

WORKFORCE DEVELOPMENT BOARD

June 17, 2021

MINUTES

STAFF: Azevedo, Brennan, Mallari, Melchor, Thoo
Guest: Vinz Koller, Social Policy Research Associates

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

I. CALL TO ORDER & ROLL CALL

The meeting via Zoom Webinar was called to order at 9:37 am by Vice Chair Sue Koepp-Baker.

Roll Call

Present: Auerhahn, Bojorquez, Chao (left at 10:39 am), Estill, Gomez (left at 11 am), Gutierrez, Koepp-Baker, Le (left meeting at 10:10 am), Lucero, McGrath (left at 11:33 am), Perez, Smith (left at 11:30 am), Takahashi, Teixeira (left at 11:02 am), Vujjeni

Arrived after Roll Call: Batra (9:46 am)

Absent: Flynn, Gilroy, Moreno, Preminger

II. CONSENT ITEMS

ACTION: Mr. Bojorquez moved, Mr. Estill seconded, and the Board unanimously approved the acceptance of:

- 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: Ms. Auerhahn moved, Ms. Perez seconded, Ms. Gomez abstained, and the Board unanimously approved the minutes of the March 18, 2021 board meeting.

B. Director's Report

Director Monique Melchor updated Board members on the following:

- Return of in-person services at the Kirk AJCC (staff already coming back)
- Continuation of Prison to Employment (P2E) with NOVAworks unspent funds. Also working to provide currently incarcerated individuals access to remote learning programs by partnering with local community colleges including San Jose City College.

- Launch of Resilience Corps in July 2021
- Facebook digital marketing internship project has launched
- Bridge to Recovery – Director Melchor let members know about our work with the countywide Bridge to Recovery Initiative

C. Selection of FY 2022-FY2027 Workshop and Training Providers

Contracts Manager Colleen Brennan asked for the board to approve selection of workshop and training providers and direction to 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, as follows:

1. With each of the following three organizations to provide workshops for the Workforce Innovation and Opportunity Act (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.

Public Comment: Dean Maniphone Dickerson of Evergreen Valley College stated that she would submit a Youth Career Technical training provider proposal at the next opportunity.

ACTION: Ms. Gomez moved, Ms. Le seconded, Mr. Vujjeni recused himself, and the Board unanimously approved the recommendations.

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

Contracts Manager Brennan asked the board to approve the selection of and direction to 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. Mr. Batra asked about the availability of scoring information for the board and Ms. Brennan responded that this information is not normally provided but would be during announcements at the end of the meeting. Mr. Thoo noted that the Executive Committee will add RFP scoring information availability to their July 2021 agenda.

ACTION: Mr. Bojorquez moved, Mr. Estill seconded, and the Board unanimously approved the recommendations. Mr. Batra abstained, and Mr. Vujjeni recused himself.

E. Relocation of the San Jose Job Center

Director Melchor asked the board to approve 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 improvements, moving costs and other associated costs, and a final timeline. She also noted that she hopes the move can be accomplished by the end of the calendar year so that work2future can be closer to more potential clients located in vulnerable, east side communities.

ACTION: Ms. Lucero moved, Mr. Estill seconded, and the Board unanimously approved the recommendation. Ms. Auerhahn recused herself.

F. New Discretionary Grant Awards

Finance Manager Allain Mallari asked the board to approve the acceptance of 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

ACTION: Ms. Gomez approved, Ms. Smith seconded, and the Board unanimously approved the acceptance of the grant funds. Mr. Takahashi recused himself.

G. San Jose Works 7.0 Funding

Finance Manager Mallari asked the board to approve funding for the San Jose Works 7.0 program 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: Mr. Estill moved, Ms. Perez seconded, and the Board unanimously approved the San Jose Works 7.0 program funding.

H. Proposed FY 2022 WIOA Budget

Finance Manager Mallari asked the board to approve staff's proposed WIOA Budget for Fiscal Year 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.

In response to a question from Mr. Batra regarding the reporting of the transfer of funds per items H.4.a and H.4.b, Mr. Thoo explained that budget variances will be reported to the Executive Committee.

ACTION: Ms. Perez moved, Mr. Estill seconded, and the board unanimously approved the recommendations. Mr. Vujjeni recused himself.

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

Following a presentation by Vinz Koller, senior strategist, Social Policy Research Associates (SPR), Strategic Engagement Manager Thoo asked the board to accept the report by SPR on research findings and recommendations for improved service to underrepresented communities in the wake of the COVID-19 pandemic and already existing trends in automation and artificial intelligence, and direct staff to present an action plan in response to the report at the September 2021 Board meeting. The research revealed how COVID highlighted the existing inequities in our economy and Mr. Koller presented recommendations on the role the work force board can play moving forward to address these issues. Discussion of the issues presented ensued among board members.

ACTION: Mr. Estill moved, Ms. Lucero seconded, and the board unanimously voted to accept the report from SPRA.

J. Community Youth Forum

Mr. Estill updated the board on activities of the community youth forum. He noted that they will be meeting next in August 2021 and that they hope to have a work plan to present to the board by the end of the year.

V. OTHER

- A. Contracts Manager Colleen Brennan announced the points given for the two One-Stop Operator proposals, (Item IV.D):
San Jose Evergreen Community College District – Center for Economic Mobility – 77.25
Collaborative Partnering Services – 62.75
- B. Strategic Engagement Manager Thoo announced that the next Board meeting on September 16, 2021, will be via Zoom. Committee meetings will also be virtual through September 2021.

VI. ADJOURNMENT at 11:44 am

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