

## EXECUTIVE COMMITTEE MEETING

April 15, 2021

Staff: K. Azevedo, C. Brennan, M. Melchor, L. Thoo,

### 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

In the absence of Chair Flynn, Vice-Chair Koepp-Baker called the Zoom meeting to order at 11:35 am.

##### Roll Call

**Present:** L. Auerhahn, C. Bojorquez, G. Chao, S. Koepp-Baker, R. Perez

**Absent:** J. Flynn, M. Lucero

#### II. CONSENT ITEMS

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

##### A. Financial Status as of February 28, 2021

#### III. PUBLIC COMMENT – None

#### IV. BUSINESS ITEMS

##### A. Old Business

###### 1. Minutes Approval

**ACTION:** On a motion by Mr. Bojorquez, seconded by Ms. Auerhahn, the committee unanimously approved the minutes of the February 25, 2021 special meeting.

##### B. New Business

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

Director Melchor reported on the following:

- No findings from the Employment Development Department's most recent program and fiscal monitoring.
- Library co-location delays because of the pandemic and efforts to find a location to provide services on the east side of San Jose.
- Resilience Corps, an initiative in the Mayor's March Budget Message that would provide subsidized work opportunities through a vaccination program, food distribution, environmental activities, tutoring and small businesses. work2future would assist with the latter three.
- A joint career fair with San Jose City College, April 28-30, 2021
- The pending Cohort Training graduation of 21 participants in the Evolve Earn-and-Learn Pilot project, a paid work experience and cohort training collaboration with

Ohlone College, the Alameda County Workforce Board, and Evolve Manufacturing Technologies in Fremont, with all expected to receive employment offers upon completion of their work experience.

- Recruitment of youth for the Facebook Career Connections Project which will provide paid virtual digital marketing internships by pairing each participant with a COVID-impacted small business; a May launch is planned.

**2. Pending Requests for Proposals**

Contracts Manager Brennan reported on the development of two Requests for Qualifications (RFQ), one for Adult and Dislocated Worker workshop providers and one for Youth career technical training providers, and a Request for Proposals (RFP) for the One-Stop Operator. The RFQs and RFP are on a simultaneous timeline with their release on April 19, 2021, proposals due on May 13, 2021 and the notices of intent to award on June 17, 2021. Ms. Brennan asked committee members to support outreach efforts by forwarding emails of organizations who may be interested in submitting a proposal. Ms. Brennan answered questions regarding the RFP review process and timeline. Committee members were asked to participate in the review process, if available, and send their ideas to either Contracts Manager Brennan or Director Melchor.

**3. Community Youth Forum**

Through staff, Mr. Estill notified the committee that he would not present a report as there had been only organizing activity in the background since the March Board meeting.

**4. Business Services Committee**

Chair George Chao reported on the meeting of the Business Services Committee on March 13, 2021. The committee discussed employer engagement strategies, recruitment services, and had a presentation on the State Employer Training Panel (ETP). In order to make progress with their workplan, the Business Services Committee agreed to conduct 90-minute monthly meetings beginning Tuesday, May 11, 2021.

**V. OTHER**

- A.** Executive Committee members agreed to reschedule their next meeting from May 20, 2021 to June 1, 2021.

**VI. ADJOURNMENT at 12:19 p.m.**