



## WORKFORCE DEVELOPMENT BOARD MEETING

Thursday, November 16, 2023, 10:30 am

[www.work2future.org](http://www.work2future.org)

Susan Koepp-Baker, Chair

Priya Smith, MPH, Vice-Chair

**Location: Conference Rooms, 1608 Las Plumas Ave, San Jose**

### HYBRID MEETING

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

<https://sanjoseca.zoom.us/j/91790371765?pwd=UzI4L21sbVVKaEtHbnBocHRUT2k0Zz09>

If attending/observing virtually, provide Spoken Public Comment *during* the meeting by:

a) **Phone** (408) 638-0968, Meeting ID 917 9037 1765#. **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 the Zoom application or 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 to 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 Board meeting: Send by e-mail to [Lawrence.Thoo@sanjoseca.gov](mailto:Lawrence.Thoo@sanjoseca.gov) by 8:00 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](mailto: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.

**WORKFORCE DEVELOPMENT BOARD MEMBERS**

November 2023

**Board Chair\***  
**Susan L. Koepp-Baker**  
 Principal  
 Envirotech Services

**Board Vice Chair\***  
**Priya Smith, MPH**  
 Medical Group Administrator  
 The Permanente Medical Group  
 Kaiser Permanente San Jose

1. **Louise Auerhahn\***  
 Director of Economic & Workforce Policy  
 Working Partnerships USA
2. **Rajiv Batra\***  
 Senior Director  
 Bluevine
3. **Ricardo Benavidez**  
 Director of Social Infrastructure  
 Google LLC
4. **George Chao**  
 Director of Strategic Partnerships  
 Manex
5. **John (Jack) Estill, Youth Committee Chair\***  
 Partner  
 Coactify
6. **Joseph A. Flynn**  
 Vice President of Software Transformation  
 CommScope
7. **Van T. Le**  
 Agent  
 State Farm Insurance  
 Trustee and Clerk of the Board  
 East Side Union High School District
8. **Maria Lucero**  
 Deputy Division Chief, Region I  
 Northern Division, Workforce Services Branch  
 Employment Development Department, State of  
 California
9. **Emily McGrath**  
 Senior Fellow | Director of Workforce Policy  
 The Century Foundation
10. **Brian N. Murphy**  
 Director of Training  
 Pipe Trades Training Center  
 UA Local 393
11. **Rafaela Perez**  
 Employment Services Director  
 Social Services Agency, County of Santa Clara
12. **Steve Preminger**  
 Director, Office of Strategic &  
 Intergovernmental Affairs  
 County of Santa Clara
13. **Mitesh Shah**  
 Vice-President and Business Unit Head  
 Tech Mahindra
14. **Alan Takahashi, Business Services Committee  
 Chair\***  
 Vice President and General Manager  
 Multifunction Microwave Solutions  
 CAES
15. **Todd Teixeira, MA**  
 Team Manager (SSM1), San Jose North Branch  
 California Department of Rehabilitation
16. **Traci Williams**  
 Co-chair  
 South Bay Consortium for Adult Education  
 Director  
 East Side Adult Education

\*Members of the Executive Committee

**WORKFORCE DEVELOPMENT BOARD**

**November 16, 2023**

**10:30 am**

**Conference Rooms, 1608 Las Plumas Ave, San Jose**

Online at: <https://sanjoseca.zoom.us/j/91790371765?pwd=UzI4L21sbVVKaEtHbnBocHRUT2k0Zz09>

**MEETING AGENDA**

- |   |                                |
|---|--------------------------------|
| <b>I. CALL TO ORDER &amp; ROLL CALL</b>   | <i>5 min<br/>10:35 am end</i>  |
| <b>II. CONSENT ITEMS {ACTION}</b><br>Accept the following:  | <i>5 min<br/>10:40 am end</i>  |
| <b>A. Minutes of the September 21, 2023, Board meeting</b>  |                                |
| <b>B. Preliminary Financial Status Report as of August 31, 2023</b>   |                                |
| <b>C. San Jose Works Program Report as of October 31, 2023</b>  |                                |
| <b>D. Labor Market Update</b>   |                                |
| <b>III. OPEN FORUM</b>  | <i>5 min<br/>10:45 am end</i>  |
| Members of the public may address the committee on matters not on the agenda.   |                                |
| <b>IV. BUSINESS ITEMS</b>   |                                |
| <b>A. Director's Report {Information}</b>   | <i>5 min<br/>10:50 am end</i>  |
| <i>Monique Melchor, Director</i>  |                                |
| Reports on various matters of interest.   |                                |
| <b>B. FY 2023-24 Program Operating Budget Reconciliation {Action}</b>   | <i>15 min<br/>11:05 am end</i> |
| <i>Lynn Lee, Interim Finance Manager</i>  |                                |
| 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. |                                |
| <b>C. WIOA Program Services Report {Information}</b>  | <i>10 min<br/>11:15 am end</i> |
| <i>Rick Robles, Project Director, Equus Workforce Solutions; Sead Eminovic, Director, IRC San Jose</i>  |                                |
| Report on the Workforce Innovation and Opportunity Act (WIOA) programs.   |                                |

**D. Board Elections {Action}**

20 min  
11:35 am end

*Lawrence Thoo, Strategic Engagement Manager*

Hear nominations and conduct elections for the following:

1. **Board Chair**
2. **Board Vice Chair**
3. **Two full-term at-large members of the Executive Committee**
4. **One partial-term at-large member of the Executive Committee to serve the remainder of the two-year term through 2024 vacated by Chad Bojorquez October 31, 2023, at the conclusion of his term on the work2future Board**

**E. 2024 Schedule of Meetings {Action}**

5 min  
11:40 am end

*Lawrence Thoo, Strategic Engagement Manager*

Adopt the recommended 2024 schedule of Board and Executive Committee meetings.

**V. OTHER**

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

5 min  
11:45 am end

**VI. ADJOURNMENT**

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

**Teleconferencing Notice**

Pursuant to provisions of the Ralph M. Brown Act, the following Board member(s) will attend the November 16, 2023, work2future Board meeting by teleconference from the indicated location(s):

**Board member:** George Chao

**Location:** 7908 Farina Ct, Sarasota, FL 34238

## **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:**

- a. 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.
- b. No sticks, posts, poles or other such items will be attached to the signs or other symbolic materials.
- c. The items cannot create a building maintenance problem or a fire or safety hazard.
- d. 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.
- e. 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.

3. 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.**

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All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection online at [www.work2future.org](http://www.work2future.org) and at work2future's Business and Administrative Services Center at the Almaden Winery Community Center, 5730 Chambertin Drive, San Jose, California at the same time that the public records are distributed or made available to the legislative body.

