



WORKFORCE DEVELOPMENT BOARD MEETING

Thursday, March 21, 2024, 9:30 am

www.work2future.org

Priya Smith, MPH, Vice-Chair and Chair Pro Tempore

Location: Conference Rooms, 1608 Las Plumas Ave, San Jose

This meeting can also be viewed live on computer, smartphone, and tablet at
<https://sanjoseca.zoom.us/j/97597855268?pwd=Vzc0c2R0anVvZTNub3NBSUMwaktXQT09>

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 8:00 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. Comments received will be included as a part of the meeting record but will not be read into the record.

WORKFORCE DEVELOPMENT BOARD MEMBERS

March 2024

Board Chair
vacant

Board Vice Chair and Chair Pro Tempore
Priya Smith, MPH*

Chief Administrative Office
Kaiser Permanente, Greater San Jose Area

1. **Louise Auerhahn***
Director of Economic & Workforce Policy
Working Partnerships USA
2. **Rajiv Batra**
Head of Legal & Compliance
Arc
3. **Ricardo Benavidez**
Director of Social Infrastructure
Google LLC
4. **George Chao**
Director of Strategic Partnerships
Manex
5. **John (Jack) Estill, Youth Committee Chair***
Partner
Coactify
6. **Joseph A. Flynn**
Vice President of Software Transformation
CommScope
7. **Mike Hill**
Senior Director, Talent & Organizational
Development
Applied Materials
8. **Van T. Le***
Agent
State Farm Insurance
Trustee and Clerk of the Board
East Side Union High School District
9. **Maria Lucero**
Deputy Division Chief, Region I
Northern Division, Workforce Services Branch
Employment Development Department, State of
California
10. **Emily McGrath**
Senior Fellow & Director of Workforce Policy
The Century Foundation
11. **Brian N. Murphy**
Director of Training
Pipe Trades Training Center
UA Local 393
12. **Rafaela Perez**
Employment Services Director
Social Services Agency
County of Santa Clara
13. **Steve Preminger**
Director, Civic and Community Engagement
County of Santa Clara
14. **Mitesh Shah**
Vice-President and Business Unit Head
Tech Mahindra
15. **Alan Takahashi, Business Services Committee
Chair***
Senior Vice President & Division General
Manager
Missile Systems
CAES
16. **Todd Teixeira, MA**
Team Manager (SSM1), San Jose North Branch
California Department of Rehabilitation
17. **Traci Williams***
Co-chair
South Bay Consortium for Adult Education
Director
East Side Adult Education

*Members of the Executive Committee

WORKFORCE DEVELOPMENT BOARD

March 21, 2024

9:30 am

Conference Rooms, 1608 Las Plumas Ave, San Jose

View only at: <https://sanjoseca.zoom.us/j/97597855268?pwd=Vzc0c2R0anVvZTNub3NBSUMwaktXQT09>

MEETING AGENDA

- | | |
|---|--------------------------------------|
| I. CALL TO ORDER & ROLL CALL | <i>5 min</i>
<i>9:35 am end</i> |
| II. CONSENT ITEMS {ACTION}
Accept the following: | <i>5 min</i>
<i>9:40 am end</i> |
| A. Minutes of the November 16, 2023, Board meeting | |
| B. Preliminary Financial Status Report as of December 31, 2023 | |
| C. San José Works Report as of March 8, 2024 | |
| III. OPEN FORUM
Members of the public may address the committee on matters not on the agenda. | <i>5 min</i>
<i>9:45 am end</i> |
| IV. BUSINESS ITEMS | |
| A. Election of Officers {Action}
<i>Lawrence Thoo, Strategic Engagement Manager</i>
Election to fill the office of Board Chair, made vacant by the death of Chair-elect Susan Koeppe-Baker, and, if needed, the office of Board Vice-Chair. | <i>10 min</i>
<i>9:55 am end</i> |
| B. Director's Report {Information}
<i>Sangeeta Durrall, Director; Monique Melchor, Director (retiring)</i>
Report on the transition of work2future Directors and various other matters of interest. | <i>10 min</i>
<i>10:05 am end</i> |
| C. Form 700, Required Trainings and Open Government Laws {Information}
<i>Leanne Bolaño, Deputy City Attorney</i>
Annual refresher on State and City requirements to submit conflict-of-interest information forms, periodic ethics and harassment training requirements, and Board and committee members' obligations under the Ralph M. Brown Act and the California Public Records Act. | <i>15 min</i>
<i>10:20 am end</i> |
| D. RFP Process Revisions {Action}
<i>Sangeeta Durrall, Director</i>
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 service providers. | <i>10 min</i>
<i>10:30 am end</i> |

