



EXECUTIVE COMMITTEE MEETING

Thursday, February 15, 2024, 11:30 am

**Almaden Room, Business and Administrative Services Center,
5730 Chambertin Dr, San Jose, CA 95118**

www.work2future.org

This meeting can also be viewed live on computer, smartphone, and tablet at
<https://sanjoseca.zoom.us/j/96214231327?pwd=Mm8zZmlhQjN3bVgxYitSTzBjMzF3Zz09>

PUBLIC COMMENT

To provide Spoken Public Comment *during* the meeting, please be present at the meeting location above. Fill in an available blue card and provide it to a meeting staff person.

Please limit remarks to the time limit allotted by the meeting chair, normally two minutes.

To submit written Public Comment *before* the committee meeting: Send by e-mail to Lawrence.Thoo@sanjoseca.gov by 9:30 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, 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.

EXECUTIVE COMMITTEE
MEMBERS | February 2024

Priya Smith, MPH, *Board Vice-Chair and Chair Pro Tempore*
Chief Administrative Officer
The Permanente Medical Group
Kaiser Permanente San Jose

John “Jack” Estill, *Youth Committee Chair*
Partner
Coactify

Alan Takahashi, *Business Services Committee Chair*
Vice President and General Manager
Multifunction Microwave Solutions
CAES

Louise Auerhahn
Director of Economic & Workforce Policy
Working Partnerships USA

Van Le
Agent
State Farm Insurance
Trustee and Clerk of the Board
East Side Union High School District

Traci Williams
Co-chair
South Bay Consortium for Adult Education
Director
Ease Side Adult Education

EXECUTIVE COMMITTEE MEETING

February 15, 2024
11:30 am

Almaden Room, Business and Administrative Services Center, Almaden Winery,
5730 Chambertin Dr, San Jose

View online at <https://sanjoseca.zoom.us/j/96214231327?pwd=Mm8zZmlhQjN3bVgxYitSTzBjMzF3Zz09>

AGENDA

- | | |
|---|---------------------|
| I. CALL TO ORDER & ROLL CALL | <i>5 min</i> |
| | <i>11:35 am end</i> |
| II. CONSENT ITEMS {Action} | <i>5 min</i> |
| Approval of the acceptance of: | <i>11:40 am end</i> |
| A. Minutes of the November 6, 2023, Executive Committee meeting | |
| B. Preliminary Financial Status Report as of November 30, 2023 | |
| III. OPEN FORUM | <i>5 min</i> |
| Members of the public can address the committee on matters not on the agenda. Comment is limited to two minutes unless modified by the Chair. | <i>11:45 am end</i> |
| IV. BUSINESS ITEMS | |
| A. Director's Report {Information} | <i>10 min</i> |
| <i>Monique Melchor, Director</i> | <i>11:55 am end</i> |
| Report on the transition of work2future Directors and various other matters of interest. | |
| B. Election of a Board Chairperson {Information} | <i>5 min</i> |
| <i>Lawrence Thoo, Strategic Engagement Manager</i> | <i>12:00 pm end</i> |
| Information on the process for filling the vacancy left by the passing of the late Board Chairperson Susan Koepp-Baker. | |
| C. work2future RFP Process Revisions {Action} | <i>10 min</i> |
| <i>Dat Luu, Contracts Manager</i> | <i>12:10 pm end</i> |
| Recommend Board acceptance of staff's report on the implementation of revisions, based on prior recommendations of an ad hoc committee and the Executive Committee, to the City's Request for Proposals (RFP) process as applied to the procurement of WIOA Adult, Dislocated Worker, and Youth program services. | |
| D. Appointments to the Youth Committee {Action} | <i>5 min</i> |
| <i>Lawrence Thoo, Strategic Engagement Manager</i> | <i>12:15 pm end</i> |
| Reappoint community members Deryk Clark, Division Director of Youth Development, Bill Wilson | |

Center, and Joseph K. Herrity, Principal, Groundwork Social Sector Consulting, to the Youth Committee for two-year terms backdated to January 1, 2024, and expiring December 31, 2025.

