

## EXECUTIVE COMMITTEE

February 24, 2022

### MINUTES

STAFF: Thoo, Azevedo, Brennan, Durrall, Luu, Mallari

GUESTS: Jack Estill

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

#### I. CALL TO ORDER & ROLL CALL

Chair Sue Koepp-Baker called the Zoom meeting to order at 11:35 am

##### Roll Call

Present: Koepp-Baker, Batra (entered at 11:37am), Auerhahn, Bojorquez, Chao, Smith

Absent: Perez

#### II. CONSENT ITEMS

ACTION: Ms. Auerhahn moved, Mr. Chao seconded, and the Executive Committee members present at the time, unanimously approved the acceptance of:

**A. Financial Status Report as of December 31, 2021**

**B. Minutes of the January 20, 2022, meeting.**

#### III. OPEN FORUM

Ms. Koepp-Baker asked for any public comments. None were noted.

#### IV. BUSINESS ITEMS

##### A. Director's Report {Discussion}

In the absence of Director Melchor, Sr. Analyst Durrall reported on meetings with work2future Youth Services providers and the enrollment challenges they face which may impact contract renewal for next program year. In response to a question from Ms. Auerhahn, Ms. Durrall reported the International Rescue Committee (IRC), operating in the South County area, is currently at 35% of their enrollment goal while Equus, operating in the San Jose area, is at 15% of their goal.

##### B. WIOA In-School Youth Services Provider {Action}

Contracts Manager Colleen Brennan recommended Board approval for staff to negotiate and execute a one-year agreement for Program Year 2022-23 (PY 2022), including options for contract extensions of up to four additional years based on successful performance and funding availability, with International Rescue Committee, Inc. as the provider of WIOA In-School Youth services. Ms. Brennan explained how the RFP process is structured to find the best provider, not necessarily the lowest bid. She also explained in response to questions

from committee members, that contract dollar amounts are not negotiable. After extensive discussion among committee members, they approved the board staff recommendation.

ACTION: Ms. Auerhahn moved, Ms. Smith seconded, and the committee members in attendance unanimously recommended board approval for staff to negotiate and execute the WIOA In-School Youth Services Provider contract with IRC.

**C. Preliminary Scenarios for Program Budget FY 2022-23 {Action}**

Finance Manager Mallari recommended Board approval of three preliminary budget scenarios for Fiscal Year 2022-23, as follows: a) Proposed FY 2022-23 WDB Program Budget based on a projected allocation of \$5.976 million (*base budget, AS IS* allocation); b) Proposed FY 2022-23 WDB Program Budget based on a projected allocation of \$5.677 million (5% reduction from FY 2022 allocation); and c) Proposed FY 2022-23 WDB Program Budget based on a projected allocation of \$6.275 million (5% increase from FY 2022 allocation); as well as authorities for the work2future Director to manage allocations between budget line items, and between the Adult and the Dislocated Worker Programs.

ACTION: Mr. Bojorquez moved, Ms. Smith seconded, and the committee members in attendance unanimously recommended board approval of the three preliminary budget scenarios for Fiscal Year 2022-23.

**D. Business Services Committee {Discussion}**

Mr. Chao gave an update on the committee's February 8, 2022 meeting. Activities include meetings with Regional Medical Center, job fairs, ongoing work with the WAF pilot cohorts, business intelligence and ETP.

**E. Ad Hoc RFP Committee {Discussion}**

Mr. Bojorquez gave an update on the activities of the Ad Hoc RFP Committee. He reported the ad hoc committee was meeting early next week and was busy scanning best practices from other workforce development boards and partnering with the San Diego Workforce Partnership.

**F. Community Youth Forum {Discussion}**

Mr. Estill reported that the next meeting of the Community Youth Forum was planned for March 3, 2022. Last meeting included a staff training presentation by Success Inc. He also talked about the importance of serving the hardest-to-serve youth population (including disabled, foster and justice-involved). Mr. Estill plans to bring forward proposals from the Community Youth Forum to the Executive Committee at its April meeting.

**G. Labor Market Update {Discussion}**

Strategic Engagement Manager Thoo reported on the status of labor market in Santa Clara County and the San Jose-Sunnyvale-Santa Clara Metropolitan Statistical Area (MSA). He noted that the unemployment rate continues its downward trend; for Santa Clara County the rate was 3.2% in November 2021 and 2.9% in December 2021. Mr. Thoo also pointed out the disproportionately higher unemployment rate of communities of color. In October of

2021, the overall unemployment rate in Santa Clara County was 3.7%, but higher for Blacks at 8.2%, Asians at 4.3% and Hispanics at 4.5%. The list of Indemand, Quality Occupations has just been updated with a median income of \$25.31 per hour over 53 occupations.

**V. OTHER**

Mr. Thoo announced the retirement of Contracts Manager, Colleen Brennan, and thanked her for her years of service to the City of San Jose. He also introduced the new work2future Contracts Manager, Dat Luu. Mr. Thoo also reminded committee members to file their Form 700s and noted that the Governor will probably not allow virtual meetings in April, so the next Board meeting will most likely be in person. Board staff will be working a hybrid schedule beginning the week of February 28, 2022.

**VI. ADJOURNMENT**

Chair Sue Koepp-Baker adjourned the Zoom meeting at 12:50 pm