



EXECUTIVE COMMITTEE MEETING

Tuesday, October 31, 2023, 1:00 pm

**Almaden Room, Business and Administrative Services Center,
5730 Chambertin Dr, San Jose, CA 95118**

www.work2future.org

HYBRID MEETING

Members of the public may attend the meeting in person at the location above or virtually by computer, smartphone, and tablet at

<https://zoom.us/j/98219951412?pwd=dHIYL0tCMGEzMGxFWklueHlxMzFqUT09>

To provide Spoken Public Comment *during* the meeting:

a) **Phone** (669) 219-2599, Meeting ID 982 1995 1412, Passcode 233554. **Press *9** to Raise a Hand to let the Chair know that you'd like to speak. **Press *6** to Mute and Unmute yourself.

b) **Online** using the [Zoom link](#) above: 1) Use an up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer. Mute all other audio before speaking. Using multiple devices can cause audio feedback. 2) Enter an email address and name. The name will be visible online and will be used to notify you that it is your turn to speak. 3) When the Chair calls for the Agenda Item on which you wish to speak, click on the "Raise Hand" icon or command. Speakers will be notified shortly before they are called on to speak.

Please limit remarks to the time limit allotted by the meeting chair, normally two minutes.

To submit written Public Comment *before* the committee meeting: Send by e-mail to Lawrence.Thoo@sanjoseca.gov by 9:30 am the day of the meeting. The e-mails will be posted with the agenda as "Letters from the Public". Please identify the Agenda Item Number in the subject line of your email.

To submit written Public Comment *during* the meeting: Send e-mail during the meeting to Deanna.Walter@sanjoseca.gov, identifying the Agenda Item Number in the e-mail subject line, to have the comments verbally read into the record, with a maximum of 250 words, which corresponds to approximately 2 minutes per individual comment, subject to the Chair's discretion. Comments received after the agenda item is heard but before the close of the meeting will be included as a part of the meeting record but will not be read into the record.

EXECUTIVE COMMITTEE

MEMBERS | 2023

Susan Koepp-Baker, *Board Chair*
Principal
Enviro-Tech Services

Priya Smith, MPH, *Board Vice-Chair*
Medical Group Administrator
The Permanente Medical Group
Kaiser Permanente

John “Jack” Estill, *Youth Committee Chair*
Partner
Coactify

Alan Takahashi, *Business Services Committee Chair*
Vice President and General Manager
Multifunction Microwave Solutions
CAES

Louise Auerhahn
Director of Economic & Workforce Policy
Working Partnerships USA

Rajiv Batra
Senior Director
Bluevine

Chad Bojorquez
Chief Program Officer
Destination: Home

Ex Officio

Monique Melchor
work2future Director

EXECUTIVE COMMITTEE MEETING

October 31, 2023

1:00 pm

Almaden Room, Business and Administrative Services Center, Almaden Winery,
5730 Chambertin Dr, San Jose

Online at <https://zoom.us/j/98219951412?pwd=dHIYL0tCMGEzMGxFWklueHlxMzFqUT09>

AGENDA (Item III.H corrected)

- | | | |
|-------------|--|--------------------|
| I. | CALL TO ORDER & ROLL CALL | <i>5 min</i> |
| | | <i>1:05 pm end</i> |
| II. | CONSENT ITEMS {Action} | <i>5 min</i> |
| | Approval of the acceptance of: | <i>1:10 pm end</i> |
| | A. Financial Status Report as of August 31, 2023 | |
| | B. Minutes of the August 17, 2023, Executive Committee meeting | |
| III. | BUSINESS ITEMS | |
| | A. Director's Report {Information} | <i>5 min</i> |
| | <i>Monique Melchor, Director</i> | <i>1:15 pm end</i> |
| | Reports on various matters of interest. | |
| | B. FY 2023-24 Program Operating Budget Reconciliation {Action} | <i>15 min</i> |
| | <i>Lynn Lee, Acting Finance Manager</i> | <i>1:30 pm end</i> |
| | Recommend that the Board approve staff's proposed adjustments to the Fiscal Year 2023–24 Program Operating Budget as follows: i) Adjust the Program Operating Budget to reflect a \$741,001 decrease in funding due to actual savings being less than the projected carry-over amount in the June 2023 Board-approved budget; ii) Adjust the Administrative Budget to reflect a \$11,547 decrease in funding due to the actual savings being less than the projected carry-over amount in the June 2023 Board-approved budget; iii) Adjust the WIOA Rapid Response Budget to reflect a \$77,728 decrease in funding due to the actual FY2023-2024 formula allocation being less than the projected allocation in the June 2023 Board-approved budget; iv) Adjust the Summary of Discretionary Funding sources to reflect a \$123,951 increase in funding due to additional discretionary grants. | |
| | C. DEFER Business Services Committee Report {Information} | <i>0 min</i> |
| | <i>Alan Takahashi, Business Services Committee Chair</i> | <i>1:30 pm end</i> |
| | Business Services Committee Chair's report. | |
| | D. DEFER Youth Committee Report {Information} | <i>0 min</i> |
| | <i>John "Jack" Estill, Youth Committee Chair</i> | <i>1:30 pm end</i> |
| | Youth Committee Chair's report. | |

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|---|-----------------------|
| E. Appointment of Andy Scott to the Business Services Committee {Action} | 5 min
1:35 pm end |
| <i>Lawrence Thoo, Strategic Engagement Manager</i> | |
| Appoint Andy Scott, Senior Learning and Development Specialist, Infinera, as an employer community member of the Business Services Committee effective November 1, 2023, through December 23, 2024. | |
| F. WIOA Performance Report {Information} | 10 min
1:45 pm end |
| <i>Sangeeta Durrall, WIOA Programs Manager</i> | |
| Update on Workforce Innovation and Opportunity Act (WIOA) program performance for Program Year 2023–24 (PY 2023). | |
| G. 2023 Board Elections Preview {Information} | 5 min
1:50 pm end |
| <i>Lawrence Thoo, Strategic Engagement Manager</i> | |
| Preview of the election to select the Board Chair and Vice Chair and to fill at-large seats on the Executive Committee, which will be held at the November 16, 2023, Board meeting. | |
| H. 2024 Schedule of Meetings {ACTION} | 5 min
1:55 pm end |
| <i>Lawrence Thoo, Strategic Engagement Manager</i> | |
| Recommend that the Board accept the proposed schedule of Board and committee meetings for 2024. | |
| IV. OPEN FORUM | 5 min
2:00 pm end |
| Members of the public can address the committee on matters not on the agenda.
Comment is limited to two minutes unless modified by the Chair. | |
| V. OTHER | 5 min
2:05 pm end |
| Announcements, suggested business for future meetings, other housekeeping. | |
| VI. ADJOURNMENT | |

