

## WORKFORCE DEVELOPMENT BOARD

November 19, 2020  
9:30 am

### ACTION MINUTES

STAFF: Azevedo, Brennan, Mallari, Melchor, Studebaker, Thoo

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

The meeting via Zoom Webinar was called to order at 9:32 am by Chair Joe Flynn.

##### Roll Call

Present: Auerhahn (9:44 am), Batra (10:10 am), Bojorquez, Estill, Flynn, Gilroy, Gutierrez, Koepf-Baker, Le, Lucero, Moreno, Perez, Preminger, Teixeira (9:41 am), Vujjani

Absent: Chao, Gomez, Smith, Takahashi

#### II. OPENING REMARKS

Chair Flynn welcomed everyone to the meeting and introduced work2future's newest board member, Todd Teixeira, Team Manager (SSM1), San Jose North Branch, California Department of Rehabilitation. He also announced that board member Rose Amador-Le Beau had retired.

#### III. Public Comment – None

#### IV. CONSENT ITEMS

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

A. **Financial Status as of September 30, 2020**

B. **Performance and Program Services Update as of September 30, 2020**

#### V. BUSINESS ITEMS

##### A. Old Business

###### 1. Minutes Approval

**ACTION:** Mr. Estill moved, Ms. Perez seconded, and the Board unanimously approved the minutes of the September 17, 2020 Board meeting.

##### B. New Business

###### 1. Director's Report

Director Monique Melchor reminded Board members that the 17<sup>th</sup> annual Community Builder Awards were being held virtually immediately after the board meeting. Director

Melchor also thanked board members for their service as she reflected on her 20 years with work2future.

## 2. **Elections**

Lawrence Thoo, Strategic Engagement Manager, held an election to the Executive Committee of two at-large members for a two-year term effective January 1, 2021 through December 31, 2023.

**ACTION:** Mr. Steve Preminger nominated Ms. Rafaela Perez and the nomination was seconded by Ms. Sue Koepp-Baker. Ms. Sue Koepp-Baker nominated Mr. Steve Preminger and the nomination was seconded by Ms. Van Le. Mr. Chad Bojorquez nominated himself and that nomination was seconded by Ms. Maria Lucero. Mr. Steve Preminger withdrew his nomination. Ms. Rafaela Perez and Mr. Chad Bojorquez were both unanimously elected to two-year terms with the Executive Committee.

## 3. **2021 Schedule of Board Meetings**

Lawrence Thoo, Strategic Engagement Manager, asked the board to approve the schedule of meetings for 2021.

**Action:** After some board discussion, there was a motion to amend the meeting schedule from the 3<sup>rd</sup> Thursday of the month in December to the 3<sup>rd</sup> Thursday in November (November 18, 2021) by Ms. Koepp-Baker. The motion was seconded by Mr. Estill and passed unanimously.

## 4. **Ad Hoc Committee Report**

Chair Estill of the Ad Hoc Committee on Youth Strategies asked the Board to accept the committee's final report and authorize the Executive Committee to review and take action on behalf of the Board on any recommendations of the committee which do not have direct financial impact on work2future or would require an amendment to the By-laws. Courtney Portal of Kids in Common made a public comment in support of the committee.

**Action:** Mr. Steve Preminger moved, Ms. Koepp-Baker seconded, and the Board approved unanimously to accept the final report of the Ad Hoc Committee on Youth Strategies and authorize the Executive Committee to review and take action on behalf of the Board.

## 5. **CARES Workforce Development Project**

Director Melchor gave a progress report on the CARES Workforce Development Project, comprised of subsidized work experience and occupational skills training opportunities, in partnership with Goodwill Silicon Valley and the Foundation for California Community Colleges, originally budgeted at \$2,479,500 in Coronavirus Relief Funds allocated to work2future by the City of San Jose and scheduled for completion on December 30, 2020. Over 500 individuals applied for the program and we hope to provide either employment

or training to 175 individuals by the end of the program. In response to a question, Director Melchor clarified that participants would be offered follow up services at the end of the program.

**6. Update on Career Services**

Chair Flynn introduced work2future's career service providers, Equus Workforce Solutions (formerly ResCare Workforce Services), represented by Project Director, Robert Walker and International Rescue Committee (IRC), represented by Kevin Davis, Career Development Coordinator. Mr. Walker reported on the status of the Adult and Dislocated Worker Programs since Equus Workforce Solutions assumed responsibility for them October 1, 2020. Mr. Davis reported on the status of the Youth Program since October 1, 2020, when International Rescue Committee assumed responsibility for the program in the South County portion of the San Jose Silicon Valley Local Workforce Development Area (LWDA), and Equus for the remainder of the LWDA.

**VI. SUGGESTIONS FOR FUTURE AGENDA ITEMS**

- A. Update Executive Committee on the work of the Ad Hoc Committee
- B. Career Services update from providers Equus and International Rescue Committee
- C. CARES Update (Wrap-up)
- D. Performance Report (Contractual and State Requirements)
- E. Grants Update
- F. BOS Update (COVID Pandemic Assistance)

**VII. ANNOUNCEMENTS**

- A. Mr. Bojorquez announced that Destination: Home has CARES funding for extremely low-income individuals who do not qualify for unemployment. He will forward information to Director Melchor to include in work2future's next newsletter.
- B. Mr. Preminger announced that Santa Clara County encourages everyone to follow the County Public Health Officer's directives during this pandemic.

**VIII. ADJOURNMENT at 10:48 am, Followed by Presentation of the 2020 Community Builder Awards.**

NOTE: All votes were by roll call, unless otherwise indicated.