

## WORKFORCE DEVELOPMENT BOARD

September 21, 2023  
MINUTES

Staff: Alvarez, Durrall, Melchor, Luu, Thoo, Walter

### I. CALL TO ORDER & ROLL CALL

The hybrid meeting was called to order at 9:55 am by Chairperson Susan Koepp-Baker.

#### Roll Call

Present: Auerhahn, Bojorquez, Chao (attending via Zoom in compliance with the Brown Act), Estill, Koepp-Baker, Le, Lucero, Murphy, Perez, Preminger (arrived 10:23), Smith, Takahashi  
Absent: Batra, Benavidez, Flynn, McGrath, Shah, Teixeira, Williams

### II. CONSENT ITEMS

**ACTION:** Ms. Auerhahn moved, Mr. Estill seconded, and the Board—with Ms. Le, Ms. Lucero, Mr. Murphy, and Ms. Smith abstaining and Mr. Preminger not yet present—voted unanimously to accept:

- A. Minutes of the June 26, 2023, Board special meeting
- B. Preliminary Financial Status Report as of June 30, 2023
- C. San José Works Report as of August 31, 2023

### III. OPEN FORUM

Ms. Koepp-Baker opened the floor for public comment. None were noted.

### IV. BUSINESS ITEMS

#### B. Amendments to the work2future By-laws

This item was taken out of order to accommodate a voting quorum.

Lawrence Thoo, Strategic Engagement Manager, asked the Board to approve amendments to Article II (Purposes) of the work2future by-laws in response to a California Employment Development Department field monitoring finding.

**ACTION:** Mr. Murphy moved, Mr. Takahashi seconded, and the Board voted unanimously to approve the proposed amendments to Article II (Purposes) of the work2future by-laws. Mr. Preminger was not present for the vote.

#### A. Director's Report

Monique Melchor, Director, announced an upcoming job fair planned for November 1, 2023, at San José City College. She also reminded the Board that the annual Community Builder Award presentations will take place immediately following the November 16, 2023, Board meeting.

#### C. WIOA Performance and Enrollment Reports for Q4 of PY 2022

Sangeeta Durrall, WIOA Program Services Manager, reported on WIOA program performance as of the fourth quarter of Program Year 2022-23 and client enrollments through August 30, 2023. A discussion followed about the success of various outreach and partnership efforts.

**D. Board Retreat Follow-up**

Board Chair Koepp-Baker, and work2future Director Melchor led a discussion among Board members on proposing desired outcomes from the Board retreat held on March 16, 2023. Discussion points included the need to identify key focuses for the Board, utilizing community meetings in developing Board priorities, and ongoing efforts regarding Board and stakeholder input into the planning and procedures for Requests for Proposal.

Contracts Manager Dat Luu added information about the staff's ongoing work with the City Attorney in relation to the larger Board discussion.

**E. Business Services Committee Report**

Business Services Committee Chair Alan Takahashi reported on the August 8, 2023, Business Services Committee meeting. Board Vice-Chair and committee member Priya Smith provided additional details about a new work2future initiative to bring together South Bay healthcare employers around workforce challenges and solutions. Board members discussed similar efforts in other venues and noted possible opportunities for collaboration.

**F. Youth Committee Report**

Youth Committee Chair Jack Estill reported on the August 10, 2023, Youth Committee meeting, including comments from youth attendees at recent Youth Forum meetings, which included examples of successful earn-and-learn programs. A larger discussion followed about community resources available to local residents and communication strategies to specifically connect youth with these resources.

**G. Labor Market Update**

Mr. Thoo reported on regional labor market conditions. He noted the August 2023 unemployment rate in the San Jose-Sunnyvale-Santa Clara Metropolitan Statistical Area (MSA) was 3.9 percent (preliminary), up from a revised 3.6 percent in July 2023, and above the year-ago estimate of 2.7 percent, according to the Employment Development Department's Labor Market Information Division. The unemployment rate was 3.9 percent in Santa Clara County. Total employment for the month in the MSA, which also includes San Benito County, was virtually unchanged, increasing by 800 jobs to reach 1,191,900. He also reported a slowdown in online job postings and led a larger discussion about the education and economic barriers that impact work2future's job-seeking clients.

**H. Board Elections Preview**

Mr. Thoo apprised the Board that the current terms of the Board officers and two of the at-large Executive Committee members will conclude on December 31, 2023, and noted that elections for these positions will be held at the November 16 Board meeting, which will be the Board's final regular meeting of 2023.

**V. OTHER**

Ms. Koepp-Baker opened the floor for announcements, suggested agenda items for a future meeting, or other housekeeping items. None were noted.

**VI. ADJOURNMENT**

Meeting adjourned at 11:46 am.

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Draft: D. Walter  
Edit Review: L. Thoo