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|--|--------------------------------------|
| E. WIOA Career Services Report {Information} | <i>15 min</i>
<i>10:45 am end</i> |
| <i>Sangeeta Durrall, Director; Rick Robles, Project Director, Equus Workforce Solutions; Kayla Nicholls, Youth Programs Manager, IRC San Jose</i> | |
| Overview of WIOA career services activity and status of enrollments and performance. | |
| F. Business Services Committee Chair’s Report {Information} | <i>5 min</i>
<i>10:50 am end</i> |
| <i>Alan Takahashi, Business Services Committee Chairperson</i> | |
| Report on committee-related activity. | |
| G. Healthcare Sector Partnership Initiative {Information} | <i>10 min</i>
<i>11:00 am end</i> |
| <i>Priya Smith, MPH, Board Vice-Chair; Lawrence Thoo, Strategic Engagement Manager</i> | |
| Report on the work2future-sponsored initiative to convene healthcare sector leaders in Santa Clara County to discuss and prioritize workforce challenges and collaborate with partners on sector-wide workforce development solutions. | |
| H. Youth Committee Chair’s Report {Information} | <i>10 min</i>
<i>11:10 am end</i> |
| <i>Jack Estill, Youth Committee Chairperson</i> | |
| Report on committee-related activity. | |
| I. Labor Market Update {Information} | <i>10 min</i>
<i>11:20 am end</i> |
| <i>Lawrence Thoo, Strategic Engagement Manager</i> | |
| Update on the labor market in Santa Clara County and the San Jose-Sunnyvale-Santa Clara Metropolitan Statistical Area. | |
| J. Regional Initiatives {Information} | <i>5 min</i>
<i>11:25 am end</i> |
| <i>Lawrence Thoo, Strategic Engagement Manager</i> | |
| Updates on Bay Area Jobs First (formerly the Bay Area implementation of the California Economic Resilience Fund Program—CERF), the CHIPS & Science Act, and the Regional Equity and Recovery Partnership Grant (RERP). | |
| V. OTHER | <i>5 min</i>
<i>11:30 am end</i> |
| Announcements, agenda suggestions for future meetings, other housekeeping. | |
| VI. ADJOURNMENT | |

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

Teleconferencing Notice

Pursuant to provisions of the Ralph M. Brown Act, the following Board member(s) will attend the work2future Board meeting by teleconference from the indicated location(s):

Board member: George Chao

Location: 7908 Farina Ct, Sarasota, Florida

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:

- a. 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.
- b. No sticks, posts, poles or other such items will be attached to the signs or other symbolic materials.
- c. The items cannot create a building maintenance problem or a fire or safety hazard.
- d. 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.
- e. 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.

3. 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.

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection online at www.work2future.org and at work2future's Business and Administrative Services Center at the Almaden Winery Community Center, 5730 Chambertin Drive, San Jose, California at the same time that the public records are distributed or made available to the legislative body.

I

**Call to Order
& Roll Call**

II

Consent Items

Accept the following:

- A. Minutes of the November 16, 2023, Board meeting
- B. Preliminary Financial Status Report as of December 31, 2023
- C. San José Works Report as of March 8, 2024

{ACTION}

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 Koepp-Baker. Ms. Koepp-Baker introduced Mr. Michael Hill, a newly appointed Board member.

Roll Call

Present: Auerhahn, Benavidez, Estill, Hill, Koepp-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. Koepp-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.

