerships discussed in the modifications. She reported that the Bay Peninsula Regional Plan modification have also received final approval. She noted that the partnership efforts County Social Services around CalFresh and CalWorks have already begun. She also noted that work continues to develop additional service partnerships, but WIOA documentation requirements and concerns about client confidentiality are frequent challenges to progress.
- 3. After-Action Report {Discussion}**
Jack Estill, Chair of the Ad Hoc Committee formed to consider lessons learned from the termination of services by the work2future Foundation and subsequent actions by work2future to maintain continuity of services, reported on the ad hoc committee’s meeting and shared the committee’s recommendations, which included monitoring the corporate governance of service providers, ensuring that RFP evaluation of potential service providers include sufficiency of financial capacity, appropriate and successful program experience, multiple providers to the extent possible, regular and transparent communication with service providers, and a contingency plan for service provider failure. Executive Committee members suggested additionally that, if the City’s attorneys agree, future contracts with service providers include a minimum notification requirement that service providers must observe should they wish to terminate services early and a penalty for not meeting that requirement.
- 4. Career Services Transition Report {Discussion}**
Director Melchor reported that the transition of service providers from the work2future Foundation to Eckerd Connects had gone smoothly, with no interruption in services except for a week of training for the Foundation’s program staff whom Eckerd had hired. Ms. Melchor noted that Youth Program enrollment has remained low, a situation Eckerd inherited from the Foundation, and Eckerd is implementing a Correction Action Plan. Staff will report again at the committee’s next meeting on service delivery under Eckerd’s management.
- 5. Board Committees {Action}**
Following a review by Director Melchor, Mr. Said moved, Ms. Koepp-Baker seconded, and the committee unanimously approved a recommendation, as proposed, to amend the By-Laws to consolidate the Executive Committee and the Finance & Performance Committee, reconstitute the Youth Committee, and establish a Business Services Committee in place of the Private Employers Business Council Committee, drawing on provisions in federal and state law regarding WIOA for guidance.

V. PUBLIC COMMENT
None

VI. SUGGESTIONS FOR FUTURE AGENDA ITEMS

- a) Follow up on the After Action report and discussion
- b) Follow up on the Board Committees action
- c) Report on (Eckerd) performance

VII. ANNOUNCEMENTS

- A.** The next meeting of the Executive Committee is scheduled for Thursday, October 17, 2019, 11:30 am, to be held jointly with the Finance & Performance Committee at the Business Services & Administration Center, 5730 Chambertin Dr, San Jose.
- B.** The next meeting of the work2future Board is scheduled for Thursday, November 21, 2019, 11:30 am, at the San Jose America's Job Center of California, 1601 Foxworthy Ave, San Jose.
- C.** Elections for the Chair and Co-chair of the Board for 2020 and 2021 will be held at the November 21 Board meeting.
- D.** Job Fair at Mexican Heritage Plaza, September 26, 1 pm–3:30 pm; Census Jobs Application Workshop at San Jose Job Center, September 30, 1 pm–4:30 pm.

VIII. ADJOURNMENT

The meeting was adjourned at 12:31 pm.