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**I**

**Call to Order  
&  
Roll Call**

# **II**

## **Consent Items**

### **Approval of the acceptance of:**

- A. Minutes of the September 21, 2023, Board Meeting
- B. Preliminary Financial Status Report as of August 31, 2023
- C. San Jose Works Program Report as of October 31, 2023
- D. Labor Market Update

**{ACTION}**



## 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

## **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.

# # #

Attachments

work2future  
Preliminary Financial Status Report as of 08/30/2023  
Pd 2 Status 3Prepared by: Lynn Lee  
Approved by: Monique Melchor

WIOA Formula Funds	Adult	Dislocated Worker	Youth	RR	TOTAL WIOA FORMULA FUNDS
<b>I. Actual as of June 30, 2023</b>					
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%
<b>II. Actual Expenditures/Encumbrances</b>					
(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%
<b>III. Projected Expenditures/Carry Over through June 30, 2024</b>					
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%

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

Page 1 From EDD - August 23 - Monthly Exp

Other Discretionary Funds	Emerging Needs - Local Assistance Funds	Career NDWG	Total
<b>I. Actual as of June 30, 2023</b>			
<b>Grant Period</b>		<b>04/1/2022- 06/30/24</b>	
<b>Original Allocation/Available Funds for FY22-23</b>	<b>5,000</b>	<b>474,184</b>	<b>479,184</b>
<b>Increase/(Decrease)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Adjusted Allocation</b>	<b>5,000</b>	<b>474,184</b>	<b>479,184</b>
<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>
<b>Total Actual Expenditures/Encumbrances as of June 2022</b>	<b>0</b>	<b>(277,680)</b>	<b>(277,680)</b>
<b>Available Funds for FY 2022-2023</b>	<b>5,000</b>	<b>196,504</b>	<b>201,504</b>
<b>% Remaining</b>	<b>100%</b>	<b>41%</b>	<b>42%</b>
<b>II. Actual Expenditures/Encumbrances</b>			
<b>Available Funds for FY2023-2024</b>	<b>5,000</b>	<b>224,439</b>	<b>229,439</b>
<b>Funding 22-23</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Adjustment</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Available Funding for FY 2023-2024</b>	<b>5,000</b>	<b>224,439</b>	<b>229,439</b>
<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>
<b>Cumulative Expenditures/Encumbrances as of August 30, 2023</b>	<b>0</b>	<b>(12,353)</b>	<b>(12,353)</b>
<b>Remaining</b>	<b>5,000</b>	<b>212,086</b>	<b>217,086</b>
<b>% Remaining</b>	<b>100%</b>	<b>94%</b>	<b>95%</b>
<b>III. Actual Expenditures/Carry Over</b>			
<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
<b>I. Actual as of June 30, 2022</b>								
	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)
<b>Total Actual Expenditures/Encumbrances as of June 2022</b>	<b>(2,553,534)</b>	<b>(37,500)</b>	<b>(84,900)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(2,675,934)</b>
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%
<b>II. Actual Expenditures/Encumbrances</b>								
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
<b>Total Available Funding for FY 2023-2024</b>	<b>2,747,950</b>	<b>50,000</b>	<b>76,500</b>	<b>7,500</b>	<b>100,000</b>	<b>5,000</b>	<b>21,250</b>	<b>2,986,950</b>
Expenditures as of August 30, 2023				0	0	0	0	0
Encumbrances as of August 30, 2023		0	0	0	0	0	0	0
<b>Cumulative Expenditures/Encumbrances as of August 30, 2023</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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%
<b>III. Actual Expenditures/Carry Over</b>								
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
<b>I. Actual as of June 30, 2023</b>			
<b>Grant Period</b>	<b>N/A</b>	<b>N/A</b>	
<b>Original Allocation/Available Funds for FY23-23</b>	<b>4,042</b>	<b>7,838</b>	<b>11,880</b>
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)
<b>Available Funds for FY 2023-2024</b>	<b>4,042</b>	<b>3,218</b>	<b>7,260</b>
<b>% Remaining</b>	<b>100%</b>	<b>41%</b>	<b>61%</b>
<b>II. Actual Expenditures/Encumbrances</b>			
Available Funds for FY 2023-2024	<b>4,042</b>	<b>3,218</b>	<b>7,260</b>
<i>Expenditures as of August 30, 2023</i>	0	506	506
<i>Encumbrances as of August 30, 2023</i>	0	0	0
<b>Cumulative Expenditures as of August 30, 2023</b>	0	506	506
<b>\$ Remaining</b>	<b>4,042</b>	<b>3,724</b>	<b>7,766</b>
<b>% Remaining</b>	<b>100%</b>	<b>116%</b>	<b>107%</b>
<b>III. Actual Expenditures/Carry Over</b>			
<b>Actual Carry Over through August 2023</b>	<b>4,042</b>	<b>3,724</b>	<b>7,766</b>
<b>Actual Carry Over (%) through August 2023</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

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
<b>I. Actual as of June 30, 2023</b>				
<b>Grant Period</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	
<b>Original Allocation/Available Funds for FY22-23</b>	<b>224,251</b>	<b>625,000</b>	<b>600,000</b>	<b>1,449,251</b>
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>
<b>Available Funds for FY 2023-2024</b>	<b>91,598</b>	<b>625,000</b>	<b>600,000</b>	<b>1,316,598</b>
<b>% Remaining</b>	<b>41%</b>	<b>100%</b>	<b>100%</b>	<b>91%</b>
<b>II. Actual Expenditures/Encumbrances</b>				
Available Funds for FY 2023-2024	<b>91,898</b>	<b>625,000</b>	<b>600,000</b>	<b>1,316,898</b>
<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>
<b>Cumulative Expenditures as of June 30, 2023</b>	<b>(3,132)</b>	<b>0</b>	<b>0</b>	<b>(3,132)</b>
<b>\$ Remaining</b>	<b>88,766</b>	<b>625,000</b>	<b>600,000</b>	<b>1,313,766</b>
<b>% Remaining</b>	<b>97%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>III. Actual Expenditures/Carry Over</b>				
<b>Actual Carry Over through August 2023</b>	<b>88,766</b>	<b>625,000</b>	<b>600,000</b>	<b>1,313,766</b>
<b>Actual Carry Over (%) through August 2023</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

### **SAN JOSE WORKS REPORT AS OF October 31, 2023**

San Jose Works (SJ Works) is a City of San Jose-funded partnership between work2future and the City's Parks, Recreation, and Neighborhood Services Department (PRNS). SJ Works has two tracks, (i) subsidized, in which the City covers the cost of stipends or wages for youth internships/jobs, and (ii) unsubsidized, in which employers cover the cost of stipends or wages.

