

work2future Board Meeting
Thursday, June 21, 2018
ACTION MINUTES
CTO: 11:46 a.m.

Prepared by Nguyen Pham and Kathryn Azevedo; reviewed by Lawrence Thoo; approved by Monique Melchor

WDB STAFF: Kathryn Azevedo, Colleen Brennan, Nguyen Pham, Joy Salandanan, Meredith Studebaker, Lawrence Thoo, Dhez Woodworth

I. CALL TO ORDER & OPENING REMARKS

Read by Board member Denise Boland, Pro Tem Chair. Ms. Boland introduced Mr. Jose Rivera, the new Executive Director of the work2future Foundation. Mr. Rivera shared with the Board his education and professional background. He also spoke about his passion and experience in working with underserved communities.

Board member Jack Estill recognized Ms. Denise Boland for her long commitment to work2future. The staff expressed appreciation for Ms. Boland's contributions to work2future and presented her with a plaque. Ms. Boland announced that she will resign from the work2future Board as of June 21st, 2018.

II. QUORUM VERIFICATION

Present: Rose Amador, Louise Auerhahn, Denise Boland, Jeff Burrill, George Chao, Jack Estill, Leslie Gilroy, Pam Moore, Rashad Said, Mitch Schoch, Derrick Seaver, Henri Villalovoz.

Absent: Rajiv Batra, Carl Cimino, Joe Flynn, Blanca Gomez, Susan Koepp-Baker, Van Le, Brynt Parmeter, Steve Preminger, Richard Uribe, David Wahl, Maria Lucero.

III. CONSENT ITEMS*

ACTION: It was moved by Mr. Estill, seconded by Ms. Gilroy, and approved unanimously to accept the following:

- (a) Financial Status as of April 30, 2018
- (b) San Jose City Council Community & Economic Development Committee Memo of April 09, 2018
- (c) Labor Market Information Update

Mr. Schoch abstained.

IV. **BUSINESS ITEMS**

A. **Old Business**

1. **Minutes Approval**

ACTION: Upon a motion by Mr. Said, seconded by Mr. Estill, the minutes of the March 15, 2018 Board meeting were approved unanimously.

Ms. Moore and Mr. Schoch abstained.

B. **New Business**

1. **Performance Update**

On behalf of work2future's director, Monique Melchor, Ms. Meredith Studebaker, work2future MIS Analyst, reported on performance as of March 31, 2018 based on legacy WIA performance measures in the absence of WIOA performance data. Ms. Studebaker reported that the Employment Development Department (EDD) has notified staff that WIA data is also no longer available and has recommended the use of CalJOBS "predictive reports" to estimate performance. Staff will report at the next Board meeting on the effort to use the predictive reports, including some concerns about their ability to provide data on credential attainment.

2. **San Jose Works 2018-2019**

Finance Manager Joy Salandanan presented the recommendation, which had been approved unanimously by the Finance and Performance Committee and the Executive Committee at their May 31 joint meeting, to accept \$1 million in new funds and \$500,000 in carryover funds from the City of San Jose General Fund to support San Jose Works (SJ Works) and to distribute funds to work2future Foundation and the Parks, Recreation and Neighborhood Services Department to provide services for SJ Works 4.0. She reported that funding for SJ Works will now be a standing budget item in the City's General Fund.

Ms. Salandanan shared that San Jose Works 3.0 exceeded its goal and served 925 youth and recognized BenteK, Inc. a private-sector employer that provided placements for 35 subsidized internships to the San Jose Works youth and provided them an additional 20 hours per week at the company's expense, thereby allowing the interns to work a total of 40 hours/week. Mr. Schoch, BenteK's President and CEO, share his insights.

Staff reported that SJ Works 4.0 has almost reached its goal for subsidized placements, except for one key partner falling short.

Mr. Brian Beekman, a member of the public, said that he was impressed with the work that work2future is doing in the SJ Works program.