PRELIMINARY FINANCIAL STATUS AS OF DECEMBER 31, 2023

Key Highlights

- WIOA PY22-23 formula and PY23-24 Rapid Response funding are projected to be fully spent by June 30, 2024.
- As of December 31, 2023, work2future has \$1.4 million from the current Adult, Dislocated Worker, and Youth allocations projected 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

Other Discretionary Funding

- work2future received \$120,000 from the City of San José to support the employment of San Jose residents in non-traditional—i.e, other than building trades and firefighting—apprenticeships. The term of the funding is FY2023-24, but there is opportunity to both rebudget the remaining funds and request additional funds during the City’s annual budget proposal process.
- work2future received an allocation from the City’s General Fund of \$1,712,880 for San José 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 December 31, 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 December 31, 2023, approximately 91% of the funds were spent with anticipation to spend the remaining balance by fiscal year end.
- Google's Downtown West Mixed-Use Plan approved by the City Council on May 25, 2021, includes a Development Agreement stipulating a \$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 José has received a \$4.5 million early payment which is allocated to various programs. Of the \$4.5 million, work2future was allocated \$625,000 for paid work experience and occupational skills training. An "Earn and Learn" approach has been implemented in this program with a focus on high growth, high wage careers in advanced manufacturing, information technology, health care, or construction and trades. Additionally, \$600,000 was allocated to work2future to provide subsidies for participants of workforce development programs to cover childcare costs required for their participation in the program.

w2future
 PRELIMINARY FINANCIAL STATUS REPORT AS OF 12/31/23

GRANT PERIOD 7/1/2023-6/30/2024

WIOA FORMULA FUNDS	Adult 010000	Dislocated Worker 020000	Youth 030000	RR 050000	TOTAL WIOA FUNDS
I. FUND BALANCE AS OF 6/30/23					
ALLOCATION FOR FY2022/2023 PD 14 Stat 3	2,181,118	2,598,599	2,255,378	512,371	7,547,466
Less: Actual Expenditures as of 6/30/23	(1,193,136)	(404,393)	(717,408)	(512,371)	(2,827,308)
Less: Encumbrances/Spending Plan as of 6/30/23	(307,060)	(149,445)	(480,328)	0	(936,833)
Total Actual Expenditures (with Encumbrances) as of 6/30/23	(1,500,196)	(553,838)	(1,197,736)	(512,371)	(3,764,141)
Remaining Funds as of 6/30/23 (\$) - Allocation minus (Actuals + Encumbrances)	680,922	2,044,761	1,057,642	0	3,783,325
Remaining Funds as of 6/30/23 (%)	31%	79%	47%	0%	50%
II. Actual Expenditures/Encumbrances (Funded with balance from FY22/23)					
(a) Remaining Funds for FY22/23 (exclude encumbrances)	987,982	2,194,206	1,537,970	0	4,720,158
Transfer between Adult and Dislocated Worker			0	0	0
Rescission					0
Less: Actual Expenditures as of 12/31/23	(987,982)	(1,064,465)	(1,095,137)	0	(3,147,584)
Less: Actual Encumbrances as of 12/31/23		(374,902)	(442,833)	0	(817,735)
Total Actual Expenditures/Encumbrances as of 12/31/23	(987,982)	(1,439,367)	(1,537,970)	0	(3,965,319)
Projected Remaining Funds (\$) from FY22/23 Allocation	0	754,839	0	0	754,839
Projected Remaining Funds (%)	0%	34%	0%	0%	16%
(b) ALLOCATION FOR FY2023/2024	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 2023-2024	1,979,440	2,420,374	2,040,659	434,643	6,875,116
Less: Actual Expenditures as of 12/31/23	(504,742)	(242,037)	(160,394)	(250,395)	(1,157,568)
Less: Encumbrances/Spending Plan as of 12/31/23	(886,869)	0	(688,031)		(1,574,900)
Total Actual Expenditures (with Encumbrances) as of 12/31/23	(1,391,611)	(242,037)	(848,425)	(250,395)	(2,732,468)
Projected Remaining Funds (\$) from FY23/24 Allocation	587,829	2,178,337	1,192,234	184,248	4,142,648
Projected Remaining Funds (%)	30%	90%	58%	42%	60%
FISCAL YEAR 22/23 & FY23/24:					
Total Available Funds (FY22/23 balance + FY23/24 Adjusted Allocation)	2,967,422	4,614,580	3,578,629	434,643	11,595,274
Less: Total Cumulative Expenditures/Encumbrance as of 12/31/23	(2,379,593)	(1,681,404)	(2,386,395)	(250,395)	(6,697,787)
REMAINING FUNDS (\$)	587,829	2,933,176	1,192,234	184,248	4,897,487
REMAINING FUNDS (%)	20%	64%	33%	42%	42%
III. Projected Expenditures/Carry Over through June 30, 2024					
Projected Expenditures through June 2024	(620,848)	(1,887,117)	(1,240,210)	(434,643)	(4,182,818)
Projected Carry Over through June 2024 (\$)	1,358,592	1,662,998	1,243,282	0	1,392,485
Projected Carry Over through June 2024 (%) with Rapid Response	69%	69%	61%	0%	20%
Projected Carry Over through June 2024(%) without Rapid Response	69%	69%	61%	0%	20%