#### **SJ Works SUBSIDIZED program 9.0 has provided:**

- To date, 375 subsidized employment opportunities for youth aged 14–18 who began orientation on June 12. Youth had from June 20–August 12 to complete 120 hours of work experience.
- Of the 375 participants, 100% of placed youth successfully completed onboarding, attended orientation, and training which includes soft skills, emotional intelligence, financial literacy, career exploration, entrepreneurship, wage theft and prevention, and mentoring.
- A total of 76 non-custodial checking and savings accounts opened through credit union partnership.
- The subsidized model focused increasingly on Priority-Sector or In-Demand Occupation internships for high school youth.
- Of the 375 subsidized placements, 152 were in priority sectors—information and communications technology, health care, construction, advanced manufacturing, and business and finance—or in-demand occupations outside those sectors.
- Youth were recruited from High School Career Technical Education classes focusing on the priority sectors and related in-demand occupations.
- The remaining 234 subsidized placements were with community centers, libraries, City departments and Council offices, or with nonprofit agencies.
- About 95% of the internship positions were in person or a hybrid of virtual and in-person.
- In addition, 75 mentors and 75 mentees were matched and have participated in our one-on-one mentoring and group sessions. With a pending cohort of 25 mentees and mentors that will take place fall/spring.
- Alumni group of mentees and mentors continue to meet once a month.
- Mentors recruited from different companies such as TATA Group, Western Digital, BofA, HPE, Intel, City departments, Boys & Girls Club, and others.
- A pending cohort of 25 youth (Undocumented and Justice engaged) will take place during the fall/springtime as new pilot. These students will participate in an Entrepreneurship work experience.
  - Youth will also be set up with a non-custodial banking savings/checking account through partnership with Excite Credit Union, a local financial institution.

#### **SJ Works UNSUBSIDIZED program 9.0 has provided:**

- Currently, there are 190 enrollments, of which 70 have been placed.
- The remaining clients have received a service or multiple services such as assistance in job searching, job applications, resume, financial literacy workshop, mock interview, or attended a job fair or interview.

Additional services provided to participating youth in both subsidized and unsubsidized components included career counseling, job readiness workshops, supportive services (e.g., bus passes), and financial education.

- Participating youth will continue to have access to services such as job counseling, job readiness training, supportive services (e.g., transportation, clothing, etc.) and financial education.
- Program goal for 2023-2024 will remain the same, i.e., 375 subsidized participants. If budget permits, we can increase the number of students served. Funding for future cohorts pending depending on budget approvals.

###

*Prepared by Ruby Carrasco, San Jose Works Program Manager*

# Labor Market Insights September 2023

San Jose-Silicon Valley Local Workforce Development Area

Santa Clara County

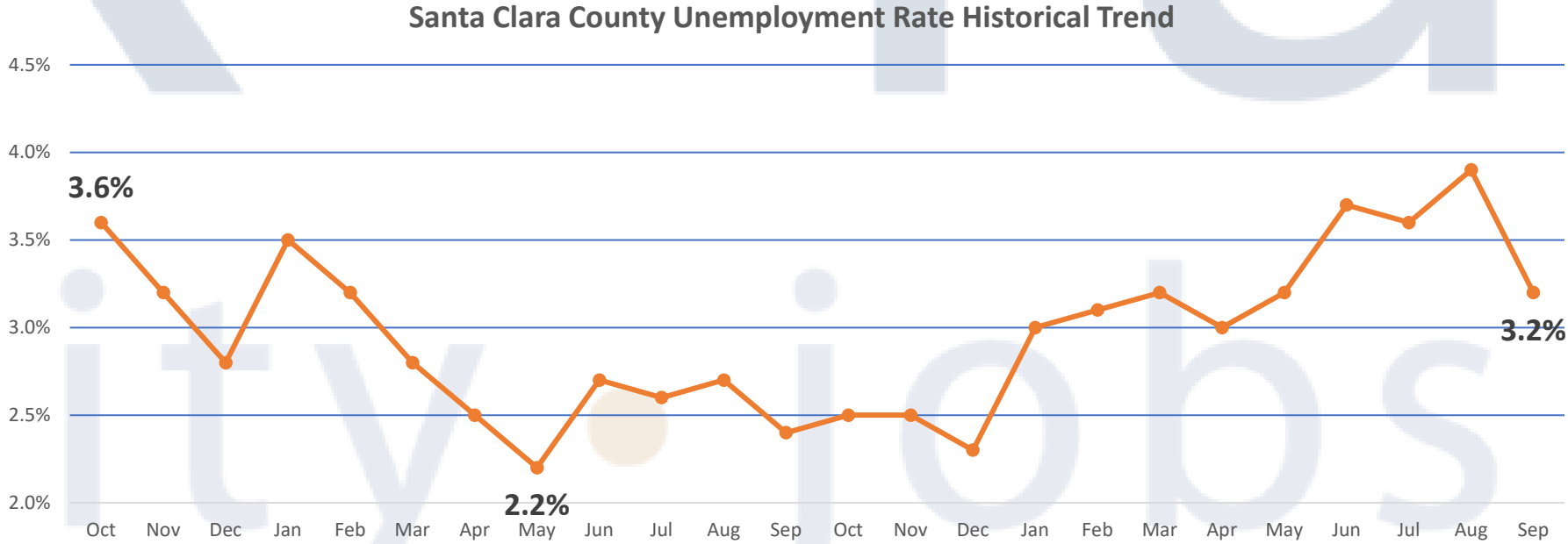
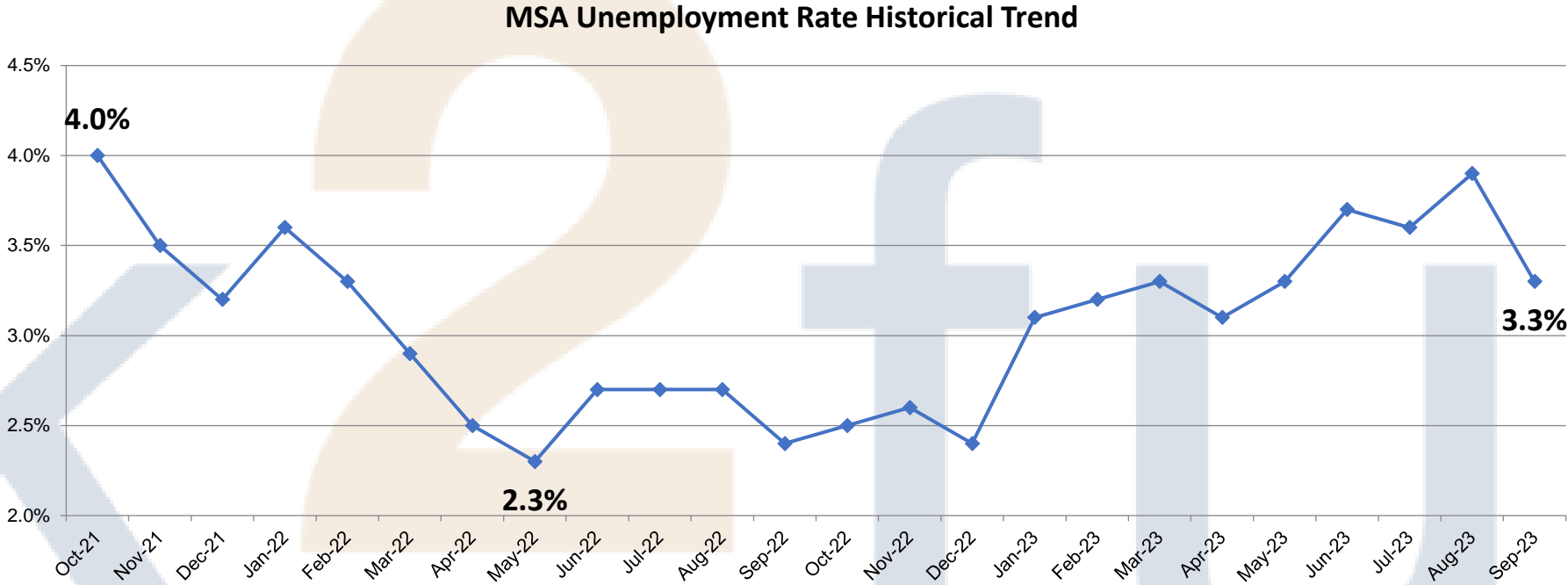
San Jose-Sunnyvale-Santa Clara MSA

