

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

**May 31, 2018**

**Called Order: 12:45 p.m.**

**ACTION MINUTES**

Draft minutes prepared by Kathryn Azevedo, approved by Monique Melchor

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: Joe Flynn, Sue Koepp-Baker, Rashad Said, Steve Preminger

Absent: Denise Boland

**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.

**Finance & Performance Committee:**

Motion: Jack Estill

Second: Leslie Gilroy

**Executive:**

Motion: Steve Preminger

Second: Rashad Said

**IV. AGENDA ITEMS**

**A. Old Business**

## **1. Minutes Approval**

### **Executive Committee**

Mr. Said moved, Mr. Preminger seconded, and the Committee unanimously approved the minutes of the February 15, 2018 work2future Executive and Finance & Performance Joint Committee meeting.

### **Finance & Performance Committee**

Mr. Jack Estill moved, Ms. Leslie Gilroy seconded, and the Committee unanimously approved the minutes of the February 15, 2018 work2future Executive and Finance & Performance Joint Committee meeting.

## **B. New Business**

### **1. WIA/WIOA Performance as of March 31, 2018**

Director Monique Melchor reported on the Adult, Dislocated Worker and Youth Programs measured against WIA/WIOA benchmarks.

### **2. San Jose Works 2018-19**

Finance Manager Joy Salandanan asked the joint committee for approval of a recommendation that the Board approve the acceptance of \$1.5 million in City of San Jose funds and \$120,000 in funds from other sources to support San Jose Works in FY2018-19, and the distribution of \$1,376,348 to work2future Foundation for San Jose Works services. The launch of the program will be in June 2018 at Independence High School. Joint committee members discussed the value of this program for our local youth and unanimously approved the acceptance and distribution of funding.

### **Finance & Performance Committee**

Motion: Leslie Gilroy

Second: Sue Koepp-Baker

### **Executive Committee**

Motion: Steve Preminger

Second: Rashad Said

### **3. FY2018-19 work2future Operating Budget**

Finance Manager Salandanan asked for approval of a recommendation that the Board approve an initial operating budget of \$10,269,411 for Fiscal Year 2018-19, based on the state's estimated WIOA Adult, Dislocated Worker and Youth funding allocations for the

fiscal year; approve authority for staff to transfer funds between Adult and Dislocated Worker programs based on the distribution of clients; and approve staff authority to transfer funds between budget line items without changing overall amounts for personnel and non-personnel expenses or the overall budget total.

Mr. Rashad Said recused himself from this agenda item. The FY2018-19 Operating Budget was unanimously approved.

#### **Finance & Performance Committee**

Motion: Sue Koepp-Baker

Second: Jack Estill

#### **Executive Committee**

Motion: Steve Preminger

Second: Sue Koepp-Baker

#### **4. Program Summary Update**

Director Monique Melchor presented a report on Adult/Dislocated Worker and Youth Program outcomes to date, including a discussion about keeping track of and following up with WIOA clients, and the status of clients who exit the programs without employment. She reported that the Adult/DW program exceeded its goals by placing 64% of participants in demand occupations. She also reported on the enrollment challenges of the Youth program and what work2future is doing to address these challenges. New initiatives to improve enrollment include outreach to county probation and CBOs, transitioning training from a cohort to a WEX/OJT model, and co-enrolling Youth from other local programs (Conservation Corps, MetroEd, Opportunity Youth). work2future staff is working closely with contractors Eckerd and work2future Foundation and instituting a performance based contract moving forward. Executive Committee Chair Joe Flynn noted that there is expertise on the work2future board that could be utilized by both the work2future Foundation and Eckerd to improve performance.

#### **5. Special Grants**

Special Projects Manager Lawrence Thoo presented updates and lessons learned regarding the following grants: Prop 39, Storm NDWG, Ready to Work and Sector Partnership NEG. Extensive committee discussion ensued regarding these grants. Mr. Thoo underscored that future grant applications for special projects of any significant size would include a budget provision of a dedicated project manager.

## **6. Business Services**

Economic Development Officer Dhez Woodworth presented an overview and update on business services activities. work2future, together with the work2future Foundation and Eckerd Workforce Development, provided almost 2000 services to about 670 employers.

Nearly 200 clients have been placed in employment, OJT, or WEX opportunities. Executive Committee Chair Joe Flynn asked Mr. Woodworth to report back at a future meeting with innovative ways to improve business services.

## **7. One-Stop Certification, Hallmarks of Excellence**

Contracts Manager Colleen Brennan updated the joint committee on the second phase of the One-Stop Certification process. work2future will submit the Hallmarks of Excellence assessment to the State by the June 30, 2018 deadline after the interviews with staff and clients are completed. The AJCC is already in compliance with the ADA because it offers universal physical access which is another requirement for One-Stop certification.

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

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

1. Mr. Preminger asked for an organizational overview from Director Melchor.
2. Ms. Koepp-Baker asked for the new work2future Foundation Director to be invited to the next meeting.

## **VII. Announcements: None**

## **VIII. Next Meeting**

### **A. Executive Committee**

The next meeting is scheduled for July 19, 2018, 12:30 pm.

### **B. Finance & Performance Committee**

The next meeting is tentatively scheduled for October 18, 2018, 1:00 pm.

## **IX. Adjournment:** The meeting was adjourned at 2:32 pm.