w2future
 PRELIMINARY FINANCIAL STATUS REPORT AS OF 12/31/23

Other Discretionary Funds	City of San Jose Youth Summer Program Initiative	San Jose Works (CFE)	w2f - San Jose Works (Bank of America)	w2f - San Jose Works (Wells Fargo)	w2f - San Jose Works (Amazon)	w2f - San Jose Works (Flagship)	w2f - San Jose Works (Shipt)	Total
I. Actual as of June 30, 2022	General Fund	Contributions	Contributions	Contribution	Contribution	Contribution	Contribution	
	APPN 203W	APPN 209E	APPN 212G	APPN 219B	APPN 217J	APPN 217K	APPN 226J	
Grant Period	04/30/2022 - 4/30/2023	Execution - 4/30/2023	Execution - 6/30/2023	N/A	N/A	N/A	N/A	
Original Allocation/Available Funds for FY22-23	2,682,070	37,500	84,900	7,500	100,000	5,000	0	2,916,970
Increase/(Decrease)	0	0	0	0	0	0	0	0
Adjusted Allocation	2,682,070	37,500	84,900	7,500	100,000	5,000	0	2,916,970
Expenditures as of 6/30/22	(1,597,918)	(37,500)	(84,900)	0	0	0	0	(1,720,318)
Encumbrance as of 6/30/22	(955,616)	0	0	0	0	0	0	(955,616)
Total Actual Expenditures/Encumbrances as of June 2022	(2,553,534)	(37,500)	(84,900)	0	0	0	0	(2,675,934)
Available Funds for FY 2023-2024	128,536	0	0	7,500	100,000	5,000	0	241,036
% Remaining	5%	0%	0%	100%	100%	100%	0	8%
II. Actual Expenditures/Encumbrances								
Available Funds for FY2023-2024	1,035,070	0	0	7,500	100,000	5,000	0	1,147,570
Funding 23-24	1,712,880	50,000	76,500	0	0	0	21,250	1,839,380
Adjustment	0	0	0	0	0	0	0	0
Total Available Funding for FY 2023-2024	2,747,950	50,000	76,500	7,500	100,000	5,000	21,250	2,986,950
Expenditures as of 12/31/23	(1,036,726)	(2,500)	0	0	0	0	0	(1,039,226)
Encumbrances as of 12/31/23	(322,401)	0	0	0	0	0	0	(322,401)
Cumulative Expen/Encumb as of 12/31/23	(1,359,127)	(2,500)	0	0	0	0	0	(1,361,627)
\$ Remaining	1,388,823	47,500	76,500	7,500	100,000	5,000	21,250	1,625,323
% Remaining	51%	95%	100%	100%	100%	100%	100%	54%
III. Actual Expenditures/Carry Over								
Actual Expenditures through 12/31/23	(1,036,726)	0	0	0	0	0	0	(1,036,726)
Actual Carry Over through 12/31/23	322,401	50,000	76,500	7,500	100,000	5,000	21,250	561,401
Actual Carry Over through 12/31/23 (%)	12%	100%	100%	100%	100%	100%	100%	19%