- E. Performance and Enrollment Report {Information}** 10 min
12:25 pm end
Sangeeta Durrall, Director
Report on WIOA performance and enrollments in the Adult, Dislocated Worker, and Youth Programs through December 31, 2023.
- F. Business Services Committee Report {Information}** 10 in
12:35 pm end
Alan Takahashi, Business Services Committee Chair
Report on the activities of the Business Services Committee.
- G. Youth Committee Report {Information}** 10 min
12:45 pm end
Jack Estill, Youth Committee Chair
Report on the activities of the Youth Committee.
- H. Labor Market Update {Information}** 10 min
12:55 pm end
Lawrence Thoo, Strategic Engagement Manager
Currently available data and analysis on the labor market in Santa Clara County and the San Jose-Sunnyvale-Santa Clara Metropolitan Statistical Area.
- V. OTHER** 5 min
1:00 pm end
Announcements, suggested business for future meetings, other housekeeping.

VI. ADJOURNMENT

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

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:

3. 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.
4. -No sticks, posts, poles or other such items will be attached to the signs or other symbolic materials.
5. -The items cannot create a building maintenance problem or a fire or safety hazard.
6. 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.
7. 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.

8. 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.

I

**Call to Order
& Roll Call**

II

Consent Items

Approve the acceptance of:

- A. Minutes of the November 6, 2023, Executive Committee meeting
- B. Preliminary Financial Status Report as of November 30, 2023

{ACTION}

EXECUTIVE COMMITTEE MEETING

November 6, 2023

1:30 pm

MINUTES

NOTE: This meeting was rescheduled from October 19, 2023.

STAFF: Melchor, Lee, Thoo, Walter

I. CALL TO ORDER & ROLL CALL

Chair Koepp-Baker called the hybrid meeting to order at 1:34 p.m.

Roll Call

Present: Auerhahn (attending via Zoom in compliance with the Brown Act), Estill (exited meeting at 2:04 p.m.), Koepp-Baker, Takahashi (exited meeting at 2:04 p.m.)

Absent: Batra, Smith

All votes by roll call

II. CONSENT ITEMS

ACTION: Mr. Estill moved, Mr. Takahashi seconded, and the Committee unanimously approved the acceptance of the Financial Status Report as of August 31, 2023, and the minutes of the August 17, 2023, Executive Committee Meeting.

III. BUSINESS ITEMS

A. Director's Report

Monique Melchor, Director, shared preliminary details about an outreach effort planned for early 2024 targeting youth and families in San Jose Districts 3 and 5 in cooperation with the district offices. Ms. Melchor also announced that she will be retiring from work2future in March 2024.

B. FY 2023-24 Program Operating Budget Reconciliation

Lynn Lee, Interim Finance Manager, asked that the Executive Committee endorse a recommendation that the Board 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.

ACTION: After discussion, Mr. Estill moved, Mr. Takahashi seconded, and the Committee voted unanimously to recommend that the Board approve staff's proposed adjustments to the Fiscal Year 2023-24 Program Operating Budget.

C. Business Services Committee Report

This item was deferred to the next Executive Committee meeting.

D. Youth Committee Report

This item was deferred to the next Executive Committee meeting.

E. Appointment of Andy Scott to the Business Services Committee

ACTION: Mr. Estill moved, Mr. Takahashi seconded, and the Committee unanimously approved the appointment of Andy Scott to the Business Services Committee effective November 1, 2023, through December 31, 2024.

G. 2024 Schedule of Meetings

This item was taken out of order to accommodate the announced early departure of two committee members.

ACTION: Mr. Takahashi moved, Ms. Auerhahn seconded, and the Committee unanimously approved the proposed schedule of Board and Committee meetings for 2024.

F. WIOA Performance Report

On behalf of Sangeeta Durrall, Program Services Manager, Ms. Melchor gave an update on WIOA program performance for Program Year 2023-24 (PY2023). There was some discussion about the effectiveness of certification and credentialing training programs.

H. 2023 Board Elections Preview

Lawrence Thoo, Strategic Engagement Manager, gave a preview of the election to select the Board Chair and Vice Chair and to fill at-large seats on the Executive Committee, which will be held at the November 16, 2023, Board Meeting.

IV. OPEN FORUM

Chair Koepp-Baker asked for any public comments. There were none.

V. OTHER

Mr. Thoo noted that the annual Community Builder Award ceremony will be held in conjunction with the upcoming November Board meeting.

VI. ADJOURNMENT

Chair Koepp-Baker adjourned the hybrid meeting at 2:20 pm.