# Overview

- Continued softening
  - **MSA lost 5,700 jobs Aug–Sep**
    - July–Aug +800
    - **June–July -3,200 jobs**
    - May–June +11,900
    - Apr–May +2,800; Mar–Apr +1,800)
  - More MSA residents working and ...
    - 16.4% fewer unemployed, but ...
    - Labor force loses 3,000 people
- Inflation Flat at 3.7% in September
  - 6.4% in January; 3.0% in June. Peak 9% in June 2022
  - Target 2%
  - Federal Funds rate 5.33%—22-year high

# Unemployment Rates

Description	September 2023	August 2023	September 2022
San Jose-Sunnyvale-Santa Clara MSA	3.3%	3.9%	2.2%
Santa Clara County	3.2%	3.9%	2.1%
San Jose city	3.4%	4.0%	2.5%
California	4.9%	5.1%	3.7%
United States	3.6%	3.9%	3.3%



Source: EDD



# San Jose-Sunnyvale-Santa Clara MSA August–September 2023

**Total Wage and Salary Employment: 1,186,800 jobs — down 0.5%**

- Government +3,600
  - Local Government Educational Services +3,100
- Trade, Transportation, Utilities +1,000
- Professional & Business Services -4,300
  - Professional, Scientific & Technical Services -3,400
- Information -1,700
- Manufacturing -1,400
- Construction -1,300
- Private Education and Health Services -1,000

# San Jose-Sunnyvale-Santa Clara MSA September 2022–September 2023

## **Total employment UP 18,400 jobs — 1.6%**

- Private Education and Health Services +10,300
  - Health Care & Social Assistance +8,000
- Leisure & Hospitality +9,000
  - Food Services & Drinking Places +7,600
- Government +2,400
- Construction +1,700
- Professional & Business Services -4,000
  - Professional, Scientific & Technical Services +1,400
- Manufacturing -2,800

# Permanent Layoffs Announced

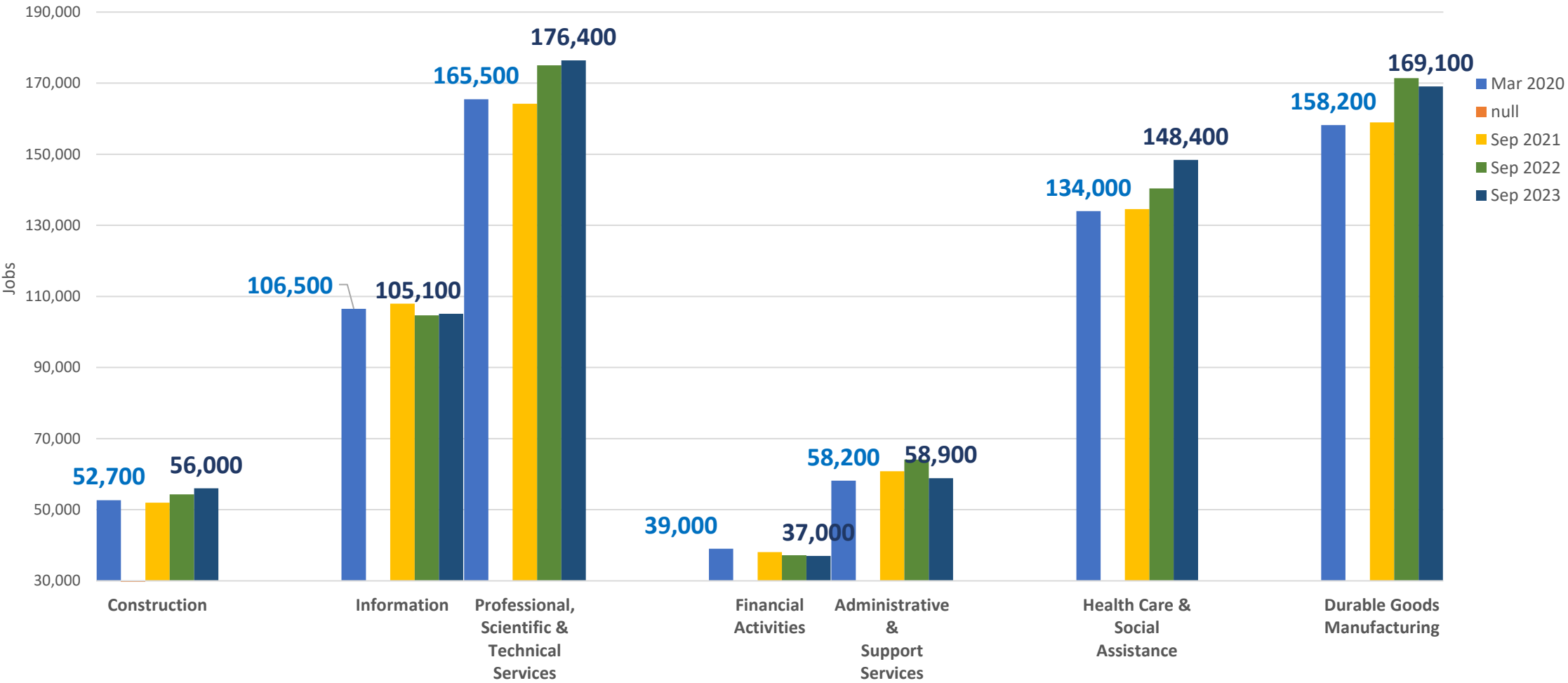
## Local Workforce Developmt Area

- **FY 2024 to date: 613**
  - WARNs: 8
  - Prior year comparable: 504/5
- FY 2023 total: 2,902
  - WARNs: 31

