

## EXECUTIVE COMMITTEE MEETING

October 21, 2021

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

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

### MEETING MINUTES

Prepared by K. Azevedo; reviewed 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 11:30 am.

##### Roll Call

Present: L. Auerhahn, C. Bojorquez, G. Chao, S. Koepp-Baker, M. Lucero

Absent: J. Flynn, R. Perez

#### II. CONSENT ITEMS

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

- A. Financial Status Report as of September 30, 2021
- B. Labor Market Information Update as of September 30, 2021

#### III. OPEN FORUM – None

#### IV. BUSINESS ITEMS

##### A. Minutes Approval

**ACTION:** On a motion by Ms. Lucero, seconded by Mr. Bojorquez, the committee unanimously approved the minutes of the August 19 and September 10, 2021, meetings.

##### B. Director's Report

Director Melchor reported on the planned move in mid-December 2021 of work2future's career services center to the EIC (Environmental Innovation Center) on 1608 Las Plumas, San Jose. She reminded the committee that the board meeting on November 18, 2021, will feature the annual Community Builder Awards. Ms. Melchor also informed committee members that work2future will be hiring an outreach specialist to target populations on the East Side of San Jose where the new career center will be located.

- C. **CAREER NDWG Grant**  
Finance Manager Mallari asked the committee to recommend Board approval for the acceptance of \$500,000 for the implementation of the CAREER National Dislocated Worker Grant program led by NOVAworks.  
**ACTION:** On a motion from Ms. Lucero, seconded by Mr. Chao, the committee unanimously approved accepting the grant.
- D. **FY 2021-22 Budget Reconciliation**  
Finance Manager Mallari asked the committee to recommend Board approval of staff's proposed adjustments to the Fiscal Year 2021–22 Program Operating Budget as follows: i) Adjust the Program Operating Budget to reflect a \$10,043 decrease in funding due to actual savings being less than the projected carry-over amount in the June 2021 Board-approved budget; ii) Re-budget \$43,817 additional carry-over administrative funding; iii) Decrease funding by \$141,382 in the WIOA Rapid Response operating budget; iv) Adjust the Summary of Discretionary funding sources, both new and carry-over to \$4,693,816.  
**ACTION:** On a motion from Mr. Chao, seconded by Ms. Koepp-Baker, the committee unanimously recommended the approval of the adjustments to the Fiscal Year 2021-22 Program Operating Budget.
- E. **San Jose Job Center Relocation Budget**  
Finance Manager Mallari asked the committee to approve staff's proposed budget for the relocation of the San Jose Job Center and authorize staff to transfer funds between budget line items, provided there is no change to the overall budget.  
**ACTION:** On a motion from Ms. Koepp-Baker, seconded by Mr. Chao, the committee unanimously approved the budget with the exception of Ms. Auerhahn who recused herself from this item.
- F. **WIOA Performance Report**  
Director Melchor and our vendors, Adrineh Terantonians, Regional Director of Equus Workforce Services and Sead Eminovic, IRC San Jose Director, reported on Workforce Innovation and Opportunity Act (WIOA) program performance and enrollment for the first quarter of Program Year 2021-22 (PY 2021). Adult and Dislocated Worker enrollment numbers exceeded goals while Youth enrollment was at 37% in San Jose with Equus and 53% in South County with IRC.
- G. **RFP Administration**  
Contracts Manager Brennan presented a powerpoint on the Webgrants system used to administer work2future's Requests for Proposals (RFPs). Ms. Brennan clarified that information becomes public after a grant is awarded and a contract is executed. Committee members discussed how to take a closer look at the at the CSJ RFP process, including whether more detailed evaluation scores could be reported.

**Note:** The following two items, IV.H and IV.I were taken up out of order immediately following item IV.E

- H. **Community Youth Forum**  
Board Member Estill reported on the 27 Youth surveyed and plans for three more meetings between now and March 2022. Mr. Estill offered to share data that has been collected with committee members, if asked.
  - I. **In-School Youth Waiver**  
Director Melchor reported that the state approved work2future's request for a state waiver that will allow for larger proportion of in-school to be served in the WIOA Youth Program. The approval was given 10/14/2021 and is only good for this fiscal year (2021-22). Committee members expressed their appreciation of this good news.
- V. **OTHER**
- A. Mr. Bojorquez recommended that at the next Executive Committee meeting the committee discuss the City of San Jose RFP process to better understand the timeline, the role of the City Attorney, how to find partners, research other WDB RFP processes and how to develop RFPs. Creation of ad hoc committee to look at RFP process needs to be done by Board Chair Flynn or voted at next Executive Committee meeting. Vice Chair Koepp-Baker will inform Chair Flynn of committee's discussion.
  - B. Mr. Thoo announced there would be three elections at the November Board meeting: Board Chair, Board Vice-Chair, and two at-large Executive Committee seats.
  - C. Mr. Thoo announced a Job Fair with San Jose City College on October 28, 2021, with 12 employers.
- VI. Co-Chair Koepp-Baker adjourned the meeting at 12:41 p.m.