Drafted: D. Walter. Reviewed: L. Thoo.

PRELIMINARY FINANCIAL STATUS AS OF November 30, 2023

Key Highlights

- WIOA PY22-23 formula and PY23-24 Rapid Response funding is projected to be fully spent by June 30, 2023.
- As of November 30, 2023, work2future has \$1.4 million from the current Adult, Dislocated Worker, and Youth allocations to be carried over to FY2024-2025 representing:
 1. Board-mandated Reserve Account: \$967,815
 2. Unallocated Reserve Account: \$346,834
 3. Projected personnel vacancy savings of \$77,863 which is comprised of the following:

Other Discretionary Funding

- work2future received \$120,000 from the City of San Jose to assist San Jose resident specifically with On-the-Job (OJT) training in high growth, high demand areas. This funding will support employer-sponsored non-traditional apprenticeships through OJTs. This 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 November 30, 2023, approximately 33% 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 November 30, 2023, 95% 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 November 30, 2023, approximately 91% 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.

work2future
Preliminary Financial Status Report as of 11/30/2023
Pd 5 Status 3

Prepared by: Lynn Lee
Approved by: Monique Melchor

WIOA Formula Funds	Adult	Dislocated Worker	Youth	RR	TOTAL WIOA FORMULA FUNDS
I. Actual as of June 30, 2023					
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
<i>Actual Expenditures as of June 30, 2023</i>	(1,193,136)	(404,393)	(717,408)	(512,371)	(2,827,308)
<i>Encumbrances/Spending Plan as of June 30, 2023</i>	(307,060)	(149,445)	(480,328)	0	(936,833)
<i>Total Actual Expenditures/Encumbrances/Spending Plan as of June 2022</i>	(1,500,196)	(553,838)	(1,197,736)	(512,371)	(3,764,141)
Available Funds for FY2023-2024	680,922	2,044,761	1,057,642	0	3,783,325
% Remaining	31%	79%	47%	0%	50%
II. Actual Expenditures/Encumbrances					
(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
Rescission					0
<i>Expenditures as of November 30, 2023</i>	(987,982)	(869,716)	(917,624)	0	(2,775,322)
<i>Encumbrances as of November 30, 2023</i>	0	(376,724)	(620,346)	0	(997,070)
<i>Total Actual Expenditures/Encumbrances as of November 30, 2023</i>	(987,982)	(1,246,440)	(1,537,970)	0	(3,772,392)
\$ Remaining	0	947,766	0	0	947,766
% Remaining	0%	43%	0%	0%	20%
(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
<i>Expenditures as of November 30, 2023</i>	(236,146)	(242,038)	(104,069)	(208,806)	(791,059)
<i>Encumbrances as of November 30, 2023</i>	(888,355)	0	0	(2,279)	(890,634)
<i>Total Actual Expenditures/Encumbrances as of November 30, 2023</i>	(1,124,501)	(242,038)	(104,069)	(211,085)	(1,681,693)
\$ Remaining	854,939	2,178,336	1,936,590	223,558	5,193,423
% Remaining	43%	90%	95%	51%	76%
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 October 31, 2023	(2,112,483)	(1,488,478)	(1,642,039)	(211,085)	(5,454,085)
\$ Remaining	854,939	3,126,102	1,936,590	223,558	6,141,189
% Remaining	29%	68%	54%	51%	53%
III. Projected Expenditures/Carry Over through June 30, 2024					
<i>Projected Expenditures through June 2024</i>	(1,597,460)	(3,173,373)	(2,221,992)	(434,643)	(7,427,467)
<i>Projected Carry Over through June 2024 (\$)</i>	381,980	571,491	439,013	0	1,392,485
<i>Projected Carry Over through June 2024 (%) with Rapid Response</i>	19%	24%	22%	0%	20%
<i>Projected Carry Over through June 2024(%) without Rapid Response</i>	19%	24%	22%	0%	20%

