

## WORKFORCE DEVELOPMENT BOARD

March 18, 2021

### ACTION MINUTES

STAFF: Azevedo, Brennan, Carrasco, Mallari, Melchor, Thoo, Woodworth

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

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

The meeting via Zoom Webinar was called to order at 9:37 am by Chair Joe Flynn.

##### Roll Call

Present: Auerhahn, Bojorquez, Chao (left at 11:08 am), Flynn, Gilroy (left at 10:15 am), Koepf-Baker, Le (left meeting at 9:45 am and returned at 10am), Lucero (left at 10:45 am), Preminger (left at 10:55am), Vujjani

Arrived after Roll Call: Smith (10:17 am), Teixeira (9:49 am)

Absent: Batra, Estill, Gomez, Gutierrez, Moreno, Perez, Takahashi

#### II. OPENING REMARKS

Chair Flynn noted that there were many items on the agenda and asked Board member and presenters to be mindful of time.

#### III. Public Comment – None

#### IV. CONSENT ITEMS

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

##### A. Financial Status as of January 31, 2021

#### V. BUSINESS ITEMS

##### A. Old Business

##### 1. Minutes Approval

**ACTION:** Ms. Lucero moved, Mr. Bojorquez seconded, and the Board unanimously approved the minutes of the November 19, 2020 Board meeting. (NOTE: Ms. Le and Mr. Teixeira had stepped away and were not present for the vote.)

##### B. New Business

##### 1. Director's Report

Director Melchor updated Board members on the Evolve/Ohlone College Earn-and-Learn

Pilot Project, Facebook Career Connections Internships project and the completion of State fiscal and program monitoring.

**2. Preliminary Budget Scenarios FY2021-22**

Finance Manager Mallari presented for board approval preliminary budget scenarios for Fiscal Year 2021-22, as follows: a) \$5.813 million, based on the same level of WIOA program funding allocation as FY 2021); b) \$5.522 million, based on a 5 percent reduction in WIOA program allocation; and c) \$6.103 million, based on a 5 percent increase in WIOA program allocation. Mr. Mallari also asked for authorities for the work2future Director to manage allocations between budget line items, and between the Adult Program and the Dislocated Worker Program.

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

**3. WIOA Regional and Local Plans**

Director Melchor asked the Board to approve the submission of the draft 2021-2024 Regional Plan and Local Plan with public comment to the California Workforce Development Board.

**Action:** Mr. Teixeira moved, Mr. Preminger seconded, and the Board approved unanimously the submission of the draft 2021–2024 Regional Plan and Local Plan, including public comments, to the California Workforce Development Board.

**4. Performance and Program Services**

Director Melchor reported on the performance of WIOA Adult, Dislocated Worker, and Youth Program services through the first half of Program Year 2020-21, noting that work2future met or exceeded the threshold for all state measures except for measurable skills gain and attainment of a degree or certificate in the Youth Program. Ms. Melchor noted that although enrollment numbers are down due to the pandemic, workforce boards throughout California are seeing the same trends. Staff are working with work2future career services providers on enhanced outreach to improve enrollments.

**5. San Jose Works**

Program Manager Carrasco provided an update on San Jose Works 6.0. She noted that because of pandemic control measures, the program's goal of 375 subsidized youth will be reached in multiple cohorts. New this program year is a mentoring pilot with 40 participants. Ms. Carrasco also reported that planning for SJ Works 7.0 is underway. It is expected to serve 1,000 youth.

**6. Community Youth Forum**

On behalf of Mr. Estill, Vice-Chair Koepp-Baker reported on activities following up on the November 2020 report to the Board of the ad hoc committee on youth strategy. 22 people from multiple organizations participated in the Community Youth Forum's February 16 meeting and are committed to working together to improve career services for Youth. The current roster of interested individuals includes 49 people representing 38 organizations. Board members discussed how they might become more involved moving forward, as this group exists independent of the workforce development board.

**7. Pandemic Assistance for Small Business**

Economic Development Officer Dhez Woodworth reported on activities to support the sustainability of small businesses since the onset of the pandemic recession. Nearly 40% of small businesses are closed or not fully reopened, with the highest declines among restaurants, entertainment and apparel retail. Business losses are highest among the 60% of very small businesses that are minority-owned. BusinessOwnerSpace (BOS), a collaboration of more than 30 small business- supportive organizations and the City of San Jose, have collaborated to provide assistance via proactive information distribution and over 900 webinars to thousands of small businesses. Board member Le offered to distribute small business information to Vietnamese media.

**8. Business Services Committee Report**

Committee Chair Chao reported on the status of the Business Services Committee following a one-year hiatus due to the COVID-19 pandemic. Emily McGrath, Director of Workforce Development at NextFlex, is a new, non-board committee member approved by the Executive Committee at their January 21, 2021 meeting. The committee is currently meeting monthly to focus on the development of priorities and a workplan.

**9. Automation, Artificial Intelligence and the Future of Work in the Age of COVID-19**

Strategic Engagement Manager Thoo and Vinz Koller of Social Policy Research Associates (SPRA) reported on the progress of the second phase of the LMI project to provide work2future recommendations for effectively meeting the challenges to workers from underrepresented Silicon Valley communities posed by the combined impacts of automation, artificial intelligence and COVID-19. Mr. Koller noted that the impact during this second phase is very sector specific. He also told board members that SPRA is busy crunching numbers and interviewing job seekers and employer organizations.

**10. Training Provider RFP COVID-19**

Contracts Manager Colleen Brennan presented the staff plan to release a Request for Proposal for Adult/Dislocated Worker workshops and one for Youth pre-vocational

workshops/career technical training providers since the current agreement expires on June 30, 2021. There is no date set yet for the release of the RFPs.

**11. Board Training**

Strategic Engagement Manager Thoo reminded board members of state and municipal training requirements. These include Ethics and AB 1661 Sexual Harassment Training. He also reminded the board that 7 members had not completed Form 700 which is due April 1, 2021.

**VI. SUGGESTIONS FOR FUTURE AGENDA ITEMS**

- A. City of San Jose's proposed Resilience Corps
- B. Update on the reopening of career centers for in-person services
- C. Program performance update (Contractual and State Requirements)
- D. Audit Update (Program and Fiscal)

**VII. ANNOUNCEMENTS**

- A. Strategic Engagement Manager Thoo introduced a pending new board member, Emily McGrath from NextFlex, who was attending her first board meeting.

**VIII. ADJOURNMENT at 11:25 am**

Draft prepared by K. Azevedo, reviewed by L. Thoo, approved by M. Melchor