Please note: *Times to the right of agenda items are estimates only of the duration of the item and its approximate ending time. Actual times may vary, and items may be taken out of order at the discretion of the chair.*

CITY OF SAN JOSE CODE OF CONDUCT FOR PUBLIC MEETINGS IN THE COUNCIL CHAMBERS AND COMMITTEE ROOMS

The Code of Conduct is intended to promote open meetings that welcome debate of public policy issues being discussed by the City Council, their Committees, and City Boards and Commissions in an atmosphere of fairness, courtesy, and respect for differing points of view.

1. Public Meeting Decorum:

- a. Persons in the audience will refrain from behavior which will disrupt the public meeting. This will include making loud noises, clapping, shouting, booing, hissing or engaging in any other activity in a manner that disturbs, disrupts or impedes the orderly conduct of the meeting.
- b. Persons in the audience will refrain from creating, provoking or participating in any type of disturbance involving unwelcome physical contact.
- c. Persons in the audience will refrain from using cellular phones and/or pagers while the meeting is in session.
- d. Appropriate attire, including shoes and shirts are required in the Council Chambers and Committee Rooms at all times.
- e. Persons in the audience will not place their feet on the seats in front of them.
- f. No food, drink (other than bottled water with a cap), or chewing gum will be allowed in the Council Chambers and Committee Rooms, except as otherwise pre-approved by City staff.
- g. All persons entering the Council Chambers and Committee Rooms, including their bags, purses, briefcases and similar belongings, may be subject to search for weapons and other dangerous materials.

2. Signs, Objects or Symbolic Material:

3. Objects and symbolic materials, such as signs or banners, will be allowed in the Council Chambers and Committee Rooms, with the following restrictions: § No objects will be larger than 2 feet by 3 feet.
4. -No sticks, posts, poles or other such items will be attached to the signs or other symbolic materials.
5. -The items cannot create a building maintenance problem or a fire or safety hazard.
6. Persons with objects and symbolic materials such as signs must remain seated when displaying them and must not raise the items above shoulder level, obstruct the view or passage of other attendees, or otherwise disturb the business of the meeting.
7. Objects that are deemed a threat to persons at the meeting or the facility infrastructure are not allowed. City staff is authorized to remove items and/or individuals from the Council Chambers and Committee Rooms if a threat exists or is perceived to exist. Prohibited items include, but are not limited to: firearms (including replicas and antiques), toy guns, explosive material, and ammunition; knives and other edged weapons; illegal drugs and drug paraphernalia; laser pointers, scissors, razors, scalpels, box cutting knives, and other cutting tools; letter openers, corkscrews, can openers with points, knitting needles, and hooks; hairspray, pepper spray, and aerosol containers; tools; glass containers; and large backpacks and suitcases that contain items unrelated to the meeting.

8. Addressing the Council, Committee, Board or Commission:

- a. Persons wishing to speak on an agenda item or during open forum are requested to complete a speaker card and submit the card to the City Clerk or other administrative staff at the meeting.
- b. Meeting attendees are usually given two (2) minutes to speak on any discussion item and/or during open forum; the total amount of time allocated for public testimony for each public speaker or for an agenda item is in the discretion of the Chair of the meeting and may be limited when appropriate. (California Government Code Section 54954.3; Council Policy 0-37) Applicants and appellants in land use matters are usually given more time to speak. Speakers using a translator will be given twice the time allotted to ensure non-English speakers receive the same opportunity to directly address the Council, Committee, Board or Commission.
- c. Speakers should discuss only the agenda item when called to speak for that item, and only topics related to City business when called to speak during open forum on the agenda.
- d. Speakers' comments should be addressed to the full body. Requests to engage the Mayor, Council Members, Board Members, Commissioners or Staff in conversation will not be honored. Abusive language is inappropriate.
- e. Speakers will not bring to the podium any items other than a prepared written statement, writing materials, or objects that have been inspected by security staff.
- f. If an individual wishes to submit written information, he or she may give it to the City Clerk or other administrative staff at the meeting.
- g. Speakers and any other members of the public will not approach the dais at any time without prior consent from the Chair of the meeting.

Failure to comply with this Code of Conduct which will disturb, disrupt, or impede the orderly conduct of the meeting may result in removal from the meeting and/or possible arrest.

I

Call to Order & Roll Call

II

Consent Items

Approval of the acceptance of:

- A. Financial Status Report as of August 31, 2023
- B. Minutes of the August 27, 2023, Executive Committee Meeting

{ACTION}

PRELIMINARY FINANCIAL STATUS AS OF AUGUST 31, 2023

Key Highlights

- WIOA PY21-22 formula and PY22-23 Rapid Response funding was fully spent by June 30, 2023.
- For the PY23-24 Rapid Response funding is projected to be fully spent by June 30, 2024.
- As of August 31, 2023, work2future has \$1.5 million from the current Adult, Dislocated Worker, and Youth allocations to be carried over to FY2023-2024 representing:
 1. Board-mandated Reserve Account: \$967,815
 2. Unallocated Reserve Account: \$546,834

