

## WORKFORCE DEVELOPMENT BOARD

Thursday, March 26, 2020

### ACTION MINUTES

Prepared by L. Thoo. Reviewed by M. Melchor

WDB Staff: K. Azevedo, M. Melchor, J. Salandanan, N. Pham, L. Thoo.

I. **CALL TO ORDER**

At 9:42 am, Chair Joe Flynn called the on-line videoconference meeting to order and asked staff to call the roll.

II. **QUORUM VERIFICATION & OPENING REMARKS**

**Present:** Auerhahn, Bojorquez, Chao, Estill, Flynn, Gilroy, Gomez, Gutierrez, Koepp-Baker, Perez, Preminger, Takahashi, Villalovoz

**Absent:** Amador-LeBeau, Batra, Le, Lucero, Smith, Vujjeni

At Chair Flynn's request, staff reviewed with Board members and the public technical direction for participation in the on-line meeting. As several Board members had to leave by 11:00 am, Chair Flynn announced that the meeting would by that time.

III. **PUBLIC COMMENT**

None

IV. **CONSENT ITEMS**

None

V. **BUSINESS ITEMS**

A. **Old Business**

1. **Minutes Approval**

On a motion by Mr. Preminger, seconded by Mr. Estill, the minutes of the November 21, 2019 Board meeting were approved unanimously.

B. **New Business**

1. **Director's Report {Discussion}**

Director Melchor updated the Board on the workforce development system's national, state and local responses to the novel coronavirus (COVID-19) pandemic. She advised the Board that the career centers and administrative and business services center were closed to the public and largely closed to staff,

but that work2future was already providing most services remotely using telephone and on-line technologies, and that a small handful of remaining services, such as customer orientations and enrollments, were in the process of being converted to on-line access. She also informed the Board of the retirement of Joy Salandanan, work2future's long-time finance manager.

2. **FY 2018-19 Monitoring and Audit Completions**

Director Melchor reported on the successful completion of the following with no findings:

- a) FY 2018-19 Fiscal & Procurement Monitoring
- b) PY 2018-19 Program Monitoring
- c) FY 2018-19 Single-Audit

3. **FY 2020-21 Preliminary Budget Scenarios (Action)**

Director Melchor reported on the recommendation approved by the Executive Committee for the Board's approval of three preliminary Workforce Development Board program budget scenarios for Fiscal Year 2020-21, as detailed in the memo to the Board and summarized as follows:

- a) AS IS—based on a projected allocation of \$5.796 million, the level of WIOA program funding in the current year, FY 2019-20;
- b) 5% Reduction—based on a projected allocation of \$5.507 million, 5 percent less than FY 2019-20 WIOA program funding; and
- c) 10% Reduction—based on a projected allocation of \$5.217 million, 10 percent less than FY2019-20 WIOA program funding; as well as
- d) authority for the work2future Director to manage allocations between budget items.

**ACTION:** On a motion from Ms. Gomez, seconded by Mr. Preminger, the preliminary budget scenarios and allocation management authorities detailed in the memo to the Board were approved unanimously. Ms. Perez recused herself from this item.

4. **Career Services RFP Recommendation {Action}**

Contracts Manager Brennan reported on the recommendation approved by the Executive Committee for the Board's approval to authorize staff to negotiate and execute agreements for WIOA services for Program Year (PY) 2020-21, with up to four one-year extensions through PY 2024-25, based on successful performance and funds availability, as follows:

- a) Adult and Dislocated Worker Program, San Jose area, with Arbor E&T, LLC dba ResCare Workforce Services for an amount not to exceed \$2,160,000 to provide individualized career services to no fewer than 800 eligible individuals;
- b) Adult and Dislocated Worker Program, South County area, with Eckerd Youth Alternatives, Inc. for an amount not to exceed \$483,000 to provide individualized career services to no fewer than 200 eligible individuals;
- c) Youth Program, San Jose area, Arbor E&T, LLC dba ResCare Workforce Services for an amount not to exceed \$1,120,000 to provide individualized career services to no fewer than 160 eligible individuals;
- d) Youth Program, South County area, with Eckerd Youth Alternatives, Inc. for an amount not to exceed \$250,000 to provide individualized career services to no fewer than 40 eligible individuals.

The Board asked questions of staff and took public comment, in addition to letters that the public had submitted in advance of the meeting. As there were members of the public still wishing to comment and Board members had not completed discussion, and the Chair had announced during Opening Remarks that the meeting needed to end by 11 am, the Chair continued this item and requested staff to poll Board members to schedule a special meeting to complete public comment and Board discussion, and take action.

**VI. SUGGESTIONS FOR FUTURE AGENDA ITEMS**  
None

**VII. ANNOUNCEMENTS**  
None

**ADJOURNMENT at 11:12 am**