

**JOINT EXECUTIVE and FINANCE & PERFORMANCE COMMITTEE MEETING**

**May 16, 2019**

**Called to Order: 11:43 a.m.**

**ACTION MINUTES**

Draft minutes prepared by Kathryn Azevedo, approved by

WDB Staff: Monique Melchor, Meredith Studebaker, Kathryn Azevedo, Joy Salandanan,  
Lawrence Thoo

**I. OPENING REMARKS:** Read by Joe Flynn

**II. QUORUM VERIFICATION**

**Executive:**

Present: Joe Flynn, Sue Koepp-Baker, Rashad Said

Absent: Steve Preminger

**Finance & Performance Committee:**

Present: Sue Koepp-Baker, Jack Estill

Absent: Leslie Gilroy

**III. CONSENT ITEMS**

The Joint Executive and Finance & Performance Committee unanimously accepted the Consent Items.

**Finance & Performance Committee:**

Motion: Sue Koepp-Baker

Second: Jack Estill

**Executive:**

Motion: Rashad Said

Second: Sue Koepp-Baker

**IV. AGENDA ITEMS**

**A. Old Business**

**1. Minutes Approval**

### **Executive Committee**

Mr. Rashad Said moved, Ms. Sue Koepp-Baker seconded, and the Committee unanimously approved the minutes of the March 4, 2019 Executive Committee meeting.

### **Finance & Performance Committee**

Mr. Jack Estill moved, Ms. Sue Koepp-Baker seconded, and the Committee unanimously approved the minutes of the February 21, 2019 meeting of the Finance & Performance Committee.

## **B. New Business**

### **1. Director's Report {Discussion}**

Director Monique Melchor reported on status of the state mandated Hallmarks of Excellence for affiliate sites including 3 more due June 30th, new TEGE regarding mandated partner services, upcoming fiscal monitoring and the current wait for updated state credential policy.

### **2. Report on Single Audit Results {Discussion}**

Finance Manager Salandanan reported on the clean findings from the independent auditor for the Annual Single Audit for work2future, work2future Foundation, and Eckerd. Ms. Salandanan explained how there were no findings that impact WIOA funding in response to a question from Finance Chair Sue Koepp-Baker.

### **3. San Jose Works 5.0 {Action}**

Finance Manager Joy Salandanan recommended that the Board approve the following:

- a)** Acceptance of \$1.5 million in City of San Jose funds to support San Jose Works 5.0
- b)** Distribution of \$1,258,000 to work2future Foundation and \$95,000 to the Parks, Recreation and Neighborhood Services Department for San Jose Works services, and allocation of \$147,000 for San Jose Works in the work2future Operating Budget.

Ms. Salandanan reported on the success of San Jose Works 4.0 with the placement of 1002 Youth, 93% completion for subsidized youth, and 84% completion for unsubsidized youth. She also noted that Bentek provided 55 total internships. The plan for SJ Works 5.0 is to provide 1000 Youth with career internships. Executive Committee Chair Joe Flynn remarked on the importance of marketing this very successful program throughout our community. Discussion ensued. The committee unanimously approved the acceptance of the funding for SJ Works 5.0.

**Finance & Performance Committee:**

Motion: Sue Koepp-Baker  
Second: Jack Estill

**Executive:**

Motion: Sue Koepp-Baker  
Second: Rashad Said

**4. Prison to Employment Grant {Action}**

Finance Manager Salandanan presented a recommendation that the Board approve the acceptance of \$661,783 for implementation of the Prison to Employment Initiative, including \$607,976 for program service delivery and \$53,807 for work2future's service as program lead. work2future is partnering with Santa Clara County Probation, the Santa Clara County Office of Reentry Resource Center, Santa Clara County of Education (COE), Santa Clara County Social Services and local CBOs to support Career Pathways Training Programs for both post-release adults and in-custody Youth residents of Blue Ridge Youth Center who will be enrolled in the construction focused Multi-Craft Core Curriculum Training Program. The committee unanimously approved the acceptance of funding.

**Finance & Performance Committee:**

Motion: Sue Koepp-Baker  
Second: Jack Estill

**Executive:**

Motion: Rashad Said  
Second: Sue Koepp-Baker

**5. Operating Budget for FY2020 {Action}**

Finance Manager Joy Salandanan asked the committee to recommend the Board approve staff's Proposed WIOA Operating Budget of \$6,842,369 for Fiscal Year (FY) 2019-20, including:

- a) Adjustment of \$34,313 to the March 21, 2019 Board-approved preliminary WIOA Program Operating *base* Budget for FY 2019-20
- b) WIOA Administrative Budget in the amount of \$579,649
- c) Proposed WIOA *estimated* Rapid Response Funding for FY 2019-20 of \$467,823
- d) Authorization for staff to transfer funds without additional Board approval between budget line items, as long as overall amounts for personnel and non-personnel expenses are not

changed, and between the Adult and Dislocated Worker Programs, as needed, so long as the total budget amount is not changed.

Mr. Rashad Said recused himself from this item and the committee unanimously accepted the budget recommendation.

**Finance & Performance Committee:**

Motion: Jack Estill

Second: Sue Koepp-Baker

**Executive:**

Motion: Sue Koepp-Baker

Second: Joe Flynn

**6. WIOA Performance and Service Delivery Outcomes Update {Discussion}**

MIS Analyst Meredith Studebaker reported on (a) WIOA performance through the third quarter of the 2018 Program Year, and (b) employment-related outcomes in relation to priority sectors and in-demand occupations at non-priority sector employer.

**7. Board Retreat {Discussion}**

**V. Public Comment:** None

**VI. SUGGESTED FUTURE AGENDA ITEMS:**

1. Address marketing and rebranding needs.

**VII. Announcements:**

- A. The next meeting of the work2future Board is scheduled for Thursday, June 20, 2019 at 9:30 am, at NextFlex, 2040 Fortune Dr., San Jose.
- B. The next meeting of the Executive Committee is scheduled for Thursday, July 18<sup>th</sup>, 2019, 11:30 am, at the Business Services & Administration Center, 5730 Chambertin Dr., San Jose.

**VIII. Adjournment:** The meeting was adjourned at 1:21 pm.