Other Discretionary Funding

- work2future received \$120,000 from the City of San Jose to assist San Jose resident specifically with training in high growth, high demand areas. This funding will support non-traditional apprenticeships in Advanced Manufacturing and Information and Communications Technology through On-the-Job Training and Incumbent Worker Training. The initial term of the funding is for FY2023-2024, but there is opportunity to both rebudget the remaining funds and request additional funds during the City's annual budget proposal process.
- NOVA Workforce Development Board (lead agency), in collaboration with work2future and San Francisco Workforce Development Board, was awarded funds to structure a program under Comprehensive and Accessible Reemployment through Equitable Employment Recovery (CAREER) National Dislocated Worker Grants (DWG). work2future was allotted \$500,000 to help implement the grant. The goal of the CAREER DWG is to help reemploy dislocated workers most affected by the COVID-19 pandemic. Grants will focus on serving those from historically marginalized communities, and/or those who have been unemployed for a prolonged period or have exhausted Unemployment Insurance (UI) or other Pandemic UI programs. Regionally, the project's primary aim is to promote equity in the pursuit of high-wage, high-growth jobs by specifically focusing job training and placement opportunities on Silicon Valley's Latino and Southeast Asian communities. The initial term of the grant was from October 1, 2021, to September 30, 2023, but this was extended to June 30, 2023. work2future program implementation started on April 1, 2022. As of August 31, 2023, approximately 55% of the funds were spent.
- work2future received an allocation from the City's General Fund of \$1,712,880 for San Jose Works 9.0, in addition to the carry over funding, net of adjustment of \$1,035,070 from FY 2022-23 for a total funding of \$2,747,950. For Program Year 23-24, as of August 31, 2023, 375 participants have been served where 350 students are expected to complete the program. In addition to recruitment, placement, and onboarding services, youth also were also provided career counseling, job readiness training, supportive services (e.g., bus passes), and financial literacy education.

- Cities for Financial Empowerment (CFE) pledged to provide work2future \$50,000 to support a Summer Jobs Connect Program. This will provide banking access and financial empowerment training to participants in municipal Summer Youth Employment Programs. A portion of the grant will also be used to support the participant wages for the San Jose Works internship program. The grant term will begin on May 1, 2023, and end on April 30, 2024. As of August 31, 2023, 100% of funds are remaining. It is expected that money will be fully spent before the term end date.
- work2future Foundation awarded us \$210,250 of grants and contributions from various sources to support the San Jose Works Program. Below is the list of the funding sources and amounts.

Funding Source	Sponsorship/Contributions	Sub-grants
Bank of America	-	\$76,500
Wells Fargo	\$7,500	-
Amazon	\$100,000	-
Flagship	\$5,000	-
Shipt	\$21,250	

- Google donated \$300,000 for moving costs, tenant site improvements, and technology upgrades to the new work2future San Jose Job Center location. The donation is in relation to Google's commitment to partner with work2future in its efforts to help Santa Clara County residents get the skills and coaching they need to find a new job, get a promotion, or start a new career and to support provision of client services at the new job center. As of August 31, 2023, approximately 70% of the funds were spent.
- Google's Downtown West Mixed-Use Plan approved by the City Council on May 25, 2021, includes a Development Agreement citing a total of \$200 million Community Benefits Payment that will be used for investments that go beyond the City's baseline requirements to address the community's top priorities. The City of San Jose has then received \$4.5 million early payment which are allocated to various programs. Out of the \$4.5 million funding, work2future will manage \$625,000 which is allotted for paid work experience and occupational skills training program. An "Earn and Learn" approach will be implemented in this program with a focus on high growth, high wage careers in advanced manufacturing, information technology, health care, or construction and trades. There is also \$600,000 that work2future will help manage to provide subsidies for participants of workforce development programs to cover childcare costs required for their participation in the program.

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Attachments

work2future
Preliminary Financial Status Report as of 08/30/2023
Pd 2 Status 3

Prepared by: Lynn Lee
Approved by: Monique Melchor

WIOA Formula Funds	Adult	Dislocated Worker	Youth	RR	TOTAL WIOA FORMULA FUNDS
I. Actual as of June 30, 2023					
Grant Period	07/01/22-06/30/24	07/01/22-06/30/24	07/01/22-06/30/24	07/01/22-06/30/24	
Available Funds for FY2022-2023 PD 14 Stat 3	2,181,118	2,598,599	2,255,378	512,371	7,547,466
Actual Expenditures as of June 30, 2023	(1,193,136)	(404,393)	(717,408)	(512,371)	(2,827,308)
Encumbrances/Spending Plan as of June 30, 2023	(307,060)	(149,445)	(480,328)	0	(936,833)
Total Actual Expenditures/Encumbrances/Spending Plan as of June 2022	(1,500,196)	(553,838)	(1,197,736)	(512,371)	(3,764,141)
Available Funds for FY2022-2023	680,922	2,044,761	1,057,642	0	3,783,325
% Remaining	31%	79%	47%	0%	50%
II. Actual Expenditures/Encumbrances					
(a) Available Funds from FY2022-2023 Carry over for FY2023-2024 (remaining plus enc.)	987,982	2,194,206	1,537,970	0	4,720,158
Transfer between Adult and Dislocated Worker	0	0	0	0	0
Rescission					0
Expenditures as of August 30, 2023	(386,784)	(332,393)	(445,643)	0	(1,164,820)
Encumbrances as of August 30, 2023	(511,796)	(245,863)	(956,266)	0	(1,713,925)
Total Actual Expenditures/Encumbrances as of June 30, 2024	(898,580)	(578,256)	(1,401,910)	0	(2,878,746)
\$ Remaining	89,402	1,615,950	136,060	0	1,841,412
% Remaining	9%	74%	9%	0%	39%
(b) Current Allocation for FY 2023-2024	1,979,440	2,420,374	2,040,659	434,643	6,875,116
Additional Funding	0	0	0	0	0
Transfer between Adult and Dislocated Worker	0	0	0	0	0
Rescission	0	0	0	0	0
Adjusted Allocation for FY 2022-2023	1,979,440	2,420,374	2,040,659	434,643	6,875,116
Expenditures as of August 30, 2023	(38,931)	(49,770)	0	(68,876)	(157,577)
Encumbrances as of August 30, 2023	0	0	0	0	0
Total Actual Expenditures/Encumbrances as of June 30, 2024	(38,931)	(49,770)	0	(68,876)	(157,577)
\$ Remaining	1,940,509	2,370,604	2,040,659	365,767	6,717,539
% Remaining	98%	98%	100%	84%	98%
Total Available Funds for FY2022-2023	2,967,422	4,614,580	3,578,629	434,643	11,595,274
Total Cumulative Expenditures/Encumbrance as of August 30, 2023	(937,511)	(628,026)	(1,401,910)	(68,876)	(3,036,322)
\$ Remaining	2,029,911	3,986,554	2,176,719	365,767	8,558,952
% Remaining	68%	86%	61%	84%	74%
III. Projected Expenditures/Carry Over through June 30, 2024					
Projected Expenditures through June 2024	(2,166,661)	(3,604,706)	(2,631,978)	(434,643)	(8,837,988)
Projected Carry Over through June 2024 (\$)	413,977	677,481	501,008	0	1,592,466
Projected Carry Over through June 2024 (%) with Rapid Response	21%	28%	25%	0%	23%
Projected Carry Over through June 2024(%) without Rapid Response	21%	28%	25%	0%	23%

