

EXECUTIVE COMMITTEE MEETING

August 19, 2021

Staff: K. Azevedo, N. Pham, L. Thoo, A. Mallari

Guests: J. Estill (Board member); E. McGrath (Board member); Adrineh Terantonians, Regional Director, Equus Workforce Solutions; Charlotte Johnson, Program Manager, Equus Workforce Solutions; Sead Eminovic, IRC San Jose Director, International Rescue Committee

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 11:31 am.

Roll Call

Present: L. Auerhahn, C. Bojorquez (11:34 am), J. Flynn, S. Koepp-Baker, M. Lucero, R. Perez

Absent: G. Chao

II. CONSENT ITEMS

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

A. Financial Status Report as of June 30, 2021

III. OPEN FORUM – None

IV. BUSINESS ITEMS

A. Minutes Approval

ACTION: On a motion by Ms. Perez, seconded by Ms. Auerhahn, the committee unanimously approved the minutes of the June 4, 2021, meeting.

B. Director's Report

In the absence of Director Melchor, Finance Manager Mallari reported on both the clean audit findings for the Single Audit (required because work2future is funded with federal WIOA dollars) and compliance with Section 188 (equal opportunity and non-discrimination provisions). Strategic Engagement Manager Thoo reported that City of San Jose facilities, including those used by work2future (Kirk and Almaden Winery, are still not open to the public. He also announced that work2future expects to return to in-person board and committee meetings in October 2021.

C. RFP for Online Training Providers

In the absence of Contracts Manager Colleen Brennan, Strategic Engagement Manager Thoo reported on the release of the RFP for online training providers on Friday, August 13, 2021. The Request for Proposals was sent to a variety of online training providers as well as posted on the Webgrants website. A Technical Assistance session attended by one person was held on August 17, 2021, and

proposals are due on September 3, 2021. Ms. Brennan has requested suggestions for panel members to review proposals.

D. Community Youth Forum

Mr. Estill reported on the activities of the Community Youth Forum, particularly the results of survey data. He mentioned that they are looking to collect more survey data and are conducting youth focus groups with 25 to 30 lived experience youth between 18 and 25 years old. Mr. Estill would like to invite a lived experience youth to present at the next work2future Board meeting in September.

E. Business Services Committee

Ms. McGrath discussed the activities of the Business Services Committee in the absence of Chair George Chao and gave updates on the following: July Job Fair, Facebook/Resilience Corps digital internships, Incumbent worker training, Employer Cohort Training Pilot (funded by Workforce Accelerator Grant 9.0), and business intelligence/labor market activity.

F. Appointment of New Member to the Business Services Committee

Strategic Engagement Manager Thoo requested that the committee approve the appointment of Ms. Karamjit Taunk, Senior Manager, Technical Training, Olympus Surgical Technologies America, to the Business Services Committee as a non-Board member.

ACTION: On a motion by Ms. Koepp-Baker, seconded by Mr. Bojorquez, the committee unanimously approved the appointment.

G. WIOA Career Services

Charlotte Johnson from Equus introduced Regional Director Adrineh Terantonians, who presented an overview of career services being provided during the pandemic. She stated that as of the end of July, Equus was at 106% of their Adult/Dislocated Worker enrollment goal and hope to reach 85% of their monthly targets. Ms. Terantonians also discussed the first in-person job fair held in July, planning for future hiring events, and partnering with the library and EDD. Sead Eminovic, San Jose Director of International Rescue Committee, discussed his team's efforts to connect with Youth in South County and partnering with both board staff and Equus to provide career services and increase enrollment.

H. Digital Marketing Internship Special Projects

Strategic Engagement Analyst Nguyen Pham presented an update on both the Facebook Career Connections and Resilience Corps projects.

V. OTHER

- A.** Mr. Thoo announced that work2future has commissioned an analysis of the 2020 Census data that was released last week to study changes between 2010 and 2020.
- B.** Mr. Thoo also let the committee know that work2future may convene a special meeting of the Executive Committee in September to review the online provider RFP.
- C.** Ms. Koepp-Baker announced that Santa Clara County Libraries are open and providing services.

VI. ADJOURNMENT at 12:53 p.m.