work2future
 Preliminary Financial Status Report as of 11/30/2023
 Pd 5 Status 3

Prepared by: Lynn Lee
 Approved by: Monique Melchor

WIOA Formula Funds	Adult	Dislocated Worker	Youth	RR	TOTAL WIOA FORMULA FUNDS
I. Actual as of June 30, 2023					
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	
<i>Projected Savings through June 2024</i>					
Board Mandated Reserve	300,023	358,092	309,701	-	967,815
Unallocated Reserve	55,493	183,822	107,519	-	346,834
Estimated Vacancy Savings for 1 month (September)	26,464	29,578	21,794	-	77,836
<i>Total Projected Savings</i>	381,980	571,491	439,013	-	

work2future
Preliminary Financial Status Report as of 11/30/2023
Pd 5 Status 3

Other Discretionary Funds	Career NDWG	Total
I. Actual as of June 30, 2023		
Grant Period	04/1/2022- 06/30/24	
Original Allocation/Available Funds for FY22-23	474,184	474,184
Increase/(Decrease)	0	0
Adjusted Allocation	474,184	474,184
<i>Expenditures as of June 30, 2023</i>	<i>(249,745)</i>	<i>(249,745)</i>
<i>Encumbrance as of June 30, 2023</i>	<i>(27,935)</i>	<i>(27,935)</i>
Total Actual Expenditures/Encumbrances as of June 2022	(277,680)	(277,680)
Available Funds for FY 2023-2024	196,504	196,504
% Remaining	41%	41%
II. Actual Expenditures/Encumbrances		
Available Funds for FY2023-2024	224,439	224,439
Funding 23-24	0	0
Adjustment	0	0
Total Available Funding for FY 2023-2024	224,439	224,439
<i>Expenditures as of November 30, 2023</i>	<i>(18,967)</i>	<i>(18,967)</i>
<i>Encumbrances as of November 30, 2023</i>	<i>(46,863)</i>	<i>(46,863)</i>
Cumulative Expenditures/Encumbrances as of November 30, 2023	(65,830)	(65,830)
Remaining	158,609	158,609
% Remaining	71%	71%
III. Actual Expenditures/Carry Over		
<i>Actual Expenditures through November 2023</i>	<i>(18,967)</i>	<i>(18,967)</i>
<i>Actual Carry Over through November 2023 (\$)</i>	<i>205,472</i>	<i>205,472</i>
<i>Actual Carry Over through November 2023 (%)</i>	92%	92%

work2future
Preliminary Financial Status Report as of 11/30/2023
Pd 5 Status 3

From EDD - Nov 23 - Monthly Exp

Other Funds	CWDB	BOS	Emerging Needs - Local Assistance Funds	Total
I. Actual as of June 30, 2023				
Grant Period	N/A	N/A	N/A	
Original Allocation/Available Funds for FY23-23	4,042	7,838	5,000	16,880
Expenditure/Encumbrances as of June 2023	0	(4,620)	0	(4,620)
<i>Total Actual Expenditures/Encumbrances as of June 2023</i>	0	(4,620)	0	(4,620)
Available Funds for FY 2023-2024	4,042	3,218	5,000	12,260
% Remaining	100%	41%	100%	73%
II. Actual Expenditures/Encumbrances				
Available Funds for FY 2023-2024	4,042	3,218	5,000	12,260
<i>Expenditures as of November 30, 2023</i>	0	(487)	0	(487)
<i>Encumbrances as of November 30, 2023</i>	0	0	0	(487)
Cumulative Expenditures as of November 30, 2023	0	(487)	0	11,285
\$ Remaining	4,042	2,731	5,000	11,776
% Remaining	100%	85%	100%	96%
III. Actual Expenditures/Carry Over				
Actual Carry Over through November 2023	4,042	2,731	5,000	11,773
Actual Carry Over (%) through November 2023	100%	100%	100%	100%

