

EXECUTIVE COMMITTEE

**June 2, 2022
11:30 am**

MINUTES

STAFF: Azevedo, Mallari, Melchor, Thoo, Walter

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

I. CALL TO ORDER & ROLL CALL

Chair Koepp-Baker called the Zoom meeting to order at 11:34 am.

Roll Call

Present: Koepp-Baker, Auerhahn, Batra, Bojorquez, Chao, Perez, Smith (joined at 12:01 p.m.)

II. CONSENT ITEMS

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

A. Financial Status Report as of April 30, 2022

B. Minutes of April 21, 2022 meeting

III. OPEN FORUM

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

IV. BUSINESS ITEMS

A. Director's Report

Director Melchor gave a general update about work2future's position as the program year comes to an end. Ms. Melchor noted an increase in participant numbers across all programs, as well as new and strengthened partnerships. Ms. Melchor highlighted two upcoming job fairs: a career fair scheduled for June 23, 2022, and plans for a larger event slated for Fall 2022.

B. San Jose Works 2022-23 Funding

Finance Manager Mallari presented a funding report for the San Jose Works 8.0 program (SJ Works), including program background and analysis and a projected 2022-2023 budget.

Mr. Mallari recommended Board approval as follows:

1. acceptance of \$1,647,000 in City of San Jose funds to support the program
2. allocation of \$2,011,033 to work2future and \$95,000 to the City's Parks, Recreation and Neighborhood Services Department (PRNS) for the operation of the program.

There followed a discussion of the appropriateness of committee and Board approval of the distribution of SJ Works funds as the program is outside the authority of the Board.

ACTION: Mr. Bojorquez moved, Ms. Auerhahn seconded, and the Executive Committee members present at the time unanimously approved a motion to amend the action to reflect Board acceptance of the funding report for San Jose Works rather than approval.

ACTION: Mr. Batra moved, Ms. Auerhahn seconded, and the Executive Committee members present at the time unanimously approved the recommendation that the Board accept the San Jose Works 2022-23 funding report.

C. FY 2022-23 WIOA Budget

Finance Manager Mallari presented a proposed work2future Workforce Innovation & Opportunity Act (WIOA) Program operating budget for FY 2022-23. He highlighted EDD's planned allocations for work2future reflecting an 18% overall increase in Adult, Dislocated Worker, and Youth Program funding from FY21-22 levels and the resulting proposed budget for FY22-23.

Mr. Mallari recommended Board approval of the staff's proposed WIOA Budget for the Fiscal Year 2022-23, including:

1. WIOA Program Operating Budget of \$9,589,194
2. WIOA Administrative Budget in the amount of \$815,733
3. Proposed WIOA estimated Rapid Response Funding of \$505,829
4. Authorization for staff to transfer funds without additional Board approval
 - a) between budget line items, as long as there is no change to the overall amount of the WIOA program operating budget
 - b) between the Adult and the Dislocated Worker Programs, as needed to accommodate changes in the numbers of clients served by the two programs, as long as the total of the combined budgets is not changed

There followed discussion including questions regarding staff authority to transfer funds between budget line items without additional Board approval.

ACTION: Ms. Auerhahn moved, Mr. Bojorquez seconded, and Executive Committee members present unanimously approved a motion to recommend Board approval of a proposed WIOA Budget for the Fiscal Year 2022-23 as follows:

1. WIOA Program Operating Budget of \$9,589,194
2. WIOA Administrative Budget in the amount of \$815,733
3. Proposed WIOA estimated Rapid Response Funding of \$505,829
4. Authorization for staff to transfer funds without additional Board approval
 - a) between budget line items, *not including the Unallocated Reserve*, as long as there is no change to the overall amount of the WIOA program operating budget

- b) between the Adult and the Dislocated Worker Programs, as needed to accommodate changes in the numbers of clients served by the two programs, as long as the total of the combined budgets is not changed

D. Community Youth Forum Recommendations

Mr. Bojorquez presented on behalf of Mr. Estill, who was not able to attend the committee meeting, the Community Youth Forum recommendation reported to the Executive Committee at its April 21, 2022 meeting:

1. The Board should re-establish an ongoing Youth Committee to help guide the delivery of WIOA youth services and to act as a community convenor of youth-supporting organizations throughout our community as outlined in current WIOA regulations.
2. The Youth Committee should include young people with the expertise of lived experience as full participating committee members.
3. The Board and its staff should provide the support and education that the engaged young leaders require to become fully participating, proficient members of the Youth Committee.

ACTION: Ms. Smith moved, Ms. Auerhahn seconded, and Executive Committee members present unanimously approved a motion to recommend that the Board accept the recommendations from the Community Youth Forum.

E. Ad Hoc RFP Committee

Mr. Bojorquez presented an update on the activities of the ad hoc committee appointed to review and make recommendations regarding work2future's Request for Proposals (RFP) process.

F. Labor Market Update

Strategic Engagement Manager Thoo reported that the unemployment rate continues its downward trend; for Santa Clara County the rate was 2.1% in April 2022, marking the lowest unemployment rate since the beginning of the pandemic. Mr. Thoo also pointed out that at the same time the total number of employed persons in Santa Clara County has decreased by approximately 7,500, indicating a reduction in labor market participation. He highlighted the sectors which have experienced the greatest employment gains.

Mr. Thoo discussed a national trend showing a gap between workforce demand and supply—11.4 million job openings versus 5.5 million unemployed workers—which was mirrored locally according to an analysis of job posting. He noted that a declining and aging local population, as well as the lack and high cost of reliable childcare, and skills mismatches continue to stress the labor market. Mr. Thoo shared data that underscored the underrepresentation of certain communities in higher paying occupations.

V. OTHER

1. Request for more information about budget processes in future meetings, including a discussion on potential limitations for staff discretion in budget items.
2. Update on resumption of in-person meetings in July 2022.

VI. ADJOURNMENT

Chair Koepp-Baker adjourned the Zoom meeting at 1:15 pm.

Drafted: D. Walter. Reviewed: L. Thoo