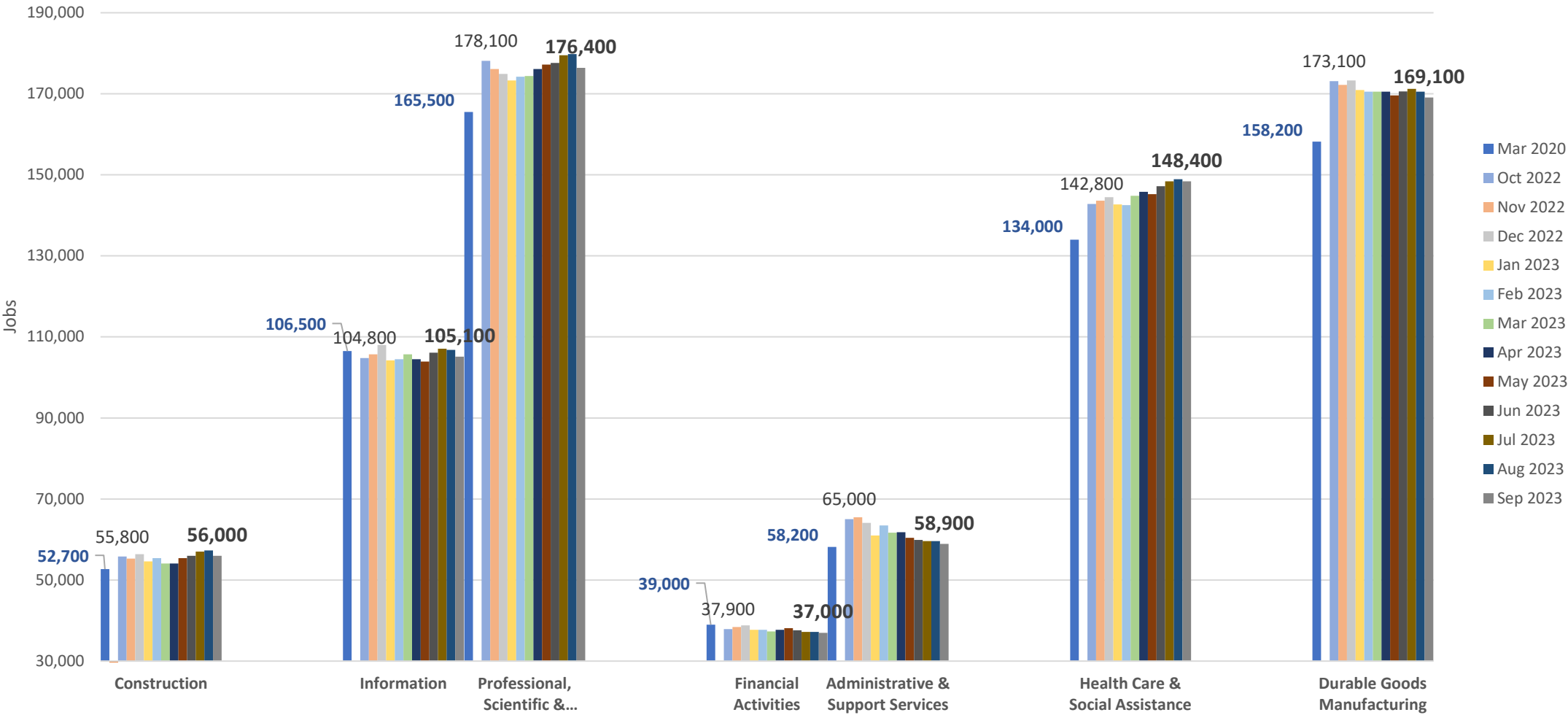
## County

- **FY 2024 to date: 1,727**
  - WARNs: 28
  - Prior year comparable: 1,584/44
- FY 2023 total: 11,815
  - WARNs: 217

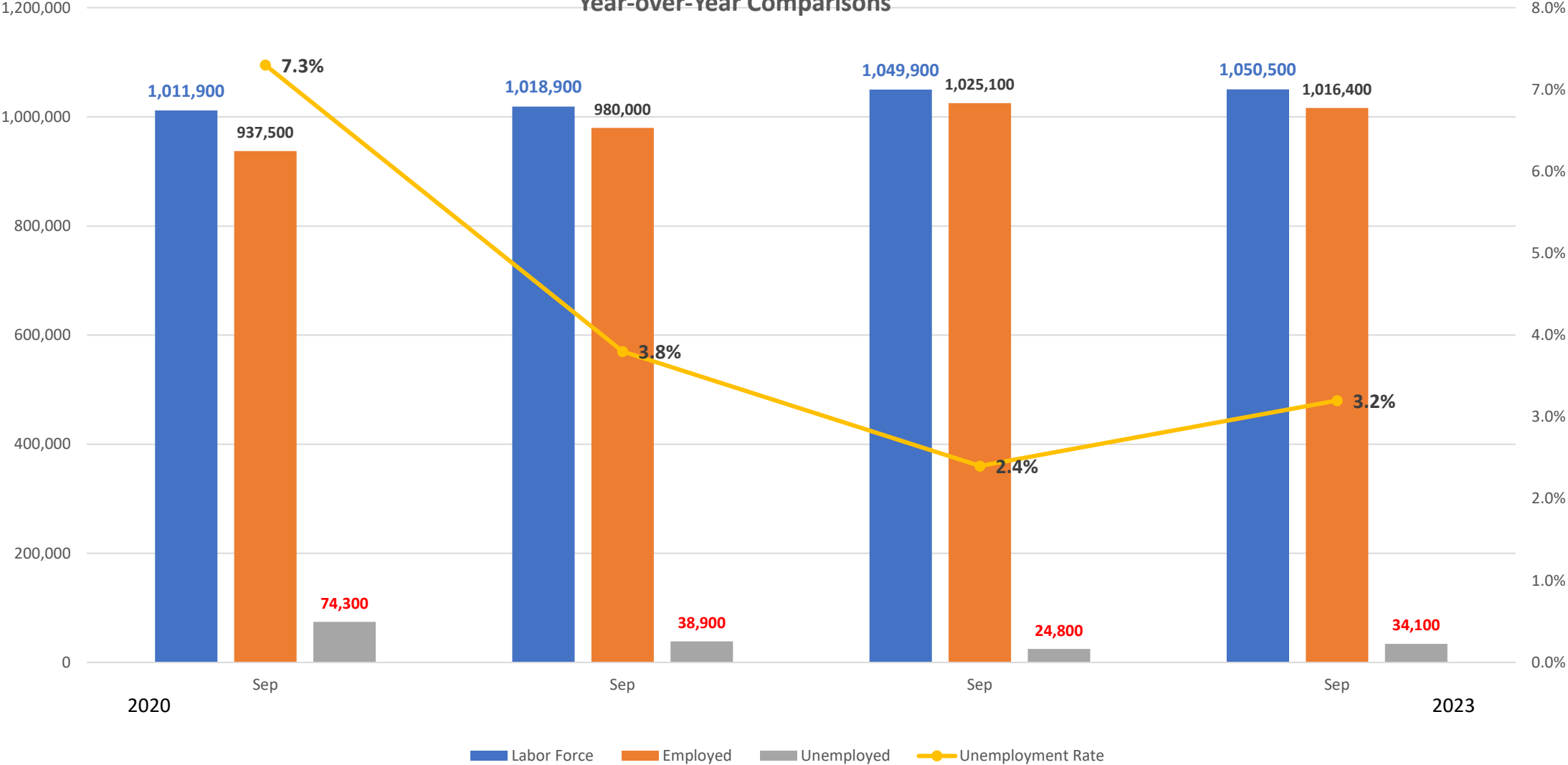
Priority Sector Employment–MSA  
September Comparisons 2021– 2023



