

## WORKFORCE DEVELOPMENT BOARD

November 18, 2021

### MINUTES

Staff: Azevedo, Brennan, Mallari, Melchor, Studebaker, Thoo

Guests: Sead Eminovic, International Rescue Committee (IRC), San Jose Director  
Adrineh Terantonians, Equus Workforce Solutions, Regional Director

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 9:32 am by Chairperson Joe Flynn.

##### Roll Call

Present: Auerhahn, Batra, Bojorquez, Chao, Estill, Flynn, Gomez, Koepp-Baker, Le, Lucero, McGrath, Moreno (entered at 9:50am), Perez, Preminger, Smith, Teixeira, Vujjeni

Absent: Gilroy, Gutierrez, Takahashi

#### II. CONSENT ITEMS

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

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

**B. San Jose Works Report as of October 31, 2021**

**C. September 2021 Labor Market Summary**

#### III. OPEN FORUM

Mr. Flynn opened the floor for public comment. There was none.

#### IV. BUSINESS ITEMS

##### A. Minutes Approval

**Action:** Ms. Auerhahn moved, Mr. Estill seconded, and the Board approved the minutes of the September 16, 2021, Board meeting, as follows:

**Ayes:** Auerhahn, Batra, Bojorquez, Chao, Estill, Flynn, Koepp-Baker, Le, Lucero, McGrath, Perez, Preminger, Teixeira, Vujjeni

**Nays:** None

**Abstained:** Gomez, Smith

##### B. Director's Report

Director Monique Melchor updated the Board on the move to the new AJCC located on Las Plumas Ave. She said the grand opening is targeted for late January. All safety protocols will be adhered to for an in-person opening.

##### C. RFP Administration

Contracts Manager Colleen Brennan provided a presentation of the Webgrants system. Ms.

Auerhahn recommended an ad hoc committee be formed regarding the RFP process. Mr.

Bojorquez supported her recommendation. Mr. Flynn appointed Ms. Auerhahn, Mr. Batra, Mr.

Bojorquez, and Mr. Estill to serve as an ad hoc committee for six months (ending June 2022) to study and make recommendations regarding work2future's RFP process. He named Mr. Bojorquez to serve as the committee's chairperson. Mr. Flynn detailed the committee's role as studying the protocols and process for outreach, the timeline for an RFP, best practices of other workforce development boards, and reporting on RFPs, including evaluation scores. He charged the committee with obtaining sufficient awareness of the City's procurement guidelines and rules to understand whether recommendations it considers might violate the City's guidelines or rules.

**D. CAREER NDWG Grant**

Finance Manager Allain Mallari presented the staff recommendation for 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 by Mr. Estill, seconded by Ms. Gomez, the Board voted unanimously for approval.

**E. FY 2021-22 Budget Reconciliation**

Finance Manager Allain Mallari presented staff's proposed adjustments to the Fiscal Year 2021-22 Program Operating Budget.

**Action:** On a motion by Mr. Batra, seconded by Mr. Preminger, the Board voted unanimously for approval.

**F. WIOA Performance Report for Q1 of PY 2021**

Director Monique Melchor present the staff report on performance and enrollment results for the first quarter of Program Year 2021-22 (PY 2021). In response to a question about enrollments from Mr. Estill, Ms. Melchor indicated that the new job center location and associated outreach efforts, as well as the hiring of a new staff person focused on outreach, should lead to improvement.

**G. Community Youth Forum**

Mr. Estill provided an update on activities of the community youth forum since the September Board meeting. Mr. Estill will have more information in March on recommendations, including possibly for a standing Youth Committee. Mr. Flynn proposed that staff prepare for a Bylaws amendment in anticipation of such a recommendation. Mr. Thoo clarified that a Bylaws amendment needs to be approved by the Board in two separate meetings.

**H. Elections**

1. Election of a business representative Board member to serve as **Chairperson** for a two-year term beginning January 1, 2022, and ending December 31, 2023.

**Action:** Mr. Estill nominated Ms. Sue Koepp-Baker. There were no other nominations. The Board elected her to be Chairperson without opposition.

2. Election of a business representative Board member to serve as **Vice-Chairperson** for a two-year term beginning January 1, 2022, and ending December 31, 2023.

**Action:** Mr. Estill nominated Ms. Priya Smith. There were no other nominations. The Board elected her to be Vice-Chairperson without opposition.

3. Election of two Board members to fill **at-large seats on the Executive Committee** for two-year terms beginning January 1, 2022, and ending December 31, 2023.

**Action:** Mr. Preminger nominated Ms. Louise Auerhahn. Ms. Perez nominated Ms. Maria Lucero. Mr. Bojorquez, Mr. Flynn, and Ms. Koepp-Baker nominated Mr. Rajiv Batra. Board members voted as follows: Ms Auerhahn, 12; Mr. Batra, 10; Ms. Lucero, 7. Ms. Auerhahn and Mr. Batra were elected to the two open at-large seats.

**V. OTHER**

Announcements, suggested agenda items for a future meeting, other housekeeping

**A. Board Meeting Dates for 2022 (3rd Thursday of the month)**

March 17

June 16

September 15

November 17

**VI. ADJOURNMENT**

Meeting adjourned at 11:15 am. Presentation of the 2021 Community Builder Awards followed.

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Draft: M. Studebaker

Edit Review: L. Thoo

Draft Approval: M. Melchor