Other Discretionary Funds	Emerging Needs - Local Assistance Funds	Career NDWG	Total
I. Actual as of June 30, 2023			
Grant Period		04/1/2022- 06/30/24	
Original Allocation/Available Funds for FY22-23	5,000	474,184	479,184
Increase/(Decrease)	0	0	0
Adjusted Allocation	5,000	474,184	479,184
<i>Expenditures as of June 30, 2023</i>	<i>0</i>	<i>(249,745)</i>	<i>(249,745)</i>
<i>Encumbrance as of June 30, 2023</i>	<i>0</i>	<i>(27,935)</i>	<i>(27,935)</i>
Total Actual Expenditures/Encumbrances as of June 2022	0	(277,680)	(277,680)
Available Funds for FY 2022-2023	5,000	196,504	201,504
% Remaining	100%	41%	42%
II. Actual Expenditures/Encumbrances			
Available Funds for FY2023-2024	5,000	224,439	229,439
Funding 22-23	0	0	0
Adjustment	0	0	0
Total Available Funding for FY 2023-2024	5,000	224,439	229,439
<i>Expenditures as of August 30, 2023</i>	<i>0</i>	<i>(12,353)</i>	<i>(12,353)</i>
<i>Encumbrances as of August 30, 2023</i>	<i>0</i>		<i>0</i>
Cumulative Expenditures/Encumbrances as of August 30, 2023	0	(12,353)	(12,353)
Remaining	5,000	212,086	217,086
% Remaining	100%	94%	95%
III. Actual Expenditures/Carry Over			
<i>Actual Expenditures through August 2023</i>	<i>0</i>	<i>(12,353)</i>	<i>(12,353)</i>
<i>Actual Carry Over through August 2023 (\$)</i>	<i>5,000</i>	<i>212,086</i>	<i>217,086</i>
<i>Actual Carry Over through August 2023 (%)</i>	<i>100%</i>	<i>94%</i>	<i>95%</i>

Other Discretionary Funds	City of San Jose Youth Summer Program Initiative	San Jose Works (CFE)	w2f - San Jose Works (Bank of America)	w2f - San Jose Works (Wells Fargo)	w2f - San Jose Works (Amazon)	w2f - San Jose Works (Flagship)	w2f - San Jose Works (Shipt)	Total
I. Actual as of June 30, 2022								
	04/30/2022 - 4/30/2023	Execution - 4/30/2023	Execution - 6/30/2023	N/A	N/A	N/A	N/A	
Grant Period								
Original Allocation/Available Funds for FY22-23	2,682,070	37,500	84,900	7,500	100,000	5,000	0	2,916,970
Increase/(Decrease)	0	0	0	0	0	0	0	0
Adjusted Allocation	2,682,070	37,500	84,900	7,500	100,000	5,000	0	2,916,970
Expenditures as of June 30, 2022	(1,597,918)	(37,500)	(84,900)	0	0	0	0	(1,720,318)
Encumbrance as of June 30, 2022	(955,616)	0	0	0	0	0	0	(955,616)
Total Actual Expenditures/Encumbrances as of June 2022	(2,553,534)	(37,500)	(84,900)	0	0	0	0	(2,675,934)
Available Funds for FY 2022-2023	128,536	0	0	7,500	100,000	5,000	0	241,036
% Remaining	5%	0%	0%	100%	100%	100%	0	8%
II. Actual Expenditures/Encumbrances								
Available Funds for FY2023-2024	1,035,070	0	0	7,500	100,000	5,000	0	1,147,570
Funding 23-24	1,712,880	50,000	76,500	0	0	0	21,250	1,839,380
Adjustment	0	0	0	0	0	0	0	0
Total Available Funding for FY 2023-2024	2,747,950	50,000	76,500	7,500	100,000	5,000	21,250	2,986,950
Expenditures as of August 30, 2023				0	0	0	0	0
Encumbrances as of August 30, 2023		0	0	0	0	0	0	0
Cumulative Expenditures/Encumbrances as of August 30, 2023	0	0	0	0	0	0	0	0
Remaining	2,747,950	50,000	76,500	7,500	100,000	5,000	21,250	2,986,950
% Remaining	100%	100%	100%	100%	100%	100%	100%	100%
III. Actual Expenditures/Carry Over								
Actual Expenditures through June 2023	0	(37,500)	(84,900)	0	0	0	0	(122,400)
Actual Carry Over through June 2023 (\$)	0	12,500	(8,400)	7,500	100,000	5,000	21,250	116,600
Actual Carry Over through June 2023 (%)	0%	25%	-11%	100%	100%	100%	100%	4%

