

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 Koeppe-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.), Koeppe-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.