

WORKFORCE DEVELOPMENT BOARD

November 16, 2023

MINUTES

Staff: Melchor, Lee, Thoo, Walter

Guests: Rick Robles, Project Director, Equus Workforce Solutions; Sead Eminovic, Director, IRC San Jose

I. CALL TO ORDER & ROLL CALL

The hybrid meeting was called to order at 10:37 am by Chairperson Susan Koeppe-Baker. Ms. Koeppe-Baker introduced Mr. Michael Hill, a newly appointed Board member.

Roll Call

Present: Auerhahn, Benavidez, Estill, Hill, Koeppe-Baker, Le, Lucero, Perez, Preminger, Shah, Smith, Williams

Absent: Batra, Chao, Flynn, McGrath, Murphy, Takahashi, Teixeira

II. CONSENT ITEMS

ACTION: Mr. Preminger moved, Mr. Estill seconded, and the Board voted unanimously to accept:

- A. Minutes of the September 21, 2023, Board meeting**
- B. Preliminary Financial Status Report as of August 31, 2023**
- C. San Jose Works Program Report as of October 31, 2023**
- D. Labor Market Update**

III. OPEN FORUM

Ms. Koeppe-Baker opened the floor for public comment. San Jose Vice Mayor Rosemary Kamei, who is the City Council liaison to the Board, introduced herself.

IV. 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 Operation Budget Reconciliation

Lynn Lee, Interim Finance Manager, asked the Board to approve the following adjustments to the Fiscal Year 2023–24 Program Operating Budget as proposed by staff and recommended by the Executive Committee: i) Adjust the Program Operating Budget to reflect a \$741,001 decrease in funding due to actual savings being less than the carry-over amount projected 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 carry-over amount projected 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 allocation projected 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, Ms. Auerhahn seconded, and the Board voted unanimously to approve staff's proposed adjustments to the Fiscal Year 2023-24 Program Operating Budget.

C. WIOA Program Services Report

Rick Robles, Project Director, Equus Workforce Solutions, reported on the Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, and Youth (out-of-school) Programs for Program Year 2023-24 (PY 2023) to date, focusing on enrollments, including an update to Out-of-School Youth enrollments.

Sead Eminovic, Director, IRC San Jose, reported on the WIOA Youth (in-school) Program for PY 2023 to date, focusing on enrollments, including an update to In-School Youth enrollments.

D. Board Elections

Election of Board Chair to serve a two-year term beginning January 1, 2024, and ending December 31, 2025.

ACTION: Mr. Estill nominated Ms. Susan Koepp-Baker. There were no other nominations. Ms. Koepp-Baker was elected to serve as Board Chair through December 31, 2025, without objection.

Election of Board Vice Chair to serve a two-year term beginning January 1, 2024, and ending December 31, 2025.

ACTION: Mr. Preminger nominated Ms. Priya Smith. There were no other nominations. Ms. Smith was elected to serve as Board Vice Chair through December 31, 2025, without objection.

Election of two at-large members of the Executive Committee to serve two-year terms beginning January 1, 2024, and ending December 31, 2025.

ACTION: Mr. Preminger nominated Ms. Traci Williams. Mr. Estill nominated Mr. Ricardo Benavidez. Ms. Lucero nominated Ms. Van Le. Mr. Benavidez declined the nomination. There were no other nominations. Ms. Williams and Ms. Le were elected to serve as at-large members of the Executive Committee through December 31, 2025, without objection.

Election of one at-large member of the Executive Committee to serve the remaining year of a vacated two-year term beginning January 1, 2024, and ending December 31, 2024.

ACTION: Ms. Lucero nominated Ms. Louise Auerhahn. There were no other nominations. Ms. Auerhahn was elected to serve as an at-large member of the Executive Committee through December 31, 2024, without objection.

E. 2024 Schedule of Meetings

Lawrence Thoo, Strategic Engagement Manager, presented the following dates recommended by the Executive Committee for regular Board meetings and regular Executive Committee meetings in 2024:

work2future Board

1. Thursday, March 21
2. Thursday, June 20
3. Thursday, September 19
4. Thursday, November 21

Executive Committee

1. Thursday, January 18
2. Thursday, February 15
3. Thursday, April 18
4. Thursday, May 16
5. Thursday, July 18
6. Thursday, August 15
7. Thursday, October 17
8. Thursday, December 19

ACTION: Mr. Estill moved, Ms. Smith seconded, and the Board voted unanimously to approve the recommended dates for regular Board and Executive Committee meetings in 2024.

V. OTHER

Ms. Koepp-Baker opened the floor for announcements, suggested agenda items for a future meeting, or other housekeeping items. Mr. Hill discussed connections to several organizations. No other comments were noted.

VI. ADJOURNMENT

Meeting adjourned at 11:35 am.