work2future
Preliminary Financial Status Report as of 08/30/2023
Pd 2 Status 3

From EDD - Aug 23 - Monthly Exp

Other Funds	CWDB	BOS	Total
I. Actual as of June 30, 2023			
Grant Period	N/A	N/A	
Original Allocation/Available Funds for FY23-23	4,042	7,838	11,880
Expenditure/Encumbrances as of June 2023	0	(4,620)	(4,620)
<i>Total Actual Expenditures/Encumbrances as of June 2023</i>	0	(4,620)	(4,620)
Available Funds for FY 2023-2024	4,042	3,218	7,260
% Remaining	100%	41%	61%
II. Actual Expenditures/Encumbrances			
Available Funds for FY 2023-2024	4,042	3,218	7,260
<i>Expenditures as of August 30, 2023</i>	0	506	506
<i>Encumbrances as of August 30, 2023</i>	0	0	0
Cumulative Expenditures as of August 30, 2023	0	506	506
\$ Remaining	4,042	3,724	7,766
% Remaining	100%	116%	107%
III. Actual Expenditures/Carry Over			
Actual Carry Over through August 2023	4,042	3,724	7,766
Actual Carry Over (%) through August 2023	100%	100%	100%

work2future
Preliminary Financial Status Report as of 08/30/2023
Pd 2 Status 3

From Appn Balance report

Other Funds	Google work2future Relocation	Google WEX and Training	Google Child Care	Total
I. Actual as of June 30, 2023				
Grant Period	N/A	N/A	N/A	
Original Allocation/Available Funds for FY22-23	224,251	625,000	600,000	1,449,251
Expenditure/Encumbrances as of June 2023	(132,353)	0	0	(132,353)
Encumbrance	(300)	0	0	(300)
<i>Total Actual Expenditures/Encumbrances as of June 2023</i>	<i>(132,653)</i>	<i>0</i>	<i>0</i>	<i>(132,653)</i>
Available Funds for FY 2023-2024	91,598	625,000	600,000	1,316,598
% Remaining	41%	100%	100%	91%
II. Actual Expenditures/Encumbrances				
Available Funds for FY 2023-2024	91,898	625,000	600,000	1,316,898
<i>Expenditures as of August 30, 2023</i>	<i>(2,832)</i>	<i>0</i>	<i>0</i>	<i>(2,832)</i>
<i>Encumbrances as of August 30, 2023</i>	<i>(300)</i>	<i>0</i>	<i>0</i>	<i>(300)</i>
Cumulative Expenditures as of June 30, 2023	(3,132)	0	0	(3,132)
\$ Remaining	88,766	625,000	600,000	1,313,766
% Remaining	97%	100%	100%	100%
III. Actual Expenditures/Carry Over				
Actual Carry Over through August 2023	88,766	625,000	600,000	1,313,766
Actual Carry Over (%) through August 2023	100%	100%	100%	100%

EXECUTIVE COMMITTEE MEETING

**August 17, 2023
11:30 am**

MINUTES

STAFF: Melchor, Qedwai, Thoo, Walter

I. CALL TO ORDER & ROLL CALL

Chair Koepp-Baker called the hybrid meeting to order at 11:39 am.

Roll Call

Present: Auerhahn, Batra, Bojorquez, Estill (arrived 11:43 am), Koepp-Baker, Smith

Absent: Takahashi

II. CONSENT ITEMS

ACTION: Mr. Estill moved, Mr. Batra seconded, and the Committee, with Ms. Auerhahn abstaining, unanimously approved the acceptance of the minutes of the May 30, 2023, Executive Committee Special Meeting.

III. BUSINESS ITEMS

A. Director's Report

Monique Melchor, Director, welcomed the Committee and gave a brief report on the HIRING NOW! Job Fair that took place on August 15, 2023, including a discussion about higher-than-average attendance numbers.

B. Proposed Amendments to the work2future By-laws

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

ACTION: Mr. Estill moved that the Committee recommend Board approval of the amendments to Article II (Purposes) of the work2future by-laws, with revisions to the proposed amendments as follows:

1. Revise line item 2.1.A.a to read "Act as a convenor to bring together business, labor, education, and community and economic development entities to focus on local workforce issues."
2. Revise line item 2.1.C to read "In partnership with the City of San José, select the America's Job Center of California Operator(s) through a competitive process such as a Request for Proposal or other City-approved procurement processes, unless granted a relevant waiver by the state."

Mr. Batra seconded, and the Committee voted unanimously to recommend that the Board approve the action above.

C. FY2023-24 Program Operating Budget Follow-up

Ms. Melchor and Rehan Qedwai, Finance Manager, addressed with the Committee the Board's directive to recommend to the Board a specific upper limit to the transfer of funds between budget line items without first obtaining Executive Committee approval. There was consensus among Committee members that the upper limit for any transfer should be two percent of the total WIOA Program Operating Budget in a given year. Staff will draft a formal recommendation for the next Executive Committee meeting.

D. Business Services Committee Report

Priya Smith, Board Co-Chair, reported on behalf of Business Services Committee Chair Alan Takahashi on the August 8, 2023, meeting of the Business Services Committee, noting a key presentation on the launch of pilot semiconductor technician apprenticeships by several area companies.

E. Youth Committee Report

Jack Estill, Youth Committee Chair, reported on the August 10, 2023, Youth Committee meeting. He highlighted efforts surrounding the Youth Forum 2.0 and invited Committee members to join an upcoming Youth Forum meeting scheduled for August 18, 2023.

F. Labor Market Update

Mr. Thoo reported on the status of the labor market in Santa Clara County and the San José-Sunnyvale-Santa Clara Metropolitan Statistical Area (MSA), noting that the unemployment rate in the MSA was 3.7 percent in June 2023, up from a revised 3.3 percent in May 2023, and continuing an upward trend over the previous six months, while the labor force in Santa Clara County grew to 1,045,600, marking a year-over-year increase of over 11,000 labor force participants. Mr. Thoo also pointed to signs of a slowing demand for workers.

IV. OPEN FORUM

Chair Koepp-Baker asked for any public comments. There were none.

V. OTHER

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

VI. ADJOURNMENT

Chair Koepp-Baker adjourned the hybrid meeting at 1:23 pm.

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

III.A

Director's Report

{INFORMATION}

DIRECTOR'S REPORT

work2future Director Monique Melchor will provide information on various matters not itemized in the meeting agenda..

