

## JOINT EXECUTIVE and FINANCE & PERFORMANCE COMMITTEE MEETING

**November 15, 2018**  
**Called to Order: 11:35 a.m.**

### ACTION MINUTES

Draft minutes prepared by Kathryn Azevedo, approved by Monique Melchor

WDB Staff: Bige Yilmaz, Meredith Studebaker, Kathryn Azevedo, Joy Salandanan, Lawrence Thoo, Dhez Woodworth

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

### II. QUORUM VERIFICATION

**Executive:**

Present: Joe Flynn (arrived 11:38am), Sue Koepp-Baker, Rashad Said, Steve Preminger

**Finance & Performance Committee:**

Present: Sue Koepp-Baker, Jack Estill, 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: Steve Preminger

Second: Rashad Said

### IV. AGENDA ITEMS

#### A. Old Business

##### 1. Minutes Approval

### **Executive Committee**

Mr. Steve Preminger moved, Ms. Sue Koepp-Baker seconded, and the Committee unanimously approved the minutes of the August 30, 2018 Executive Committee meeting.

### **Finance & Performance Committee**

Ms. Leslie Gilroy moved, Mr. Jack Estill seconded, and the Committee unanimously approved the minutes of the May 31, 2018 Joint Meeting of the Executive and Finance & Performance Joint Committee. (Approved by Executive Committee on August 30, 2018.)

## **B. New Business**

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

Finance Manager Joy Salandanan, reported on clean audit findings for both City of San Jose fiscal & state Prop 39 monitoring. She also discussed the planning underway for the Prison to Employment and SlingShot 2.0 grant initiatives which involve a close collaboration with our Regional Planning Unit (RPU). Mr. Thoo noted the local plan and regional plan will need to be updated to incorporate the Prison to Employment initiative.

### **2. Budget Scenarios for FY 2019-20 {Discussion}**

Finance Manager Salandanan reported on preliminary scenarios for the Fiscal Year 2019-20 operating budget: As Is, 5%, and 10% reductions. Ms. Salandanan noted carry over is less going into next fiscal year because of reduced allocations. We are also looking for new grants and lowering reserve funding to sustain our service levels.

Committee members discussed strategies to manage our shrinking allocations and the possibility of having a board retreat in 2019.

### **3. San Jose Works Update {Discussion}**

Ms. Ruby Carrasco, Youth Program Supervisor for the work2future Foundation, reported on the status of San Jose Works 4.0, currently underway, and planning for SJ Works 5.0. She announced that the subsidized portion of the San Jose Works 4.0 program had a 93% retention rate which was based on participating youth either successfully working 100 hours or 3 pay periods this past summer. 261 out of 375 youth had placements in priority industry sectors (advanced manufacturing, construction, ICT, healthcare, or finance/business services). Committee members discussed how to build on the success of this program.

#### **4. WIOA Performance and Update on Service Delivery Outcomes {Discussion}**

MIS Analyst Meredith Studebaker presented a report on i) staff's assessment of CalJOBS 'predictive reports' as a reliable interim indicator of performance pending the availability of actual WIOA performance reports from CalJOBS, ii) performance negotiations with the state, iii) employment-related outcomes in relation to priority sectors and in-demand occupations at non-priority sector employers, and iv) performance of career services providers.

Joint committee members discussed the possible reasons for current performance and service delivery outcomes. They talked about the selective enrollment of clients and the referral process. Mr. Thoo also noted that current performance outcomes do not necessitate an immediate need for corrective action, but the trends suggest that there may be a need to reexamine the service delivery model.

#### **5. San Jose Push Cart Vendor Project {Discussion}**

Economic Development Officer Dhez Woodworth reported on a pilot initiative to improve working conditions and the earning capacity of unpermitted push cart vendors in San Jose by partnering with a coalition of non-profits, crowd-sourced funders, entrepreneurship counselors, and commercial food entities.

#### **6. 2019 Meetings {Discussion}**

Staff Liaison to the Board Lawrence Thoo reviewed the proposed schedule of Board and committee meetings for 2019. At their December 6, 2018 meeting, the work2future board will vote on the proposed schedule of three board meetings, three Finance & Performance committee meetings, and Executive committee meetings in the months there are no board meetings.

Mr. Rashad Said left the meeting at 1:13 p.m.

**V. Public Comment:** None

#### **VI. SUGGESTED FUTURE AGENDA ITEMS:**

1. Board Retreat

#### **VII. Announcements:**

- A. The next meeting of the work2future Board is scheduled for Thursday, December 6, 2018 at 11:30 am.

**VIII. Adjournment:** The meeting was adjourned at 1:15 pm.