ACTION: Upon a motion by Mr. Estill, seconded by Mr. Burrill, the Board unanimously approved the acceptance \$1.5 million from the City of San José to support San Jose Works in FY2018-19, and the distribution of \$1,256,348 to work2future Foundation and \$95,000 to the Parks, Recreation and Neighborhood Services Department for San Jose Works services.

3. FY2018-19 work2future Operating Budget

Finance Manager Salandanan presented the proposed operating budget for FY 2018-2019 which the Finance and Performance Committee and the Executive Committee unanimously approved at their joint meeting, May 31. Ms. Salandanan reported that the EDD's revised formula allocation estimates for the Adult, Dislocated Worker and Youth programs allowed the proposed budget to be slightly greater than the Base Budget scenario approved by the Board in March, which envisioned a 10% reduction in allocations from FY2017-18. She also pointed out that the revised allocations estimate, coupled with the latest estimate of savings in FY2017-18, allowed for sufficient funding to work2future Foundation to allow the Foundation to restore two of four positions proposed for elimination.

ACTION: Upon a motion by Ms. Gilroy, seconded by Mr. Estill, the Board unanimously approved 1) the initial operating budget of \$10,269,411 for Fiscal Year 2018-2019 as presented; 2) authority for staff between budget line items, as presented; and 3) authority for staff to transfer funds between the Adult and Dislocated workers programs, as presented.

Mr. Said and Ms. Amador recused themselves from this item.

4. Program Update

MIS Analyst Studebaker reported on the program outcomes to-date, keeping track of and following up with WIOA clients, and the status of clients who exit the programs without employment. She noted that the Foundation is working towards a more collaborative approach with other CBOs, government entities, and employers to increase the Youth program enrollment rate which is currently at 54%.

Special Projects Manager Lawrence Thoo discussed the status of and lessons learned from special grant-funded projects, including a decision that future projects of significant scope and size include budget provisions for a dedicated project manager to oversee implementation of the grant and project.

Board members discussed the challenges faced by the Youth Program in meeting goals and suggested that this may be an opportunity for the organization to think differently as circumstances for youth have changed substantially in the last 10 years.

5. **Business Services**

Economic Development Officer Dhez Woodworth provided the Board with an update on business services including the numbers of businesses served and client placements in On the Job Training (OJT) and Work Experience (WEX) programs. Mr. Woodworth went on to share with the Board the special events hosted by BusinessOwnerSpace.com (BOS) including Doing Business in San Jose workshops.

6. **One-Stop Certification, Hallmarks of Excellence**

Contracts Manager Colleen Brennan provided an update on the second phase of the One-Stop Certification process – “Hallmarks of Excellence.” She shared that work2future is in the process of assessing the Kirk AJCC’s current level of quality across eight areas, each to be ranked on a scale of 1 through 5.

7. **Silicon Valley Dichotomy II**

Special Projects Manager Thoo announced the release of Silicon Valley Dichotomy II, provided copies to the Board and gave a summary of the Keen Independent research study. Mr. Thoo highlighted a few key findings and noted that work2future staff are working with the consultants to schedule an opportunity for Board and AJCC staff to discuss the study’s implications on work2future’s workforce development mission.

V. **PUBLIC COMMENT:** Please see above item IV.B.2.

VI. **SUGGESTED AGENDA ITEMS FOR NEXT MEETING**

- On behalf of the Board, Ms. Boland summarized the suggestions made by the Board for the following items to be discussed at a future meeting:
 - Employment eligibility under the DACA policy,
 - New Enrollment and training models for Youth and Young Adult clients
 - Report on client awareness of supportive services.
- The next meeting is Thursday, September 20, 2018 at 11:30 A.M.

VII. ANNOUNCEMENTS

- Ms. Boland shared with the Board changes in CalFresh coming September 2018 that could impact clients served by work2future.
- Ms. Boland shared that the county's Social Services Director for Employment Services has been nominated to fill the board seat that Ms. Boland will vacate.

VIII. ADJOURNMENT: The meeting was adjourned at 1:21 P.M.