#

III.B

FY 2023-24

Program Operating Budget Reconciliation

{ACTION}



Memorandum

TO: EXECUTIVE COMMITTEE

FROM: Lynn Lee

SUBJECT: See Below

DATE: October 26, 2023

Approved

Date:

SUBJECT: FY 2023-24 Program Operating Budget Reconciliation for 2022-23 Carry-Over Savings and FY 2023-24 WIOA Formula and Rapid Response Funding Adjustment

RECOMMENDATION

Recommend that the Board approve staff's proposed adjustments to the Fiscal Year 2023–24 Program Operating Budget as follows:

- i) Adjust the Program Operating Budget to reflect a \$741,001 decrease in funding due to actual savings being less than the projected carry-over amount in the June 2023 Board-approved budget;
- ii) Adjust the Administrative Budget to reflect a \$11,547 decrease in funding due to actual savings being less than the projected carry-over amount in the June 2023 Board-approved budget;
- iii) Adjust the WIOA Rapid Response Budget to reflect a \$77,728 decrease in funding due to the actual FY2023-2024 formula allocation being less than the projected allocation in the June 2023 Board-approved budget;
- iv) Adjust the Summary of Discretionary funding sources to reflect a \$123,951 increase in funding due to additional discretionary grants.

If approved, this recommendation will be submitted with the Executive Committee's endorsement to the Board at its meeting on November 16, 2023.

BACKGROUND AND ANALYSIS

On May 25, 2023, the State of California Employment Development Department (EDD) released its *planned* allocation for WIOA Adult, Dislocated Worker, and Youth Funding streams for FY23-24. These allocations are based on the allotments to States issued by the U.S. Department of Labor (DOL), as recognized in Training and Employment and Guidance Letter 09-21, dated May 6, 2023. EDD's allocation for work2future reflected approximately 9% overall decrease from FY22-23 funding.

On June 26, 2023, work2future staff submitted to the Executive Committee and, on June 16, 2022, to the full Board, the Proposed FY 2023-24 WIOA Program Operating Budget. This included the planned WIOA

allocation from the State EDD, estimated Rapid Response funding, and projected WIOA Adult, Dislocated Worker, and Youth programs carry-over funding from FY 2022-23.

On August 1, 2023, work2future received its *final* Rapid Response and Layoff Aversion funding allocation for FY 2023-24.

In addition, in the June 2023 Board-approved Program Operating Budget, work2future included \$5,271,160 in projected carry-over funds as of April 30, 2023. In the FY 2022-23 year-end close as of June 30, 2023, actual savings were determined to be \$4,530,159. The \$741,001 difference will be realigned accordingly in the table below.

Proposed reallocation of the carry-over difference is presented below.

Budget Details	June 2023 Board-Approved Budget	Proposed Budget Adjustment	Adjusted Budget
	A	B	C = (A+B)
Personnel Costs	\$2,659,773	(241,001)	\$2,418,772
Non-Personnel Costs	528,263	-	528,263
Adult Client Services	2,395,301	-	2,250,301
Youth Client Services	1,112,048	-	1,112,048
One Stop Operator	30,000	-	30,000
Contracted Services	2,538,013	-	2,683,013
Unallocated Contingency Reserve	846,835	(500,000)	346,834
Total Operating Budget	\$10,110,233	\$(741,001)	9,369,232

Personnel Costs

Staff proposed to deduct \$241,001 of the decrease in carry-over funding from the Personnel Costs allocation as noted above. This amount reflects vacancy savings for the current Program Year 2023-2024 due to multiple vacancies within the program.

Contingency Reserve

Staff proposed to deduct the remaining \$500,000 of the decrease in carry-over funding to the Unallocated Contingency Reserve account as noted above. This is the “balancing” figure in the budget which is used to augment the current program operating budget should an unanticipated need arise, or if unspent, bridge any potential funding gap in the program operating budget for the following fiscal year. None of actions proposed herein require utilizing the Board Mandated 15% Contingency Reserve.

Please note that this reconciliation is still subject to change. Due to personnel changes in the fiscal unit, additional time is needed to complete due diligence in reconciling the funds. Please also note that if a change is to be found, this would be an increase to the budget. No other negative adjustments are anticipated at this time. Staff's intent, if additional funding were to be found, is to return to the Executive Committee to replenish the Unallocated Contingency Reserve. work2future Director Monique Melchor will send an update within the next three to four weeks. Moving forward, staff will continue to track monthly budget variance reports and financial statements, in addition to using thorough analysis and tools, to accurately estimate the savings from FY2023-2024 to FY2024-2025. Processes will be evaluated and improved upon and support from budget department staff will improve projections in the future.

WIOA ADMINISTRATIVE FUNDING

The work2future administrative budget decreased by \$11,547 from \$845,592 to \$834,045. The decrease represents carry-over administrative funding from FY 2022-23.

Budget Details	June 2023 Board-Approved Budget	Proposed Budget Adjustment	Adjusted Budget
	A	B	C = (A+B)
Personnel Costs	\$536,268	-	\$536,268
CAO	127,408	-	127,408
Non-Personnel Costs	37,227	-	37,227
City Overhead	74,454	(11,547)	62,907
Distribution to Service Providers	70,235	-	70,235
Total Operating Budget	\$845,592	\$(11,547)	\$834,045

WIOA RAPID RESPONSE FUNDING

Rapid Response carries a one-year term and workforce development boards need to spend the money within the set timeframe. On June 23, 2023, the State of California EDD released the FY 2023-2024 Rapid Response final funding allocation to Local Workforce Development Boards. work2future has been allocated \$434,643, in both *base and lay-off* aversion funding, a total funding decrease of \$77,728 compared to the \$512,371 *estimated* funding submitted and approved by the Board in June 2023. Total Rapid Response funding will now \$434,643.

