

## EXECUTIVE COMMITTEE MEETING

June 4, 2021

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

Guests: V. Koller (SPR), J. Estill

### 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 11:12 am.

##### Roll Call

**Present:** L. Auerhahn, G. Chao (11:29 am), J. Flynn, S. Koepp-Baker, M. Lucero

**Absent:** C. Bojorquez, R. Perez

#### II. CONSENT ITEMS

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

**A. Financial Status Report as of April 30, 2021**

**B. Performance Report as of March 31, 2021**

**C. April 2021 Labor Market Summary**

#### III. OPEN FORUM – None

#### IV. BUSINESS ITEMS

##### A. Minutes Approval

**ACTION:** On a motion by Ms. Koepp-Baker, seconded by Ms. Lucero, the committee unanimously approved the minutes of the April 15, 2021 meeting.

##### B. Director's Report

Director Melchor reported on the following:

- Resilience Corps, an initiative in the Mayor's March Budget Message that will go before Council on 6/15 would provide subsidized work opportunities through environmental activities, tutoring and small business digital marketing support.
- Youth have completed training and are beginning fellowships 6/14 for the Facebook Career Connections Project which provides paid virtual digital marketing internships by pairing each participant with a COVID-impacted small business.

##### C. Selection of FY 2022-FY 2027 Workshop and Training Providers

Contracts Manager Colleen Brennan requested that the committee recommend that the Board to direct staff to negotiate and execute a two-year agreement with an option for up to two two-year

extensions based on performance and funding availability. After discussion among committee members, it was decided to amend the item.

**ACTION:** On a motion by Ms. Auerhahn, seconded by Ms. Koepp-Baker, the committee unanimously recommended that the Board direct staff to negotiate and execute a two-year agreement, with an option for up to two two-year extensions based and funding availability, as follows:

1. With each of the following three organizations to provide workshops for the WIOA Adult Program and Dislocated Worker Program:
  - ConXión to Community (Center for Training and Careers, Inc.)
  - San Jose Evergreen Community College District—Workforce Institute
  - Gavilan Community College
2. With the following organization to provide Youth Career Technical Training:
  - Gavilan Community College
3. Direct staff to provide to the Executive Committee a report on provider performance prior to exercising options for extensions. (Amendment of the committee)

**D. One-Stop Operator for FY 2022-FY 2025**

Contracts Manager Colleen Brennan requested that committee recommend that the Board direct staff to negotiate and execute a one-year agreement with San Jose Evergreen Community College District—Center for Economic Mobility to serve as One-Stop Operator for Fiscal Year 2021-22, with an option for contract extensions for up to three additional years based on successful performance and funding availability.

**ACTION:** On a motion by Ms. Koepp-Baker, seconded by Ms. Lucero, the committee unanimously approved the recommendation.

**E. New Discretionary Grants Awards**

Finance Manager Allain Mallari requested that the committee recommend Board approval to accept the following grant funds:

1. \$250,000 in Workforce Accelerator Fund 9.0 funds to carry out the project: Gateways to High-Road Opportunities in Manufacturing
2. \$57,200 in state funds sub-granted for the implementation of the Veterans' Employment-Related Assistance Program led by NPower. The goal is to get 230 individuals co-enrolled in this program and WIOA.

**ACTION:** On a motion by Ms. Koepp-Baker, seconded by Ms. Lucero, the committee unanimously approved the recommendation.

**F. San Jose Works 7.0 Funding**

Finance Manager Mallari requested that the committee recommend Board approval of funding for the San Jose Works 7.0 program, which plans to serve 400 youth and incorporate mentoring services, as follows:

1. Acceptance of \$1,500,000 in City of San Jose funds to support the program
2. Allocation of \$2,429,260 to work2future and \$95,000 to the City's Parks, Recreation and Neighborhood Services Department (PRNS) for the operation of the program

**ACTION:** On a motion by Ms. Koepp-Baker, seconded by Mr. Chao, the committee unanimously approved the recommendation.

**G. Proposed FY 2021-22 WIOA Budget {Action}**

Finance Manager Mallari requested that the committee recommend Board approval of staff's proposed WIOA Budget for Fiscal Year (FY) 2021-22, including:

1. WIOA Program Operating Budget of \$8,688,558
2. WIOA Administrative Budget in the amount of \$597,613
3. Proposed WIOA estimated Rapid Response Funding of \$901,159
4. Authorization for staff to transfer funds without additional Board approval
  - a) Between budget line items, as long as there is no change to the overall amount of the program operating budget
  - b) Between the Adult and the Dislocated Worker Programs, as needed to accommodate changes in the numbers of clients served by the two programs, as long as the total of the combined budgets is not changed

**ACTION:** On a motion by Ms. Auerhahn, seconded by Mr. Chao, the committee unanimously voted to recommend board approval of staff's proposed WIOA Budget for Fiscal Year 2021-22.

**H. Relocation of the San Jose Job Center**

Director Melchor requested that the committee recommend Board approval of the proposed relocation of the San Jose Job Center, work2future's comprehensive one-stop center, from 1601 Foxworthy Avenue to 1608 Las Plumas Drive in San Jose's east side, and direct staff to provide the Executive Committee for its review and approval a final relocation budget, including tenant-improvement costs, moving costs and other associated costs, and a final timeline.

**Heard after item IV.D.**

**Action:** On a motion by Ms. Koepp-Baker, seconded by Ms. Lucero, the committee unanimously approved the recommendation.

**I. Automation, AI, COVID-19 and the Future of Work**

Mr. Vinz Koller of Social Policy Research Associates (SPR) presented a preview for committee questions and feedback of SPR's report on recommendations for strategic and operational changes to position work2future to serve the community effectively as the community recovers from the depths of the COVID-19 recession. Among the findings was that low wage work has not recovered as well as mid- and high-wage jobs and that while demand for employees is high, actual employment is low. SPR will present their findings to the board and also options of what could be the work2future's role moving forward.

**J. Community Youth Forum**

*John (Jack) Estill, Board member*

Board member Estill presented an update on activities of the community youth forum which includes representatives from over thirty organizations and well as youth leaders. The group is collecting data and creating a survey of services member organizations provide for youth. Mr. Estill noted the

enthusiastic support of everyone involved and the importance of their work, particularly in supporting system involved youth.

***Heard after item IV.B.***

**V. OTHER**

- A.** Strategic Engagement Manager Thoo announced that work2future will be hosting a South County virtual job fair on Wednesday, June 16, 2021.
- B.** Mr. Thoo also let the committee know that the September 16, 2021 board meeting would most likely be held in person at the San Jose Job Center (also known as the Kirk Community Center).

**VI. ADJOURNMENT at 12:59 p.m.**