

EXECUTIVE COMMITTEE

**July 21, 2022
11:30 am**

MINUTES

STAFF: 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 11:30 am.

Roll Call

Present: Koepp-Baker, Auerhahn, Bojorquez, Perez, Smith and Batra (joined at 11:32 p.m.)

II. CONSENT ITEMS

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

A. Financial Status Report as of May 31, 2022

B. Minutes of June 2, 2022, Executive Committee special 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 new program year begins. Ms. Melchor noted an increase in walk-ins at the Las Plumas location. She also highlighted two upcoming job fairs: a youth-oriented event by SJ Works scheduled for July 26, 2022, and plans for a larger event with 75+ employers scheduled for September 23, 2022.

B. Ad Hoc RFP Committee Report

Mr. Bojorquez presented a draft version of the Ad Hoc Committee Report and accompanying recommendations for discussion. Recommendations included:

1. Undergo an intentional and comprehensive process to engage the entire board and staff in strategic planning around the City of San Jose's vision for work2future.
2. Establish formal opportunities for continuous improvement, including debriefs and feedback gathering from community stakeholders (consumers, potential partners, existing partners, review panelists, staff, etc.).

3. Document, share, and add to the existing RFP process to ensure board members have adequate information to make informed decisions.
4. Provide consistent and robust training/orientation and logistical support when needed (e.g., transportation assistance, information, access to technology) to all staff, board members, and volunteers involved in implementing an RFP (including review panelists).
5. Include at least one person with lived experience (e.g., current, prospective, and former participants of Work2Future services) into each RFP selection process. The City's Evaluator Guidelines indicate that reviewers will be "subject matter experts with knowledge of the service or combination of products and services being proposed."
6. Request that every board member and staff review the reference materials, identify follow-up questions and areas of interest, and place time on our next agenda to reflect and discuss. As a result, additional related recommendations may be proposed and/or requested for discussion at a future board meeting.

There followed a brief discussion about the committee report and recommendations. Staff requested time to review the recommendations with follow-up discussions planned for future Executive Committee meetings.

C. Committee Youth Forum Recommendations

Strategic Engagement Manager Thoo presented the staff's initial analysis of recommendations from the Community Youth Forum accepted by the Board at its June 16, 2022, meeting. The staff recommendations for the Committee to consider and discuss include:

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.

There followed a discussion about the staff recommendations including comments from Board member Jack Estill, who represented the Board at the Community Youth Forum. Mr. Thoo noted that review by the City Attorney's Office is needed with respect to certain details.

D. FY 2022-23 WIOA Budget Actions

Finance Manager Mallari presented information about the staff's ability to transfer funds from the Unallocated Contingency Reserve as part of their ongoing management of the WIOA program operating budgets.

There followed a discussion about potential budget transfer procedures, including threshold amounts requiring Board or Executive Committee approval, clarification around two unallocated budget line items, and historical budget transfer concerns.

E. Labor Market Update

Strategic Engagement Manager Thoo reported that the unemployment rate continues its downward trend; for Santa Clara County the rate was 1.8% in May 2022, marking the lowest unemployment rate since the beginning of the pandemic. Mr. Thoo also pointed out that Santa Clara County is experiencing a decrease in overall workforce participation numbers for the third month in a row.

V. OTHER

Chair Koepp-Baker asked for any announcements or housekeeping items. None were noted.

VI. ADJOURNMENT

Chair Koepp-Baker adjourned the Zoom meeting at 12:27 pm.

Drafted: D. Walter. Reviewed: L. Thoo