

**Executive Committee  
Special Meeting  
June 1, 2020  
ACTION MINUTES  
CTO: 2:03 p.m.**

Prepared by Kathryn Azevedo; reviewed by Lawrence Thoo; approved by Monique Melchor

WDB STAFF: K. Azevedo, M. Melchor, L. Thoo, C. Brennan, E. Cizan

**I. CALL TO ORDER & QUORUM VERIFICATION**

Chair Joe Flynn called the meeting via Zoom Webinar to order at 2:03 PM.

Staff took roll call:

**Present:** L. Auerhahn, J. Flynn, G. Chao, S. Koepp-Baker, M. Lucero, S. Preminger.

**Absent:** R. Perez

**II. OPENING REMARKS**

Mr. Flynn read opening remarks.

**III. CONSENT ITEMS**

**Action:** It was moved by Ms. Lucero, seconded by Mr. Preminger and approved unanimously by the committee to accept the following:

**A. Financial Status as of March 31, 2020**

**B. Performance and Program Services Update**

**IV. BUSINESS ITEMS**

**A. Old Business**

**1. None**

**B. New Business**

**1. Director's Report**

Director Melchor reported on the continuation of remote Services, the slight increase in federal WIOA allocation for 2020-21, COVID related Dislocated Worker funding of \$600,000 as well as \$45,000 for Supportive Services, and the development of a work2future newsletter to enhance communication with our clients, partners, board members, and others.

**2. San Jose Works 2020-21 Funding {Action}**

Director Melchor asked the committee to recommend to the board to

approve the acceptance of City of San Jose funds and distribute as outlined below:

**Action:** On a motion by Mr. Preminger, seconded by Ms. Koepp-Baker, the committee voted unanimously via roll call vote to recommend that the Board approve the following:

- a) Acceptance of \$1.5 million in City of San Jose funds to support San Jose Works 6.0
- b) Distribution of \$95,000 to the Parks, Recreation and Neighborhood Services Department for San Jose Works services, and allocation of \$147,000 for San Jose Works in the work2future Operating Budget.

### 3. **WIOA Operating Budget {Action}**

Director Melchor presented the following budget to the Executive Committee for their recommendation of Board approval:

- a) Adjustment of \$645,000 to the WIOA Operating Budget for Fiscal Year 2019- 20 (FY19-20) with the stipulation that any portion not spent in FY19-20 will be re-budgeted to the Fiscal Year 2020-21 Operating Budget
- b) Adoption of a WIOA Operating Budget of \$7,233,895 for Fiscal Year 2020-21 (FY20-21), including:
  - (1) WIOA Administrative Budget in the amount of \$581,300
  - (2) Proposed WIOA estimated Rapid Response Funding for FY20-21 of \$590,483
- c) Authorization for staff to transfer funds without additional Board approval between budget line items, as long as overall amounts for personnel and non-personnel expenses are not changed, and between the Adult and Dislocated Worker Programs, as needed, so long as the total budget amount is not changed.

**Action:** On a motion by Ms. Koepp-Baker, seconded by Ms. Lucero, the committee voted unanimously via roll call vote to recommend that the Board approve the budget.

### 4. **WIOA Program Services Providers {Action}**

Contracts Manager Colleen Brennan presented the recommendation that the

Executive Committee forward to the Board the authority for staff to negotiate and execute agreements for WIOA services for partial Program Year (PY) 2020-21, effective October 1, 2020, with up to four one-year extensions through PY 2024-25, based on successful performance and funds availability, as follows:

- a)** Adult/Dislocated Worker Program, San José Area:  
Arbor E&T, LLC dba ResCare Workforce Services to provide individualized career services to 600 adults and dislocated workers
- b)** Adult/Dislocated Worker Program, South County Area:  
Eckerd Youth Alternatives, Inc. to provide individualized career services to 150 adults and dislocated workers
- c)** Youth Program, San José Area:  
Arbor E&T, LLC dba ResCare Workforce Services to provide individualized career services to 120 youth
- d)** Youth Program, South County Area:  
International Rescue Committee to provide individualized career services to 30 youth

**ACTION:** On a motion by Mr. Preminger, seconded by Mr. Chao, the recommendation as detailed in the memo to the Board was approved unanimously via roll call vote. Ms. Auerhahn recused herself from this item.

## **V. PUBLIC COMMENT**

None

## **VI. SUGGESTIONS FOR FUTURE AGENDA ITEMS**

- A.** Discuss Ad hoc Youth Committee
- B.** Protocol for ongoing evaluation of career services providers & RFP procurement process
- C.** Report on COVID career services

## **VII. ANNOUNCEMENTS**

- A.** The next meeting of the work2future Executive Committee is scheduled for Thursday, July 16, 2020, 11:30 am, as a Zoom videoconference.
- B.** A virtual job fair was held by work2future on Thursday, June 11, 2020
- C.** Ms. Koepp-Baker announced that Gavilan College is closing its Morgan Hill campus.

**VIII. ADJOURNMENT: Mr. Flynn adjourned the meeting at 3:13 p.m.**