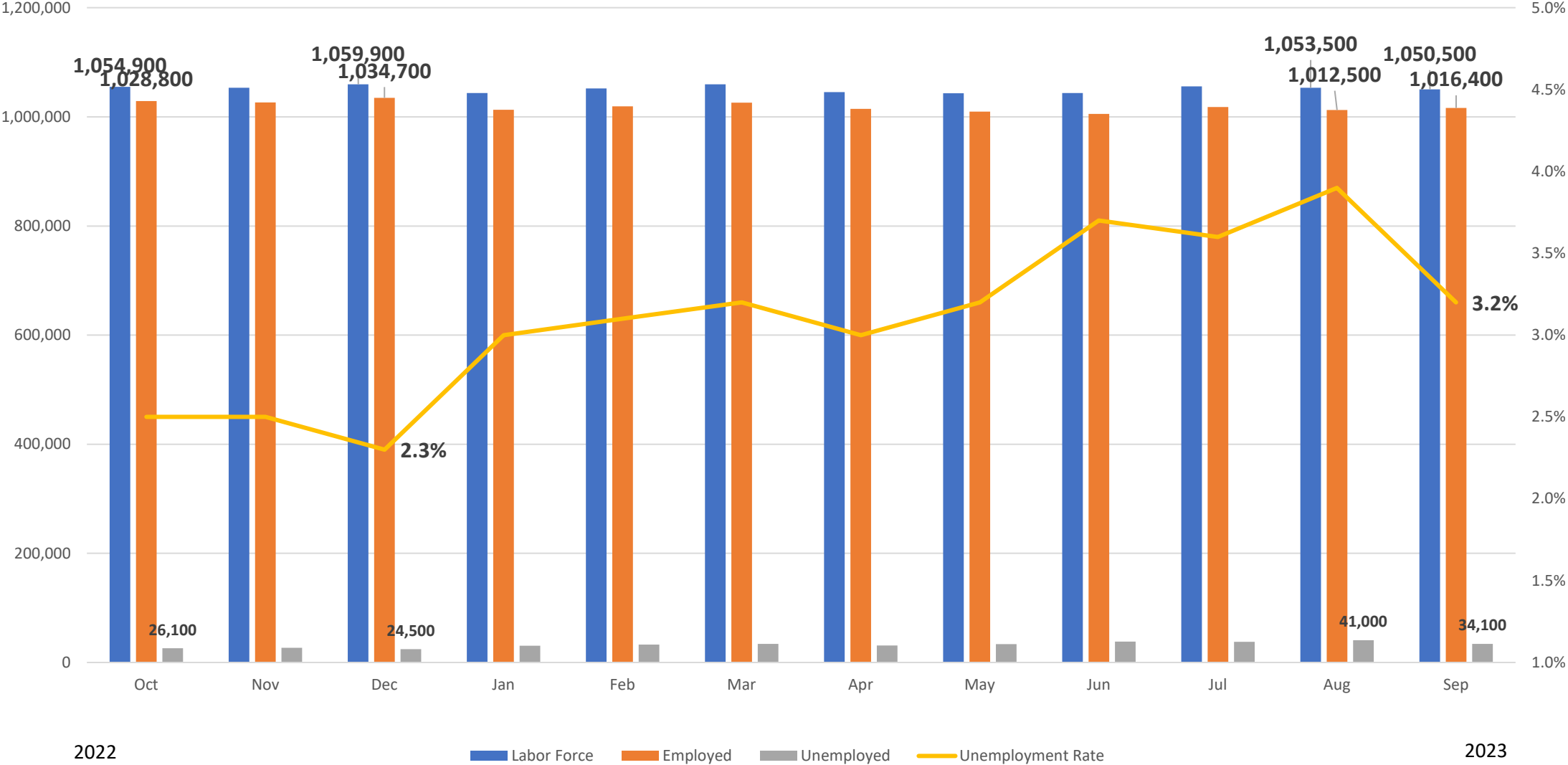
Priority Sector Employment–MSA  
March 2020 + October 2022–September 2023