work2future
Preliminary Financial Status Report as of 11/30/2023
Pd 5 Status 3

From Appn Balance report

Other Funds	Google work2future Relocation	Google WEX and Training	Google Child Care	Total
I. Actual as of June 30, 2023				
Grant Period	N/A	N/A	N/A	
Original Allocation/Available Funds for FY22-23	224,251	625,000	600,000	1,449,251
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>
Available Funds for FY 2023-2024	91,598	625,000	600,000	1,316,598
% Remaining	41%	100%	100%	91%
II. Actual Expenditures/Encumbrances				
Available Funds for FY 2023-2024	91,898	625,000	600,000	1,316,898
<i>Expenditures as of November 30, 2023</i>	<i>(8,125)</i>	<i>(37,898)</i>	<i>0</i>	<i>(46,023)</i>
<i>Encumbrances as of November 30, 2023</i>	<i>(300)</i>	<i>(154,041)</i>	<i>0</i>	<i>(154,341)</i>
Cumulative Expenditures as of November 30, 2023	(8,425)	(191,939)	0	(200,364)
\$ Remaining	83,473	433,061	600,000	1,116,534
% Remaining	91%	69%	100%	85%
III. Actual Expenditures/Carry Over				
Actual Carry Over through November 2023	83,473	433,061	600,000	1,116,534
Actual Carry Over (%) through November 2023	100%	100%	100%	100%

III

Open Forum

IV.A

Director's Report

{INFORMATION}

DIRECTOR'S REPORT

work2future Director Monique Melchor will report on the transition to incoming Director Sangeeta Durrall and various other matters of interest.

###

IV.B

Election of a Board Chairperson

{INFORMATION}

ELECTION OF A BOARD CHAIRPERSON

Towards the end of 2023, staff learned that work2future Board Chairperson Susan Koepp-Baker, who had been elected to a second term as Board Chairperson (Chair) at the November 16, 2023, meeting of the work2future Board, had passed away.

Ms. Koepp-Baker's new term as Chair would have begun on January 1, 2024, and continued through December 31, 2025. However, the office is now vacant.

The work2future by-laws do not address succession in the event that the office of Board Chairperson is made vacant prematurely. They do, however, stipulate that the Board Vice-Chair (Vice-Chair) will serve as the Chair Pro Tempore in the absence of the Chair. Vice-Chair Priya Smith, who was also elected at the November 2023 Board meeting to a second term beginning January 1, 2024, is, therefore, serving as Chair Pro Tempore until the election of a new Chair to serve the remainder of the term, i.e., through December 31, 2025.

Although the by-laws do not stipulate when an election should be held to fill a prematurely vacant Board office, it follows that the Board should hold an election for Chair as soon as reasonably possible. Therefore, absent direction from the Board to the contrary, staff will place the election of Board Chairperson on the agenda of the March 21, 2024, regular meeting of the Board.

Any Board member in good standing who represents a private sector business may be nominated and may stand for election to serve as Chair of the Board, including the current Vice-Chair and Chair Pro Tempore. However, should the current Vice-Chair be elected Chair, then staff will also conduct an election immediately following for Vice-Chair to complete the term, i.e., to serve through December 31, 2025.

###

IV.C

work2future RFP Process Revisions

{ACTION}



Memorandum

TO: EXECUTIVE COMMITTEE

FROM: Dat Luu

SUBJECT: work2future RFP Process Revisions

DATE: February 11, 2024

Approved

Date:

RECOMMENDATION

Recommend that the Board accept staff's report on the implementation of revisions, based on prior recommendations of an ad hoc committee and the Executive Committee, to the City's Request for Proposals (RFP) process as applied to the procurement of WIOA Adult, Dislocated Worker, and Youth program services.

If approved, the Executive Committee's recommendation will be included on the agenda for Board consideration at the March 21, 2024, regular meeting of the work2future Board.

BACKGROUND AND ANALYSIS

In November 2021, Board Chairperson Joe Flynn appointed an ad hoc committee to review work2future's procurement process, most frequently referred to as the RFP process. The committee, comprised of work2future Board members Louise Auerhahn, Rajiv Batra, Chad Bojorquez, and Jack Estill, began work in January 2022, focusing on the procurement of federally funded career service providers, i.e., providers of services aimed at job seekers in the Workforce Innovation and Opportunity Act (WIOA)-funded Adult, Dislocated Worker, and Youth Programs.

The committee completed its work in June 2022 and presented its report, in draft, to the Executive Committee at the latter's July 21, 2022, meeting. The committee's report included calls for Board- and staff-engaged strategic planning to clarify the vision for work2future; formal opportunities for continuous improvement, including debriefings and stakeholder feedback; improved documentation and transparency to "ensure Board members have adequate information to make informed decisions" when approving the selection of service providers; consistent and robust training and logistical support for those involved in implementing an RFP; and the inclusion of "at least one person with lived experience" in each RFP evaluation process.

