

## EXECUTIVE COMMITTEE MEETING

**August 17, 2023**  
**11:30 am**

### MINUTES

STAFF: Melchor, Qedwai, Thoo, Walter

#### I. **CALL TO ORDER & ROLL CALL**

Chair Koepp-Baker called the hybrid meeting to order at 11:39 am.

##### **Roll Call**

**Present:** Auerhahn, Batra, Bojorquez, Estill (arrived 11:43 am), Koepp-Baker, Smith

**Absent:** Takahashi

#### II. **CONSENT ITEMS**

ACTION: Mr. Estill moved, Mr. Batra seconded, and the Committee, with Ms. Auerhahn abstaining, unanimously approved the acceptance of the minutes of the May 30, 2023, Executive Committee Special Meeting.

#### III. **BUSINESS ITEMS**

##### **A. Director's Report**

Monique Melchor, Director, welcomed the Committee and gave a brief report on the HIRING NOW! Job Fair that took place on August 15, 2023, including a discussion about higher-than-average attendance numbers.

##### **B. Proposed Amendments to the work2future By-laws**

Lawrence Thoo, Strategic Engagement Manager, asked the Committee to approve a recommendation to the Board to approve amendments to Article II (Purposes) of the work2future by-laws, pending City Attorney review, in response to a California Employment Development Department field monitoring finding.

ACTION: Mr. Estill moved that the Committee recommend Board approval of the amendments to Article II (Purposes) of the work2future by-laws, with revisions to the proposed amendments as follows:

1. Revise line item 2.1.A.a to read "Act as a convenor to bring together business, labor, education, and community and economic development entities to focus on local workforce issues."
2. Revise line item 2.1.C to read "In partnership with the City of San José, select the America's Job Center of California Operator(s) through a competitive process such as a Request for Proposal or other City-approved procurement processes, unless granted a relevant waiver by the state."

Mr. Batra seconded, and the Committee voted unanimously to recommend that the Board approve the action above.

**C. FY2023-24 Program Operating Budget Follow-up**

Ms. Melchor and Rehan Qedwai, Finance Manager, addressed with the Committee the Board's directive to recommend to the Board a specific upper limit to the transfer of funds between budget line items without first obtaining Executive Committee approval. There was consensus among Committee members that the upper limit for any transfer should be two percent of the total WIOA Program Operating Budget in a given year. Staff will draft a formal recommendation for the next Executive Committee meeting.

**D. Business Services Committee Report**

Priya Smith, Board Co-Chair, reported on behalf of Business Services Committee Chair Alan Takahashi on the August 8, 2023, meeting of the Business Services Committee, noting a key presentation on the launch of pilot semiconductor technician apprenticeships by several area companies.

**E. Youth Committee Report**

Jack Estill, Youth Committee Chair, reported on the August 10, 2023, Youth Committee meeting. He highlighted efforts surrounding the Youth Forum 2.0 and invited Committee members to join an upcoming Youth Forum meeting scheduled for August 18, 2023.

**F. Labor Market Update**

Mr. Thoo reported on the status of the labor market in Santa Clara County and the San José-Sunnyvale-Santa Clara Metropolitan Statistical Area (MSA), noting that the unemployment rate in the MSA was 3.7 percent in June 2023, up from a revised 3.3 percent in May 2023, and continuing an upward trend over the previous six months, while the labor force in Santa Clara County grew to 1,045,600, marking a year-over-year increase of over 11,000 labor force participants. Mr. Thoo also pointed to signs of a slowing demand for workers.

**IV. OPEN FORUM**

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

**V. OTHER**

Chair Koepp-Baker asked for other announcements or housekeeping items. None were noted.

**VI. ADJOURNMENT**

Chair Koepp-Baker adjourned the hybrid meeting at 1:23 pm.

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