Labor Force in Santa Clara County  
Year-over-Year Comparisons



Labor Force in Santa Clara County

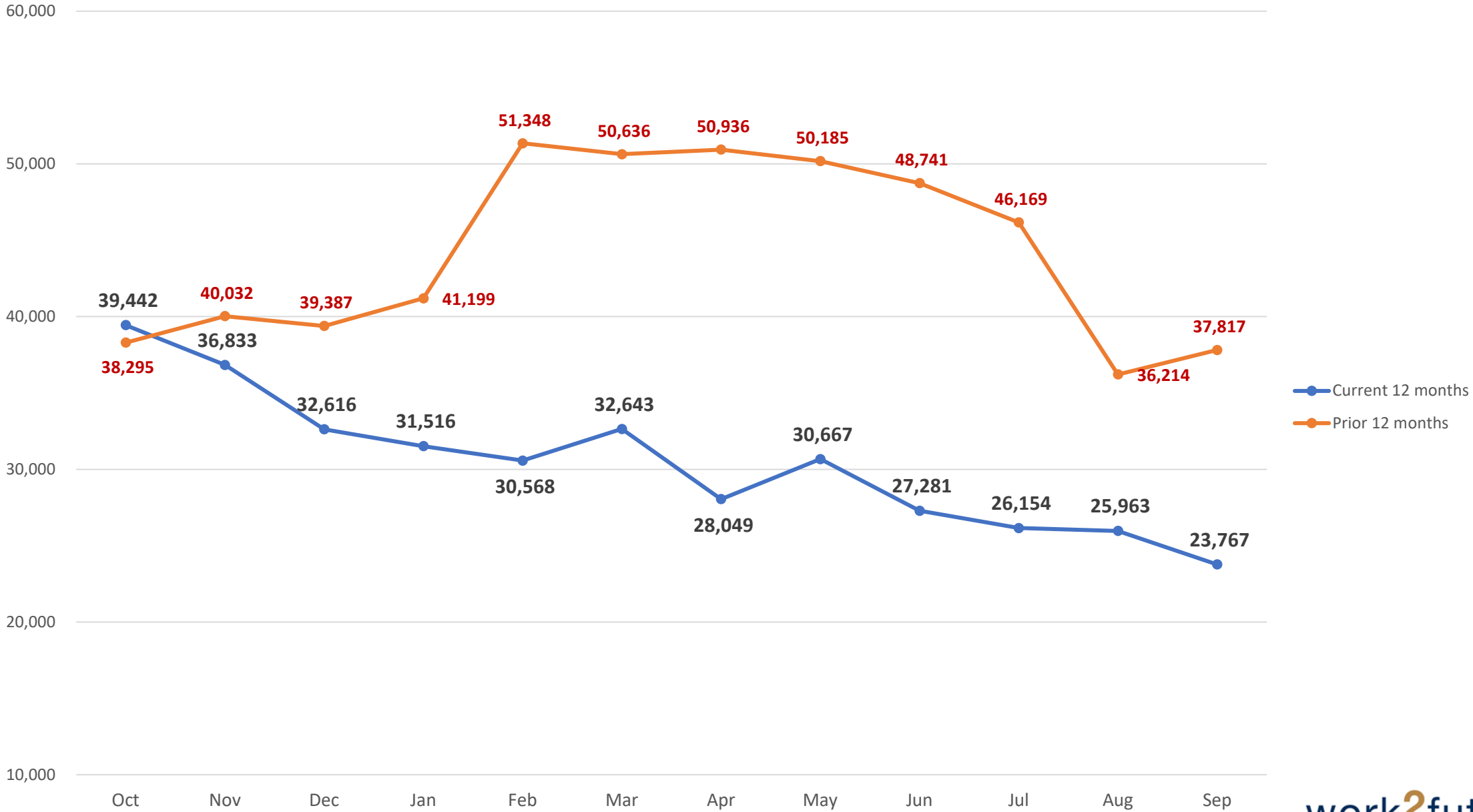


# **Employer Demand**

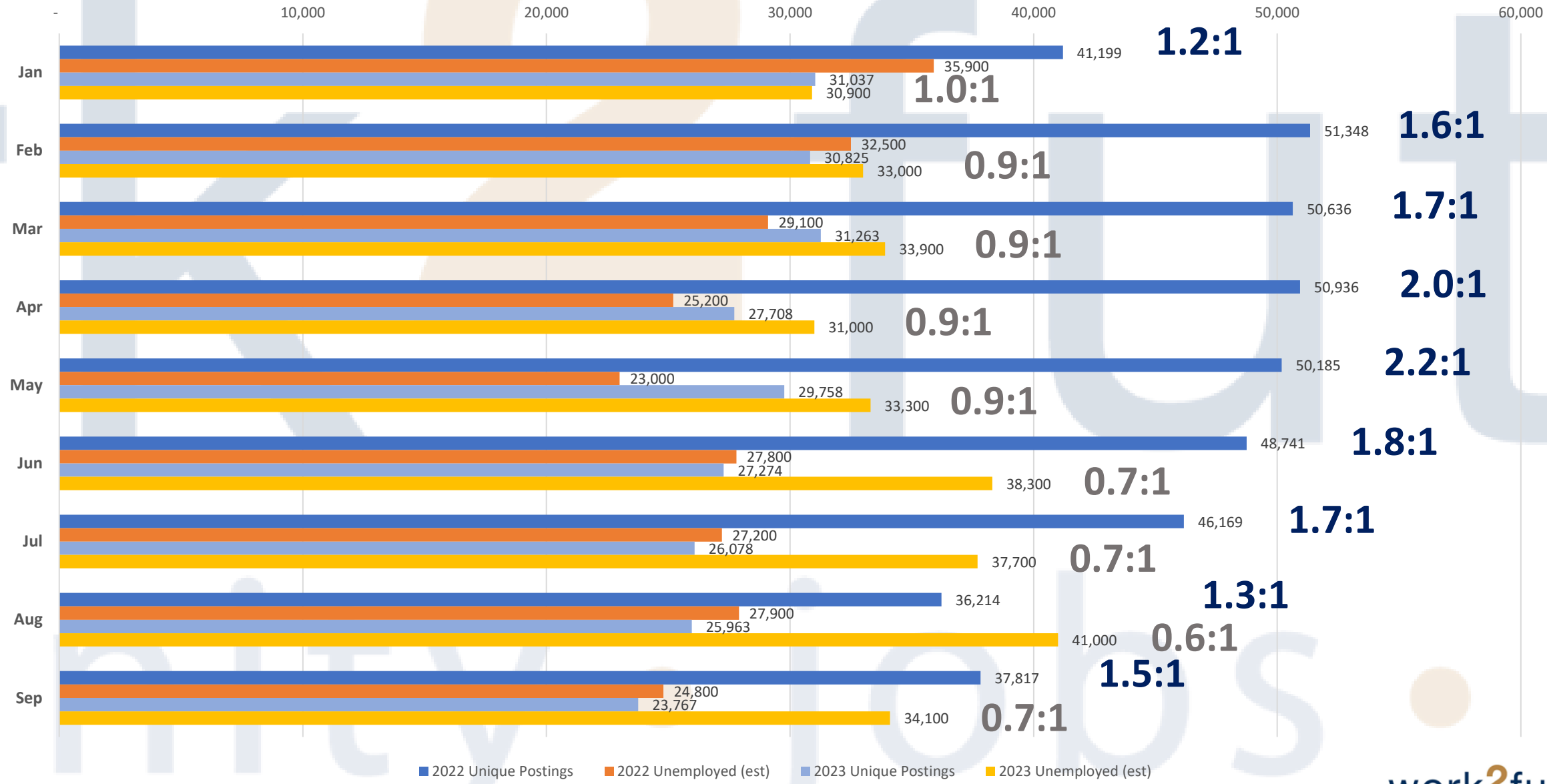
## **Job Postings Analysis**



Unduplicated Job Postings: October – September



Santa Clara County Job Postings v. Unemployed Persons  
Current Year-to-Date



Source: Lightcast.io

# Top Posted Occupations (SOC)

## AUGUST

- Software Developers
- Registered Nurses
- Retail Salespersons
- Computer Occupations, All Other
- Managers, All Other
- Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products
- First-Line Supervisors of Retail Sales Workers
- Marketing Managers
- Customer Service Representatives
- Data Scientists

## SEPTEMBER

- Software Developers
- Retail Salespersons
- Registered Nurses
- Computer Occupations, All Other
- Managers, All Other
- Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products
- Marketing Managers
- First-Line Supervisors of Retail Sales Workers
- Data Scientists
- General and Operations Managers

# Education Requirements (Sep 2023)

Minimum Education Level	Unique Postings (minimum)	Unique Postings (max advertised)	% of Total (minimum)
High school or GED	3,956	0	17%
Associate degree	754	258	3%
Bachelor's degree	7,616	838	32%
Master's degree	919	2,377	4%
Ph.D. or professional degree	332	1,107	1%

*Note: Not all postings included an educational requirement*

# PY2022 work2future Clients

Educational Attainment	Total	% Total
High school diploma	475	43.6%
High school equivalency	88	8.1%
One or more years of postsecondary education	14	1.3%
Postsecondary technical or vocational certificate (non-degree)	9	0.8%
Associate's degree	64	5.9%
Bachelor's degree	184	16.9%
Degree beyond a Bachelor's degree	93	8.5%
No Educational Level Completed	156	14.3%
Total	1,083	99.4%