The following are the proposed budget adjustments to the Rapid Response funding and the corresponding financial impact on the operational budget:

Budget Details	June 2023 Board-Approved Rapid Response Budget	FY 2023-24 Allocation Adjustment	Proposed Revised Rapid Response Budget
	A	B	C = (A+B)
WIOA Rapid Response Allocation FY 2022-23	\$512,371	(77,728)	\$434,643
WIOA Rapid Response Carry-over funding FY 2021-22	0	0	0
Total Operating Budget	\$512,371	\$(77,728)	\$434,643

The following are the proposed changes to the Rapid Response Operating Budget:

Budget Details	June 2023 Board-Approved Rapid Response Budget	FY 2023-24 Allocation Adjustment	Revised Rapid Response Allocation
	A	B	C = (A+B)
Personnel Costs	\$444,502	(67,431)	\$377,071
Non-Personnel Costs	42,653	(6,472)	36,181
City Overhead Costs @ 10% of Allocation	25,216	(3,825)	21,391
Total Proposed Rapid Response Budget	\$512,371	\$(77,728)	\$434,643

The decrease in the Personnel, Non-Personnel and City Overhead Costs line-item budgets are reflective of the decrease in funding due to the change in FY23-24 allocation.

DISCRETIONARY CARRY-OVER AND NEW FUNDING

All discretionary grants except for the BOS initiative and Emerging Needs Local Assistance funding are for a term period that crosses over two or more fiscal years. Thus, unspent funding can be carried over to the remaining months of the grant period and reimbursed only when expenditures are incurred against the grant. On the other hand, the BOS Initiative, California Workforce Development Board, and Emerging Needs Local Assistance funding are ongoing grants for which funding has already been received, and unspent funding has been carried over from one fiscal year to the next until the funds are totally spent. Also included in this funding group is the on-going funding from the City General Fund of \$1.7 million to support the San Jose Works program.

The following table is a Summary of Discretionary grant funding for FY 2023-24:

Discretionary Grants	Proposed Amount
San Jose Works 9.0 Program Initiative ¹	\$2,747,950
Career NDWG	224,439
San Jose Works (Amazon) ²	100,000
San Jose Works (Bank of America) ²	76,500
San Jose Works (Cities for Financial Empowerment) ²	50,000
San Jose Works (Shipt) ²	21,250
San Jose Works (Wells Fargo) ²	7,500
San Jose Works (Flagship) ²	5,000
Emerging Needs Local Assistance Fund	5,000
California Workforce Development Board	4,042
Business Owner's Space (BOS) Initiative	3,218
Total Discretionary New and Carry Over Funding	\$3,244,899
Total Projected Funding in June 2023 Budget	\$3,120,948
Budget Adjustment	\$123,951

¹ Represents the yearly funding of \$1,712,880 available from the City General Fund to support SJ Works 9.0 and \$1,035,070 carry-over funds from SJ Works 8.0.

² Other funding raised to support the San Jose Works program.

/s/
LYNN LEE
Acting Finance Manager

cc: Monique Melchor
Jeff Ruster

III.C

Business Services Committee Report

- *Deferred* -

{INFORMATION}

BUSINESS SERVICES COMMITTEE REPORT

This report is deferred to a future meeting.

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III.D

Youth Committee Report

- *Deferred* -

{INFORMATION}

YOUTH COMMITTEE REPORT

This report is deferred to a future meeting.

###

III.E

Appointment of Andy Scott to the Business Services Committee

{ACTION}



Memorandum

TO: EXECUTIVE COMMITTEE

FROM: Lawrence Thoo

SUBJECT: See below

DATE: October 27, 2023

Approved

Date:

SUBJECT: Appointment of Andy Scott to the Business Services Committee

RECOMMENDATION

Appoint Mr. Andy Scott, Senior Learning and Development Specialist, Infinera, to the Business Services Committee as an employer community member who is not a member of the work2future Board effective November 1, 2023, through December 31, 2024.

BACKGROUND AND ANALYSIS

Article VI, Section 6.10 of the work2future By-laws, as amended November 2022, stipulates, "The Chair shall appoint Board members to the Committee and the Executive Committee shall elect Committee members who are not on the Board."

Pursuant to Section 6.10, therefore, staff requests that the Executive Committee appoint Mr. Andy Scott to serve an initial term on the Business Services Committee.

Mr. Scott is Senior Learning and Development Specialist at Infinera Corporation, a San Jose-based vertically integrated manufacturer of optical transmission equipment and IP transport technologies for the telecommunications service provider market. It is a pioneer in the design and manufacturing of large-scale photonic integrated circuits. He became Senior L&D Specialist in 2019 after joining the company the year before.

Mr. Scott leads Infinera's exploration of non-traditional apprenticeships as a new gateway to careers at Infinera, including partnering with the SEMI Foundation, the National Institute for Innovation and Technology and Foothill College in the development and implementation of the company's first apprenticeship, including securing approvals from the U.S. Department of Labor and the California Department of Industrial Relations' Division of Apprenticeship Standards. He is responsible for Infinera's Global University Recruiting Program, as well as its New Employee Orientation, Employee Recognition, and Diversity, Empathy and Inclusion programs.

/s/
LAWRENCE THOO
Strategic Engagement Manager

III.F

WIOA Performance Report

{INFORMATION}

WIOA PERFORMANCE REPORT

Program Services Manager Sangeeta Durrall will provide an update on Program Year 2023-24 performance of work2future's Workforce Innovation and Opportunity Act (WIOA) programs..

###

Attachment

PREDICTIVE PERFORMANCE REPORT PY 2023-24 (2nd Quarter)

PERFORMANCE MEASURES	WIOA STATE GOALS	ACTUAL	SUCCESS RATE
ADULT			
Entered Employment Rate 2nd Qtr	65.0%	56.4%	86.8%
Entered Employment Rate 4th Qtr	62.0%	63.6%	92.0%
Median Earnings	\$7,500.00	\$11,440.00	152.5%
Attainment of a Credential or Certificate	65.5%	76.6%	116.9%
Measurable Skills Gain	55.0%	83.4%	151.6%
DISLOCATED WORKERS			
Entered Employment Rate 2nd Qtr	68.0%	64.0%	94.1%
Entered Employment Rate 4th Qtr	67.0%	62.8%	84.0%
Median Earnings	\$8,500.00	\$10,458.00	123.0%
Attainment of a Credential or Certificate	68.0%	55.6%	81.8%
Measurable Skills Gain	55.0%	89.4%	162.5%
YOUTH			
Placement in Employment or Education 2nd Qtr	71.0%	67.0%	94.4%
Entered Employment Rate 4th Qtr	66.0%	55.9%	98.4%
Median Earnings	\$4,000.00	\$6,931.00	173.3%
Attainment of a Credential or Certificate	60.4%	100.0%	107.0%
Measurable Skills Gain	57.8%	88.2%	152.6%
Overall Performance - StateTarget (90%)	Met/Exceeded 12/15		

III.G

**2023 Board Elections
Preview**

{INFORMATION}

BOARD ELECTIONS PREVIEW

work2future Board officers, the Board Chair and Board Vice-Chair, are elected by the Board to serve concurrent two-year terms. Additionally, the Board elects several—currently three—at-large members of the Executive Committee. The at-large Executive Committee members also serve two-year terms which are staggered so that a pair of at-large member terms end one year, and the third at-large member term ends in the alternate year.

