

## WORKFORCE DEVELOPMENT BOARD

March 17, 2022

### MINUTES

Staff: Azevedo, Durrall, Luu, Mallari, Melchor, Thoo

Guests: Sead Eminovic, International Rescue Committee (IRC), San Jose Director; Adrineh Terantonians, Equus Workforce Solutions, Regional Director; Arlene Silva, Deputy City Attorney

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 9:44 am by Chairperson Sue Koepp-Baker.

##### Roll Call

Present: Auerhahn, Batra, Bojorquez, Chao (entered at 11:15am), Estill, Gutierrez, Koepp-Baker, Le, Perez, Smith, Vujjeni

Absent: Flynn, Gilroy, Lucero, McGrath, Moreno, Preminger, Takahashi, Teixeira

#### II. CONSENT ITEMS

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

**A. Financial Status Report as of January 31, 2022**

**B. San Jose Works Report as of December 31, 2022**

#### III. OPEN FORUM

Ms. Koepp-Baker opened the floor for public comment. There was none.

#### IV. BUSINESS ITEMS

##### A. Minutes Approval

**Action:** Mr. Estill moved, Mr. Bojorquez seconded, and the Board voted unanimously to approve the minutes of the November 18, 2021, Board meeting.

##### B. Director's Report

Director Monique Melchor updated the Board on plans for the Grand Opening of the new work2future San Jose Career Center located on Las Plumas Ave. She said the grand opening is scheduled for March 24<sup>th</sup> and will include tours and speeches by several Council members. All safety protocols will be adhered to for the in-person opening. Director Melchor also recognized Contracts Manager Colleen Brennan for her years of service to work2future as she is retiring from the City of San Jose.

**C. WIOA Performance Report for Q2 of PY 2021**

Sangeeta Durrall, WIOA Program Services Manager; Adrineh Terantonians, Regional Director, Equus Workforce Solutions; and Sead Eminovic, IRC San Jose Director, International Rescue Committee reported on Workforce Innovation and Opportunity Act (WIOA) program performance for the second quarter of Program Year 2021-22 (PY 2021). Ms. Durrall noted that Adult and Dislocated Worker (A/DW) enrollments were good, but Youth enrollment was struggling. Our program vendors, Equus and IRC, discussed efforts to connect to local partners, such as Job Corps and Santa Clara County, through targeted outreach to increase enrollment.

**D. WIOA In-School Youth Services Provider**

Contracts Manager Dat Luu asked for 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. Mr. Luu answered board member questions and discussion ensued.

**ACTION:** On a motion by Mr. Estill, seconded by Ms. Smith, the Board voted unanimously for approval.

**E. Preliminary Scenarios for Program Budget FY 2022-23**

Finance Manager Allain Mallari presented the staff recommendation 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. Brief discussion ensued among board members.

**Action:** On a motion by Mr. Batra, seconded by Ms. Auerhahn, the Board voted unanimously to approve the recommendation.

**F. Community Youth Forum**

Board Member Jack Estill provided an update on activities of the community youth forum since the November Board meeting. Mr. Estill noted that the 30 to 40 organizations that are represented at the Forum are excited to move forward as a partnership. Mr. Estill also said he will bring forward a proposal to the Executive Committee and the Board to create a work2future Youth Standing Committee.

**G. Brown Act Requirements and Campaign Activity Limitations**

Deputy City Attorney Arlene Silva presented on the requirements and limitations that the state's Brown Act places on Board members, as well as the rules pertaining to campaigning activity particularly no city time or resources should be spent on these activities. Ms. Silva also clarified and answered questions regarding Form 700.

**H. Labor Market Information**

Strategic Engagement Manager Thoo presented information on the current labor market. The Santa Clara County unemployment rate rose from 2.9% to 3.3% between January and February 2022. Most industry sectors show an employment gain; however, Mr. Thoo noted that Hispanics are underrepresented in quality careers in our local service delivery area.

**V. OTHER**

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

**A.** Mr. Thoo reminded work2future Board members to file their Form 700 by the end of March.

**VI. ADJOURNMENT**

Meeting adjourned at 11:27 am.