Staff has considered each of these recommendations, including extensive consultation with City Attorney staff on recommendations affecting the evaluation of bidder proposals in the RFP process, and will incorporate the following revisions to the RFP process for WIOA service providers, beginning with the next such RFP:

- Prior to drafting an RFP, meetings will be held with mandated partners and other stakeholders to gather input and recommendations on improving existing services and addressing new needs.

EXECUTIVE CMTE

Date: 02-11-24

Subject: RFP Process Revisions

Page 2 of 2

- Boilerplate sections will retain mandatory legal language while incorporating additional input from stakeholders, including past bidders, if feasible, “to help orient and attract applicants.”
- All bidders will be directed to include references and letters of recommendation in their proposals, which will be included in material provided to evaluators.
- Staff will prioritize having one member with lived experience on each review panel to the extent feasible while adhering to the City of San José’s procurement guidelines.
- Review panels will meet “in a team setting” to discuss their individual assessments of each proposal prior to finalizing their scores and recommendations.
- Aggregated scores for each evaluation criterion will be included as part of board review materials, as will the names of evaluators without attachment to individual scores.
- Staff will provide consistent orientation/training and robust logistical support to all parties involved in implementing an RFP, as needed.

/s/

DAT LUU

Contracts Manager

cc: Monique Melchor
Sangeeta Durrall
Jeff Ruster

IV.D

Appointments to the Youth Committee

{ACTION}



Memorandum

TO: EXECUTIVE COMMITTEE
FROM: Lawrence Thoo
SUBJECT: Appointments to the Youth Committee
DATE: February 11, 2024

Approved _____ **Date:** _____

RECOMMENDATION

Reappoint community members Deryk Clark, Division Director of Youth Development, Bill Wilson Center, and Joseph K. Herrity, Principal, Groundwork Social Sector Consulting, to the Youth Committee for two-year terms backdated to January 1, 2024, and expiring December 31, 2025.

BACKGROUND AND ANALYSIS

In its resolution approved on November 17, 2022, which established the Youth Committee, the Board stipulated, "The Executive Committee, by majority vote, shall appoint as Committee members, qualified individuals who are not members of the work2future Board ..." who shall comprise a minority of the committee.

The Youth Committee is a nine-person committee, five of whom presently are members of the work2future Board, and four of whom are not. The latter were appointed to the Youth Committee were appointed by the Executive Committee on December 12, 2022. In order to establish staggered terms, the Executive Committee appointed two of the newly appointed members were assigned two-year terms and two, Mr. Clark and Mr. Herrity, were assigned one-year terms ending December 31, 2023.

The Executive Committee would have made full two-year appointments to replace the originally one-year seats at its scheduled December 21, 2023, meeting. However, the December committee meeting was cancelled, as was the subsequent January 18, 2024 Executive Committee meeting. The February 15, 2024, meeting, therefore, presents the Executive Committee its first opportunity to fill the seats that expired on December 31, 2023.

As Mr. Clark and Mr. Herrity have served just one year on the Youth Committee, and as Youth Committee Chair Jack Estill has endorsed their appointment to a full two-year term, staff recommends that the Executive Committee reappoint Mr. Clark and Mr. Herrity to terms ending December 31, 2025. Furthermore, as this is the first opportunity for the committee to fill the seats on the Youth Committee since they expired on December 31, 2023, staff recommends that the Executive Committee backdate the appointments of Mr. Clark and Mr. Herrity to January 1, 2024.

/s/
LAWRENCE THOO
Strategic Engagement Manager

Cc: Jack Estill

IV.E

Performance and Enrollment Report

{INFORMATION}

PERFORMANCE AND ENROLLMENT REPORT

Incoming work2future Director Sangeeta Durrall will report on Workforce Innovation and Opportunity Act (WIOA) performance and enrollments in the Adult, Dislocated Worker, and Youth Programs through December 31, 2023.

###

IV.F

Business Services Committee Report

{INFORMATION}

BUSINESS SERVICES COMMITTEE REPORT

Business Services Committee Chair Alan Takahashi will report on the activities of the Business Services Committee.

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IV.G

Youth Committee Report

{INFORMATION}

YOUTH COMMITTEE REPORT

Youth Committee Chair Jack Estill will report on the activities of the Youth Committee.

