

## WORKFORCE DEVELOPMENT BOARD

June 18, 2020  
9:30 am

### ACTION MINUTES

STAFF: Azevedo, Brennan, Cizan, Melchor, Thoo

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

The meeting via Zoom Webinar was called to order at 9:31 am by Chair Joe Flynn.

##### Roll Call

Present: Auerhahn, Bojorquez, Chao, Estill, Flynn, Gilroy, Gomez, Koepp-Baker, Lucero, Perez, Preminger

Absent: Amador-Le Beau, Batra, Gutierrez, Le, Villalovoz, Vujjeni

Present subsequent to original roll call: Smith (10 am), Takahashi (9:45 am)

#### II. OPENING REMARKS

Chair Flynn welcomed everyone to the meeting and reviewed the technical aspects of participation in the on-line meeting environment.

#### III. CONSENT ITEMS

**ACTION:** Mr. Preminger moved, Ms. Auerhahn seconded, and the Board unanimously approved the acceptance of:

- A. Financial Status as of March 31, 2020
- B. Performance and Program Services Update

#### IV. BUSINESS ITEMS

##### A. Old Business

###### 1. Minutes Approval

**ACTION:** Ms. Koepp-Baker moved, Ms. Gilroy seconded, and the Board unanimously approved approval of minutes of the

- a) March 26, 2020 Meeting
- b) April 9, 2020 Special Meeting

##### B. New Business

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

Director Monique Melchor reported on plans to launch a newsletter, labor market information, status of the Automation | Artificial Intelligence Future of Work project and plans to segue into a broader second phase of the project.

## 2. **San Jose Works 2020-21 Funding**

Director Melchor presented the recommendation approved by the Executive Committee for Board approval of 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.

**ACTION:** Mr. Estill moved, Ms. Gomez seconded, and, by roll call, the Board approved the recommendation unanimously.

## 3. **WIOA Operating Budget**

Director Melchor presented the recommendation approved by the Executive Committee for Board approval of the following Budget actions:

- 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
  - (1) between budget line items, as long as there is no change in the overall amounts for personnel and non-personnel expenses
  - (2) between the Adult and Dislocated Worker Programs, as needed to accommodate changes in the number of clients served by the two programs, as long as the total of the combined budgets is not changed.

**ACTION:** Mr. Preminger moved, Mr. Estill seconded and the Board, by roll call, approved the recommendation unanimously, with Ms. Smith abstaining.

## 4. **WIOA Program Services Providers**

Contracts Manager Colleen Brennan presented the recommendation approved by the Executive Committee for Board approval of authorization 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

In addition to a letter from the public, which has been posted on-line with the agenda packet, two members of the public provided comment.

**ACTION:** Mr. Estill moved, Mr. Preminger seconded, and the Board approved the recommendation by roll call, as follows:

**AYE:** Chao, Estill, Flynn, Koepp-Baker, Lucero, Perez, Preminger, Smith, Takahashi

**NAY:** None

**ABSTAIN:** Bojorquez

**RECUSED:** Auerhahn, Gomez

**NOT PRESENT:** Ms. Gilroy left the meeting prior to this action.

**V. PUBLIC COMMENT**

A member of the public spoke to the creation and benefits of a youth committee.

**VI. SUGGESTIONS FOR FUTURE AGENDA ITEMS**

- A. Explanation of the RFP process, with participation of a contracts analyst and the Office of the City Attorney
- B. Discussion of a performance evaluation group
- C. Explanation of the process for filling Board vacancies, with request for a one-page handout
- D. Update on funding opportunities
- E. How Board members can impact service performance

**VII. ANNOUNCEMENTS**

- A. The next meeting of the work2future Board is scheduled for Thursday, September 17, 2020, 9:30 am.

- B. Reminder to respond to staff's poll regarding interest in serving on an ad hoc committee so that the Chair can appoint an ad hoc committee to ensure development of employer-informed youth services strategy
- C. July Executive Committee meeting agenda will include matters raised in Mr. Bojorquez's letter to the Board, dd. May 15, 2020
- D. Mr. Preminger announced that the Supreme Court had found for the County in its lawsuit against the federal administration's overturning of DACA protections.

**VIII. ADJOURNMENT at 10:30 am**

Draft prepared by L. Thoo, reviewed by M. Melchor