

## EXECUTIVE COMMITTEE SPECIAL MEETING

February 25, 2021

Staff: K. Azevedo, S. Durrall, A. Mallari, M. Melchor, L. Thoo, D. Woodworth

### MEETING MINUTES

Prepared by K. Azevedo; edited by L. Thoo  
Unless otherwise stated, all votes were taken by roll call.

#### I. CALL TO ORDER & ROLL CALL

Chair Flynn called the Zoom meeting to order at 11:30 am.

##### Roll Call

**Present:** L. Auerhahn, C. Bojorquez, G. Chao, S. Koepp-Baker, J. Flynn, M. Lucero, R. Perez (left meeting at 12:37 p.m.)

**Absent:** None

#### II. CONSENT ITEMS

**ACTION:** It was moved by Ms. Auerhahn, seconded by Ms. Lucero, and approved unanimously to accept:

##### A. Financial Status as of December 31, 2020

#### III. PUBLIC COMMENT – None

#### IV. BUSINESS ITEMS

##### A. Old Business

###### 1. Minutes Approval

**ACTION:** On a motion by Ms. Koepp-Baker, seconded by Ms. Perez, the committee unanimously approved the minutes of the January 21, 2021 meeting.

##### B. New Business

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

In the absence of Director Melchor, Strategic Engagement Manager Thoo reported on the launch of the Evolve Earn-and-Learn Pilot project, a paid work experience and cohort training collaboration with Ohlone College, the Alameda Workforce Development Board, and Evolve Manufacturing Technologies in Fremont. Economic Development Officer Woodworth reported on the youth recruitment for the Facebook Career Connections Project which will provide 50 youth with paid virtual digital marketing internships by pairing each participant with a COVID impacted small business. Mr. Thoo also reported on the Job Stream Job Fair held on February 11, 2021 and attended by 80 participants and 9 employers. Finance Manager Mallari explained a pending transfer of funds between the Adult and Dislocated Worker programs and reported on the upcoming state audit for fiscal 2021-22. Mr. Thoo reported on a possible funding opportunity with the state Workforce

Accelerator Fund grant program. He also informed the committee that consultants Social Policy Research Associates had resumed work on the Future of Work project.

**2. Preliminary Scenarios for Program Budget FY 2021-22**

Finance Manager Mallari presented the recommendation for Board approval of the following three preliminary budget scenarios for Fiscal Year 2021-22: **a)** \$5.813 million, representing the same level of WIOA program funding allocation as FY 2021); **b)** \$5.522 million, representing a 5 percent reduction in WIOA program allocation; and **c)** \$6.103 million, representing a 5 percent increase in WIOA program allocation; as well as authorities for the work2future Director to manage allocations between budget line items, and between the Adult and the Dislocated Worker Programs.

**Action:** Ms. Koepp-Baker moved, Mr. Bojorquez seconded, and the committee approved the recommendation to the Board unanimously.

**3. Community Youth Forum**

Mr. Estill discussed the first meeting of the Community Youth Forum, which was attended by more than 20 enthusiastic and engaged participants. Forty-eight individuals representing 40 youth serving organizations have expressed an interest in the forum. Strategic Engagement Manager Thoo reminded the committee that this group was independent of the workforce development board although two members of the board.

**Action:** Ms. Auerhahn moved, Mr. Bojorquez seconded, and the committee unanimously approved the participation of Board members John (Jack) Estill and Susan Koepp-Baker as representatives of the work2future Board of Directors in the community forum on youth services, responsible for reporting to the Board periodically on the forum's progress through February 2022. Ms. Koepp-Baker abstained from voting.

**4. Enrollment Update**

Sr. Executive Analyst Durrall gave an update on client enrollments in the WIOA Adult, Dislocated Worker and Youth Programs. Combined enrollment in all the WIOA programs currently is at 171. Ms. Durrall reported on outreach and referral efforts working with CBOs, libraries, and other organizations to target justice involved individuals, foster youth, and other priority populations in order to increase enrollment as we face the challenges of offering career services during the COVID pandemic.

**5. WIOA Regional and Local Plans**

Sr. Executive Analyst Durrall reported on the pending submission of the draft WIOA Regional and Local Plans to the state. Both plans are posted on work2future's website for public comment until March 17, 2021. The Local Plan reflects input from community partners gathered during several virtual meetings. It also reflects work2future's commitment to serve underserved communities of color that have been particularly impacted by the COVID pandemic. Ms. Durrall encouraged committee members to submit public comment by the deadline.

**6. Business Services Committee**

Chair George Chao reported on the reconvening of the Business Services Committee on February 9, 2021. That meeting facilitated Business Services Committee members to introduce themselves and update each other on the impact of COVID on their respective Mr. Chao reminded Executive Committee members that the purpose of the Business under WIOA is to connect companies to the workforce. The committee agreed to meet monthly through April 2021 as they create a workplan moving forward.

**7. Pandemic Support for Small Business**

Economic Development Officer Dhez Woodworth highlighted activities that support the well-being of small businesses since the onset of the pandemic recession. BusinessOwnerSpace (BOS), a collaborative of 30 business assistance organizations, has been meeting weekly and expanded to include other community organizations to reach more small businesses, particularly those in neighborhoods hit hardest by the pandemic. The City of San Jose distributed over 6 million dollars in federal grants to 499 San Jose small businesses. These actions have been taken to mitigate the impact to small businesses caused by COVID closures, including the shutdown of nearly 40% of small businesses, particularly in the restaurant and entertainment industries.

**V. OTHER – Suggested Agenda Items**

- A. Budget session with Finance Manager, Allain
- B. Community Youth Forum update

**VI. ADJOURNMENT at 12:52 p.m.**