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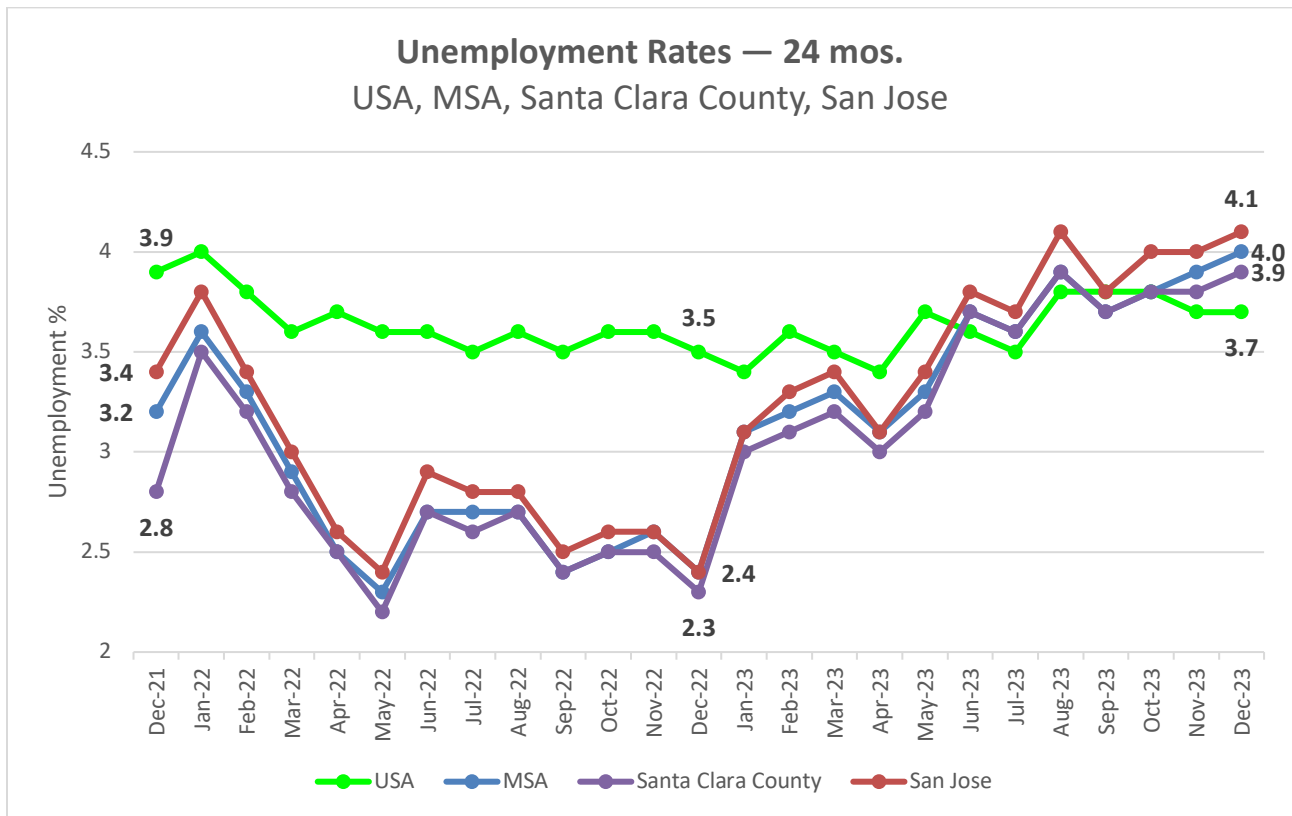
IV.H

Labor Market Update

{INFORMATION}

LABOR MARKET UPDATE

The unemployment rate in the San Jose-Sunnyvale-Santa Clara MSA was 4.0 percent in December 2023, up from a revised 3.9 percent in November 2023, and above the year-ago estimate of 2.4 percent, the California Employment Development Department announced January 19, 2024. This compares with an unadjusted unemployment rate of 5.1 percent for California and 3.5 percent for the nation during the same period. The unemployment rate was 3.9 percent in Santa Clara County and 4.1 percent in San Jose. It was 6.5 percent in San Benito County which, together with Santa Clara County, makes up the MSA.



Total employment in the MSA barely edged upwards for the year, rising by 10,500 jobs (0.9%) to reach 1,203,000.

Staff will provide further analysis of the local labor market.

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V

Other

VI

Adjournment