

EXECUTIVE COMMITTEE

October 20, 2022

11:30 am

MINUTES

STAFF: Alvarez, 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: Auerhahn, Batra (joined at 11:36), Bojorquez, Koepp-Baker, Perez and Smith

II. CONSENT ITEMS

ACTION: Ms. Auerhahn moved, Ms. Smith seconded, and the committee unanimously approved the acceptance of:

A. Financial Status Report as of August 31, 2022

B. Minutes of August 18, 2022, Executive Committee 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 programs, noting upcoming improvement projects at the San Jose Career Center (Las Plumas Ave). She also highlighted two key staffing changes: the addition of responsibilities to an existing staff member to serve as new Partner Coordinator to liaise with workforce partners, and an employment offer made to a new Finance Manager. She announced an upcoming Fall Career Fair in partnership with San Jose City College scheduled for November 9, 2022.

B. FY 2022-23 Budget Reconciliation

Accountant Katty Alvarez recommended that the Board approve staff's proposed adjustments to the Fiscal Year 2022–23 Program Operating Budget as follows: i) Adjust the Program Operating Budget to reflect a \$132,264 decrease in funding due to actual savings being less than the projected carry-over amount in the June 2022 Board-approved budget; ii) Decrease carry-over administrative funding by \$5,525; iii) Increase funding by \$215,226 in the WIOA Rapid Response operating budget; iv) Adjust the Summary of Discretionary

Funding sources, both new and carry-over, to \$3,944,814.

There was a brief discussion about various line items.

ACTION: Mr. Batra moved, Mr. Bojorquez seconded, and the committee unanimously approved the recommendation that the Board approve the staff's proposed adjustments to the Fiscal Year 2022-23 Program Operating Budget.

C. Amendments to Article VI of the By-laws

Strategic Engagement Manager Thoo recommended that committee recommend that the Board approve amendments to Article VI of the work2future By-laws, which addresses work2future committees, to provide for the formation of additional standing committees.

ACTION: Ms. Perez moved, Mr. Batra seconded, and the committee unanimously approved recommending Board approval the amendments to Article VI of the work2future By-laws.

D. Formation of a Youth Committee

Strategic Engagement Manager Thoo recommended that the Board, should it approve amendments to Article VI of the work2future By-laws to provide for such, approve the formation of a Youth Committee as a standing committee of the Board, including stipulated provisions for the membership and duties of such a committee.

ACTION: Ms. Perez moved, Mr. Batra seconded, and the committee unanimously approved an amendment to the Youth Committee membership provisions: line item b) e. – regarding committee term limits – was removed from the recommendation.

ACTION: Ms. Perez moved, Ms. Smith seconded, and the committee unanimously approved an amendment to the Youth Committee membership provisions: line item b) c. was revised to include a stipulation that the Youth Committee shall include two youth members who begin their terms while they are between 16-24 years of age.

ACTION: Ms. Auerhahn moved, Mr. Bojorquez seconded, and the committee unanimously approved an amendment to the Youth Committee duty provisions: line item a) a. was revised to clarify that that stipulation regarding Youth Committee's recommendations to staff includes input on the development of RFPs related to the Youth Program.

ACTION: Ms. Auerhahn moved, Ms. Smith seconded, and the committee unanimously approved the recommendation to approve the formation of a Youth Committee as a standing committee of the Board, including stipulated provisions for the membership and duties of such a committee, as amended.

E. Appointment of Mitesh Shah to the Business Services Committee

Strategic Engagement Manager Thoo recommended that the Executive Committee appoint Mitesh Shah, Vice-President and Business Unit Head, Tech Mahindra, as a community member of the Business Services Committee effective November 1, 2022 through December 23, 2024.

ACTION: Ms. Smith moved, Ms. Perez seconded, and the committee unanimously approved the appointment of Mr. Shah to the Business Services Committee.

F. WIOA Performance Report

Deferred to the upcoming Board meeting scheduled for November 17, 2022.

G. 2022 Board Elections Preview

Strategic Engagement Manager Thoo reminded the committee that elections to fill at-large seats on the Executive Committee will be held at the upcoming Board meeting scheduled for November 17, 2022.

H. 2023 Schedule of Meetings

Strategic Engagement Manager Thoo proposed a schedule of Board and committee meetings for 2023. The committee discussed a possible Board retreat in March 2023.

I. Labor Market Update

Strategic Engagement Manager Thoo reported on the status of the labor market in Santa Clara County and the San Jose-Sunnyvale-Santa Clara Metropolitan Statistical Area (MSA). He noted many mixed signals about the overall national economy. Unemployment rates rose slightly: the reported unemployment rate for the MSA in August was 2.4%, up from a revised rate of 2.2% in July; the reported unemployment rate for the County in August was 2.3%, up from a rate of 2.1% in July. Within the County, labor force participation rates have now surpassed pre-pandemic numbers in February 2020 and total employment numbers within the MSA continue to increase. Mr. Thoo discussed employment numbers within work2future's priority industry sectors and indicated ongoing evaluation to determine if changes should be made to reflect local trends. Regarding employer demand, Mr. Thoo detailed statistics comparing unique job postings in 2021 and 2022. He noted a decrease in unique job postings for the first time in 12 months, indicating a possible softening of the job market.

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 1:25 pm.

Drafted: D. Walter. Reviewed: L. Thoo.