

**JOINT EXECUTIVE and FINANCE & PERFORMANCE COMMITTEE MEETING MINUTES**  
**February 15, 2018**  
**Called Order: 12:40 p.m.**

Draft minutes prepared by Kathryn Azevedo

WDB Staff: Monique Melchor, Katty Alvarez, Kathryn Azevedo, Colleen Brennan, Joy Salandanan, Lawrence Thoo, Dhez Woodworth

**I. OPENING REMARKS:** Read by Sue Koepp-Baker

**II. QUORUM VERIFICATION**

**Executive:**

Present: Sue Koepp-Baker, Rashad Said (left at 1:34 pm.), Denise Boland

Absent: Joe Flynn, Steve Preminger

**Finance & Performance Committee:**

Present: Sue Koepp-Baker, Jack Estill, Leslie Gilroy

Absent: Carl Cimino

**III. CONSENT ITEMS**

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

Motion: Denise Boland

Second: Rashad Said

**IV. AGENDA ITEMS**

**A. Old Business**

**1. Minutes Approval**

**a) Executive Committee**

Mr. Said moved, Ms. Boland seconded, and the Committee unanimously approved the minutes of the November 16, 2017 work2future Executive Committee meeting.

**b) Finance & Performance Committee**

Ms. Leslie Gilroy moved, Mr. Jack Estill seconded, and the Committee unanimously approved the minutes of the October 19, 2017 Finance & Performance Committee. Mr. Jack Estill asked about the date of the next meeting of the Finance & Performance Committee. Per Mr. Thoo,

the next meeting of the Finance & Performance Committee will be another Joint meeting with the Executive committee in order to approve the next fiscal year budget after allocation notification from the state. Most likely date will be May 31<sup>st</sup>, 2018, not June 7<sup>th</sup>, 2018 as was previously scheduled, since neither Denise Boland or Jack Estill can attend on June 7<sup>th</sup>. Mr. Thoo will be polling committee members to confirm a date.

## **B. New Business**

### **1. Facilities Update**

Economic Development Officer Dhez Woodworth reported on completing the relocation of the WIOA Youth Program to the comprehensive Job Center at Kirk Community Center and the consolidation of Business Services & Administration space at Almaden Winery Community Center.

### **2. Budget Scenarios for Fiscal Year 2018-19**

Finance Manager Joy Salandanan asked the Joint Executive and Finance & Performance Committee to approve three preliminary budget scenarios for Fiscal Year 2018-19 based on estimated 5%, 10% and 15% reductions in the WIOA allocation, and related authorizations to provide staff the flexibility to manage the budget. For both the 10% and 15% funding cut budget scenarios, the funding for Unallocated Contingency Reserve Account is fully eliminated. The Board-mandated Reserve Account is reduced from 15% to 12.5% in the 15% funding reduction budget scenario. Mr. Rashad Said recused himself from this agenda item. All budget scenarios were unanimously approved.

Motion: Jack Estill

Second: Denise Boland

### **3. Single-Audit Report for Fiscal Year 2016-17**

Finance Manager Joy Salandanan reported on the results of external audits of work2future for the most recent fiscal year, 2016-17. Both work2future and the work2future Foundation received clean audit reports.

### **4. WIA/WIOA Performance Update**

Director Monique Melchor presented a report on the Job Centers' performance as of December 31, 2017 based on legacy WIA performance measures, in the absence of WIOA performance data, which are projected to be unavailable until early 2020. WIOA standards are 90% not 80% like WIA. We exceeded all WIA measures. We are still tracking WIOA measures even though we are not able to get WIOA performance data from the state.

## **5. Outcome Measures**

Director Melchor recommended Board approval of a methodology and first-year targets for Career Pathways Outcome Measures and related Matrix of Placements in Priority Sectors and In-Demand Occupations which we call our “Pie Chart.” There was extensive discussion among the joint committee members regarding the Outcome Measures, particularly for our Youth Participants who receive training but do not secure employment or those who exit our program without employment or credentials. The Executive and Finance & Performance Joint Committee unanimously decided to:

- A) Approve Outcome Measures for Adult and Dislocated Workers and
- B) Defer the Youth Program Outcome Measures to the Youth Council

Motion: Jack Estill

Second: Rashad Said

## **6. Return on Investment**

Director Melchor proposed a work2future methodology for determining Return-on-Investment based on work2future’s #8 ranking out of 47 California Workforce Boards. The methodology used is based on total yearly earnings for Adult and Dislocated Worker clients and the total allocation for Adult/DW. Extensive Joint Committee discussion ensued regarding how work2future placed in the state rankings of workforce boards. The Executive and Finance & Performance Joint Committee voted unanimously to adopt this methodology.

Motion: Jack Estill

Second: Rashad Said

## **7. One-Stop Certification Update**

Director Melchor updated the Joint Committee on recent actions completed in work2future’s One-Stop Certification process. The State Board will evaluate work2future’s Baseline Review, which was submitted on December 31, 2017, and address challenges before March 31, 2018. work2future is working on Phase II of the certification process, the Hallmark of Excellence Criteria Matrix, which will be due on June 30, 2018.

## **8. San Jose Works Update**

Director Melchor presented an update on SJ Works, a City of San Jose funded partnership between, work2future, City of San Jose’s PRNS, and the Silicon Valley Organization (SVO). The SJ Works 3.0 program, which ends March 2018, provided 375 subsidized employment opportunities for youth aged 14-18 and 461 unsubsidized employment opportunities for youth

aged 16-29. To date, 85% of the subsidized and 83% of the unsubsidized youth have completed their employment opportunity.

The SJ Works 4.0 program will start in April 2018 and is expected to serve 1000 youth, ages 14-29, with 375 subsidized employment opportunities and an estimated 625 unsubsidized employment opportunities. There was extensive committee discussion on the value of this program which allows youth to climb the first rung of the career ladder and get in-demand occupation experience.

### **9. One-Stop Operator Update**

Contracts Manager Colleen Brennan reported on the activities to date of the One Stop Operator, Phoenix Consulting Group. They have held three meetings with the nine partners and the fourth and final meeting is scheduled for Tuesday, May 8, 2018. Ms. Brennan reported that Phoenix Consulting Group has gone “above and beyond” their contractual obligations by creating a virtual meeting place on SharePoint which allows for easier collaboration among the partners.

### **V. Public Comment: None**

### **VI. Proposed Agenda Items for Next Meeting**

1. Finance & Performance Chair Sue Koepp-Baker asked for an update on the status of the work2future Foundation.
2. Ms. Boland asked for information on how we track and follow up with clients under WIOA.

### **VII. Announcements: None**

### **VIII. Next Meeting**

- A. Executive Committee**  
The next meeting is scheduled for April 19, 2018, 12:30 pm.
- B. Finance & Performance Committee**  
The next meeting is tentatively scheduled for May 31, 2018, 1:00 pm.

**IX. Adjournment:** The meeting was adjourned at 2:03 pm.