On December 31, 2023, the current terms of the Board officers and two of the at-large Executive Committee members will conclude.

In addition, the Board elected Mr. Bojorquez to a two-year term on the Executive Committee at its meeting on November 17, 2022. However, Mr. Bojorquez's Board term ends on October 31, 2023, and he has declined nomination to a second term on the Board. He will leave slightly less than halfway into a two-year term on the Executive Committee. It is recommended, therefore, that the Board elect one of its members to fill the remainder of that term, i.e., through December 31, 2024.

Therefore, at the November 16, 2023, Board meeting, which will be the Board's final regular meeting of the year, the Board will need to elect the following:

- Board Chair, for a term that begins January 1, 2024, and continues through December 31, 2025.
- Board Vice Chair, for a term that begins January 1, 2024, and continues through December 31, 2025.
- Two at-large members of the Executive Committee, for terms that begin January 1, 2024, and continue through December 31, 2025.
- One at-large member of the Executive Committee for the term vacated by Mr. Bojorquez, which continues through December 31, 2024. The elected member will take her/his seat immediately upon election.

Board members may nominate any qualified Board member in good standing for any of the offices, including any of the current office holders, who are:

- Board Chair: Susan Koepp-Baker (first term)
- Board Vice-Chair: Priya D. Smith (first term)
- At-Large Executive Committee Members: Louise Auerhahn (second term) and Rajiv Batra (first term)

Ms. Auerhahn's current term on the Board will end September 30, 2026, Mr. Batra's on November 30, 2025, Mr. Koepp-Baker's on September 30, 2026. Ms. Smith is being reappointed to a term that will end in late 2027.

Election

Staff will conduct the elections. Board members will be asked to put member names into nomination for each office separately, beginning with Board Chair. The Board Chair and Board Vice-Chair must be business members of the Board.

A Board member who is nominated for Board Chair (or any other office) may decline the nomination, in which case s/he will not be a candidate for the office. After all nominations are in, candidates will have the opportunity, if they choose, to address Board members. Voting will take place after candidate remarks, if any, have concluded. The candidate with the largest number of votes is elected.

The procedure above will be repeated for Board Vice-Chair and then for the two full-term at-large seats on the Executive Committee, followed by the partial term at-large seat on the committee. The two at-large seats will be voted on concurrently. Each Board member present can cast two votes. The top two vote-getters will have been elected.

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III.H

2024 Schedule of Meetings

{ACTION}



Memorandum

TO: EXECUTIVE COMMITTEE
SUBJECT: 2024 Schedule of Meetings

FROM: Lawrence Thoo
DATE: October 28, 2023

Approved

Date:

RECOMMENDATION

Recommend that the Board accept the proposed schedule of Board and committee meetings for 2024 stipulated in the Background and Analysis section below.

BACKGROUND AND ANALYSIS

Article V of the work2future By-laws stipulates that the Board must meet at least three times a year. However, with rare exception, the work2future Board has conducted four regular meetings a year, once in each calendar quarter. It meets on the third Thursday of the third month of each quarter except for the fourth. Since 2019, the Board has met in November, the second month of the fourth quarter.

Adhering to this practice, the proposed dates for regular Board meetings in 2024 are:

1. Thursday, March 21, 2024
2. Thursday, June 20, 2024
3. Thursday, September 19, 2024
4. Thursday, November 21, 2024

Following a poll of Board members in October 2019, the Executive Committee recommended and the Board approved that the Board's regular meetings be scheduled to begin at 9:30 am beginning in 2020. Therefore, the Board's regular meetings in 2024 shall be scheduled for a two-hour block beginning at 9:30 am.

Executive Committee

The Executive Committee regularly meets on the third Thursday of the months in which the Board does not have a regular meeting. Therefore, the proposed dates for the regular Executive Committee meetings in 2024 are:

1. Thursday, January 18
2. Thursday, February 15
3. Thursday, April 18
4. Thursday, May 16
5. Thursday, July 18
6. Thursday, August 15
7. Thursday, October 17
8. Thursday, December 19

Executive Committee meetings are scheduled to begin at 11:30 am.

Business Services Committee

The Business Services Committee has been scheduled to meet every other month beginning in February. However, as the Business Services Committee has been forced to cancel its meeting on a number for lack of a quorum on several occasions in 2023, it is recommended that Business Services Committee review and affirm or amend its meeting schedule for 2024 and publish its meeting schedule no later than January 31, 2024.

Youth Committee

The resolution approved by the Board on November 17, 2022, establishing the Youth Committee requires that it meet four times a year and that it can use one of those four meetings for the purpose of a community youth forum. In its first full year, the committee has met on the second Thursday of the month preceding a regular Board meeting. It has not convened a community youth forum. However, committee members have participated, and some have had a leading role, in an independent youth forum and shared information from that forum with the Youth Committee.

The committee is working with staff to schedule a Special Meeting in late November or early December to affirm its meeting schedule and elect a committee chair for 2024. If it keeps to its practice this year, the Youth Committee's regular meetings in 2024 will be on:

1. Thursday, February 8
2. Thursday, May 9
3. Thursday, August 8
4. Thursday, October 10

Youth Committee meetings are currently scheduled for 90-minute blocks starting at 3:30 pm.

/s/
LAWRENCE THOO
Strategic Engagement Manager

IV

Open Forum

V

Other

VI

Adjournment