# Educational Attainment Comparisons

Education Level	% of Unique Postings September 2023 minimum required	Santa Clara County 25 years & older maximum attained	work2future clients (PY22) declared
• High school/equivalent	17%	13%	52%
• Associate	3%	7%	6%
• Bachelor	32%	28%	17%
• Master	4%	26%	9%
• Ph.D. or professional degree	1%	(w/Master)	(w/Master)

# Quality, In-Demand Occupations—Q32023

## **104 Occupations**

- Up from 84 occupations in Q12023
- Top 5 Occupational Groups
  - Computer and Mathematical Occupations: 15
  - Healthcare Practitioners and Technical Occupations: 14
  - Management Occupations: 9
  - Community and Social Service Occupations: 9
  - Business and Financial Operations Occupations: 8

# Quality, In-Demand Occupations—Q32023

## Selection Criteria Changes

- Average Annual Openings  $\geq 75$ 
  - Previously  $\geq 100$
  - 13 occupations included
- Living Wage with Either Health or Retirement Benefits = \$25.31
  - Previously \$24.96
- Net Change: 20
  - Examples: Operations Research Analysts\*, Mechanical Engineers, Mental Health and Substance Abuse Workers, Community Health Workers\*, Medical Equipment Preparers\*
- 4 from Q12023 dropped
  - Personal Financial Advisors, Producers and Directors, Editors, Drywall and Ceiling Tile Installers



*Thank You!*

# III

## Open Forum

## **IV.A**

# **Director's Report**

**{INFORMATION}**

## **DIRECTOR'S REPORT**

work2future Director Monique Melchor will report on various matters of interest.

# # #

## **IV.B**

**FY 2023-24**

# **Program Operating Budget Reconciliation**

**{ACTION}**



## Memorandum

**TO:** EXECUTIVE COMMITTEE

**FROM:** Lynn Lee

**SUBJECT:** See Below

**DATE:** November 7, 2023

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**Approved**

**Date:**

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**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**

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.

At its meeting on November 6, 2023, the Executive Committee voted unanimously to recommend that the Board approve the proposed adjustments to the Fiscal Year 2023–24 Program Operating Budget.

### **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
<b>Total Operating Budget</b>	<b>\$10,110,233</b>	<b>\$(741,001)</b>	<b>9,369,232</b>

#### 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
<b>Total Operating Budget</b>	<b>\$845,592</b>	<b>\$(11,547)</b>	<b>\$834,045</b>

#### **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
<b>Total Operating Budget</b>	<b>\$512,371</b>	<b>\$(77,728)</b>	<b>\$434,643</b>

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
<b>Total Proposed Rapid Response Budget</b>	<b>\$512,371</b>	<b>\$(77,728)</b>	<b>\$434,643</b>

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:

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

<sup>1</sup> 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.

<sup>2</sup> Other funding raised to support the San Jose Works program.

/s/  
LYNN LEE  
Interim Finance Manager

cc: Monique Melchor  
Jeff Ruster

## **IV.C**

# **WIOA Program Services Report**

**{INFORMATION}**

### **WIOA PROGRAM SERVICES REPORT**

Rick Robles, Project Director, Equus Workforce Solutions, will report on the Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, and Youth (out-of-school) Programs for Program Year 2023-24 (PY 2023) to date.

Sead Eminovic, Director, IRC San Jose, will report on the WIOA Youth (in-school) Program for PY 2023 to date.

###

Attachment

## WIOA PARTICIPANTS SERVED REPORT

### PROGRAM YEAR 2023-24

Program as of November 8, 2023	YTD New Enrollments 2023 - 2024	YTD New Enrollments Planned	% YTD New Enrollments Goal	Carryover	Total Participants Served To Date
Adult/Dislocated Worker Program	494	475	104% (494/475)	313	807
Youth Program (OSY)	67	70	96% (67/70)	123	190
Youth Program (ISY)	7	50	14% (7/50)	62	69

# # #

*Prepared by Sangeeta Durrall, WIOA Program Services Manager*

**IV.D**

## **Board Elections**

**{ACTION}**



## *Memorandum*

**TO:** BOARD  
**SUBJECT:** Board Elections

**FROM:** Lawrence Thoo  
**DATE:** November 8, 2023

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**Approved**

**Date:**

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### **RECOMMENDATION**

Nominate candidates and elect the following:

1. Board Chair to serve January 1, 2024, through December 31, 2025.
2. Board Vice Chair to serve January 1, 2024, through December 31, 2025.
3. Two full-term at-large members of the Executive Committee to serve January 1, 2024, through December 31, 2025.
4. One at-large member of the Executive Committee to serve the remainder of the two-year term January 1, 2023, through December 31, 2024, which became vacant following the conclusion of committee member Chad Bojorquez's term on the work2future Board on October 31, 2023.

### **BACKGROUND AND ANALYSIS**

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 a sufficient number of at-large members of the Executive Committee to bring the number of committee members to seven, including the Board Chair and Vice-Chair, and the Chairs of the Business Services and Youth Committees. The at-large Executive Committee members also serve two-year terms which are staggered so that two at-large member terms end one year, and one 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 term of Chad Bojorquez, who was elected to serve as an at-large member of the Executive Committee from January 1, 2023, through December 31, 2024, ended October 31, 2023. As a result, his seat on the Executive Committee is vacant.

Therefore, the Board needs 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 a partial term that begins immediately upon election and continues through December 31, 2024.

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, who is completing her first term.
- Board Vice-Chair: Priya Smith, who is completing her first term.
- At-Large Executive Committee Members: Louise Auerhahn, who is completing her second term; and Rajiv Batra, who is completing his first term.

Please note: Ms. Auerhahn's current term on the Board will end September 30, 2026; Mr. Batra's term will end on November 30, 2025; Ms. Koepp-Baker's current term will end on September 30, 2026. Ms. Smith is being reappointed to a second term that will end on December 31, 2027.

### **Elections**

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. After all nominations have been made and accepted, 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.

/s/  
LAWRENCE THOO  
Strategic Engagement Manager

cc: Monique Melchor



## **IV.E**

# **2024 Schedule of Meetings**

**{ACTION}**



## *Memorandum*

**TO:** BOARD

**FROM:** Lawrence Thoo

**SUBJECT:** 2024 Schedule of Meetings

**DATE:** November 7, 2023

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**Approved**

**Date:**

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### **RECOMMENDATION**

Adopt the recommended 2024 schedule of Board and Executive Committee meetings as proposed in the Background and Analysis section below.

At its meeting on November 6, 2023, the Executive Committee voted unanimously to recommend that the Board accept the proposed 2024 meeting schedule.

### **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, instead of in December, the third month.

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. Accordingly, 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

BOARD

Date: 11-07-23

Subject: 2024 Schedule of Meetings

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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.

#### **Other Committee Schedules Pending**

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 a number of its meetings in 2023 for lack of a quorum, 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.

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 scheduled to hold a Special Meeting on November 29, 2023, 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

**V**

**Other**

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**VI**

**Adjournment**