

## **WORKFORCE DEVELOPMENT BOARD**

**November 17, 2022**

### **MINUTES**

Staff: Alvarez, Handzar, Melchor, Thoo, Walter

Guests: Rick Robles, Project Director, Equus Workforce Solutions; Sead Eminovic, IRC San Jose Director, International Rescue Committee

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 9:40 am by Vice-Chairperson Priya Smith.

##### **Roll Call**

Present: Auerhahn, Benavidez, Estill, Le (arriving 9:58), Lucero, McGrath, Murphy, Perez, Preminger, Smith, West, Williams

Absent: Batra, Bojorquez, Chao, Flynn, Koepp-Baker, Moreno, Takahashi, Teixeira

##### **A. Introduction of New Board Members**

The Vice-Chair welcomed new Board Members Ken West and Traci Williams, who then introduced themselves.

#### **II. CONSENT ITEMS**

**ACTION:** Mr. Estill moved, Ms. Perez seconded, and the Board voted unanimously to accept:

- A. Financial Status Report as of August 31, 2022**
- B. San Jose Works Report as of October 31, 2022**
- C. Labor Market Update**
- D. Minutes of September 15, 2022, meeting**

#### **III. OPEN FORUM**

Ms. Smith opened the floor for public comment. None were noted.

#### **IV. BUSINESS ITEMS**

##### **A. Director's Report**

Director Monique Melchor updated the Board about various items of interest, including the introduction of Rehan Qedwai, who joins the work2future leadership team as Finance Manager, as well as the status of the construction project that is underway at the San José Career Center on Las Plumas Avenue. Ms. Melchor informed the Board about the Community Economic Resilience Fund (CERF), a Phase 1 grant awarded to the consortium of Bay Area workforce boards and All Home on behalf of Bay Area communities. Ms. Melchor also noted that work has begun on the Regional and Local Plan Modifications due in Spring 2023.

##### **B. FY 2022-23 Program Operating Budget Reconciliation**

Accountant Katty Alvarez recommended that the Board approve 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.

**ACTION:** Ms. Williams moved, Mr. Estill seconded, and the Board unanimously approved the recommendation.

**C. Amendments to Article VI of the work2future By-laws**

Lawrence Thoo, Strategic Engagement Manager, recommended that the Board approve amendments to Article VI of the work2future By-laws, which addresses work2future committees, to provide for the creation of additional standing committees, as first presented at the September 15, 2023, Board meeting.

**ACTION:** Ms. Lucero moved, Mr. West seconded, and the Board unanimously approved the recommendation.

**D. Creation of a Youth Committee**

Subsequent to the Board's approval of amendments to Article VI of the work2future by-laws, Lawrence Thoo, Strategic Engagement Manager, recommended that the Board approve a resolution to create a Youth Committee as a standing committee of the Board, with stipulated provisions for the membership and duties of the committee. Discussion ensued among the Board members. A motion was made and then withdrawn regarding the need to codify the diversity makeup of the youth members of the Youth Committee.

**ACTION:** Mr. Estill moved, Mr. Murphy seconded, and the Board unanimously approved the recommendation.

**E. WIOA Performance Report for Q1 of PY 2022**

Mirza Handzar, Youth and Training Project Manager, reported on the Workforce Innovation and Opportunity Act (WIOA) program performance for the first quarter of Program Year 2022-23 (PY 2022). Rick Robles, Project Director, Equus Workforce Solutions, and Sead Eminovic, IRC San Jose Director, International Rescue Committee, reported on the activities, accomplishments, and challenges of their respective WIOA programs. Discussion ensued among the Board members.

**F. Board Elections**

Election of one Board member to fill an at-large seat on the Executive Committee for a two-year term beginning January 1, 2023, and ending December 31, 2024.

**ACTION:** Mr. Estill nominated Mr. Chad Bojorquez. There were no other nominations. Mr. Bojorquez was elected to serve as an at-large member of the Executive Committee without

objection.

**G. 2023 Proposed Schedule of Meetings**

Lawrence Thoo, Strategic Engagement Manager, proposed a meeting schedule for work2future Board Meetings in calendar year 2023: the third Thursday of the third month of each calendar quarter, except for the fourth quarter, from 9:30 am–11:30 am or as needed by the volume of business. Meeting dates were noted for March 16, June 15; September 21; and November 16, 2023. There were no objections from the Board.

**V. OTHER**

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

- A.** A suggested item for future meetings is additional reporting around WIOA performance measurements to include performance counts as well as percentages.
- B.** Ms. Le announced that East Side Union School District has determined an increase in the number of homeless students and provided a way to donate to holiday care for these students.

**VI. ADJOURNMENT**

Meeting adjourned at 10:48 am. Presentation of the 2022 Community Builder Awards immediately followed.