w2future
 PRELIMINARY FINANCIAL STATUS REPORT AS OF 12/31/23

Other Funds	CWDB	BOS	Emerging Needs - Local Assistance Funds	Total
I. Actual as of June 30, 2023	APPN 3903	APPN 3620	APPN 2171	
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
Expenditures as of 12/31/23	0	(534)	0	(534)
Encumbrances as of 12/31/23	0	0	0	(534)
Cumulative Expenditures as of 12/31/23	0	(534)	0	11,192
\$ Remaining	4,042	2,684	5,000	11,729
% Remaining	100%	83%	100%	96%
III. Actual Expenditures/Carry Over				
Actual Carry Over through 12/31/23	4,042	2,684	5,000	11,726
Actual Carry Over (%) through 12/31/23	100%	100%	100%	100%

w2future
 PRELIMIINARY FINANCIAL STATUS REPORT AS OF 12/31/23

Other Funds	Google	Google	Google	Total
	work2future Relocation	WEX and Training	Child Care	
I. Actual as of June 30, 2023	APPN 218Q	APPN 222A		
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
Expenditures as of 12/31/23	(8,125)	(243,283)	0	(251,408)
Encumbrances as of 12/31/23	(300)	(53,714)	0	(54,014)
Cumulative Expenditures as of 12/31/23	(8,425)	(296,997)	0	(305,422)
\$ Remaining	83,473	328,003	600,000	1,011,476
% Remaining	91%	52%	100%	77%
III. Actual Expenditures/Carry Over				
Actual Carry Over through 12/31/23	83,473	328,003	600,000	1,011,476
Actual Carry Over (%) through 12/31/23	100%	100%	100%	100%

SAN JOSE WORKS REPORT AS OF MARCH 8, 2024

San Jose Works (SJ Works) is a City of San José-funded partnership between work2future and the City's Parks, Recreation, and Neighborhood Services Department (PRNS). SJ Works has two tracks, (i) subsidized, in which the City covers the cost of stipends or wages for youth internships/jobs, and (ii) unsubsidized, in which employers cover the cost of stipends or wages.

SJ Works SUBSIDIZED program 9.0 has provided:

- To date, 375 subsidized employment opportunities for youth aged 14–18 who began orientation on June 12. Youth had from June 20–August 12, 2023, to complete 120 hours of work experience.
- Of the 375 participants, 100% of placed youth successfully completed onboarding, attended orientation, and training which included soft skills, emotional intelligence, financial literacy, career exploration, entrepreneurship, wage theft and prevention, and mentoring.
- A total of 76 non-custodial checking and savings accounts opened through credit union partnership.
- The subsidized model focused increasingly on Priority Sector and In-Demand Occupation internships for high school youth.
- Of the 375 subsidized placements, 152 were in priority sectors—information and communications technology, health care, construction, advanced manufacturing, and business and finance—or in-demand occupations outside those sectors.
- Youth were recruited from High School Career Technical Education classes focusing on the priority sectors and related in-demand occupations.
- The remaining 234 subsidized placements were with community centers, libraries, City departments and Council offices, or with nonprofit agencies.
- About 95% of the internship positions were in-person or a hybrid of virtual and in-person.
- In addition, 75 mentors and 75 mentees were matched and have participated in our one-on-one mentoring and group sessions.
- Alumni group of mentees and mentors continue to meet once a month.
- Mentors recruited from different companies such as TATA Group, Western Digital, BofA, HPE, Intel, City departments, Boys & Girls Club, and others.

SJ Works SUBSIDIZED program 10.0:

- Planning for Summer 2024 has commenced.
- SJ Works will support 375 subsidized employment opportunities for youth aged 14-18 who will begin orientation on June 3, 2024. Youth will have from June 10-August 2 to complete 120 hours of work experience.
- Summer Kick-Off event will take place on June 20, 2023, at the work2future career center on Las Plumas Avenue.
- Subsidized model will continue to focus on worksites within a Priority Sector and In-Demand Occupation internships for high school youth.
- Student recruitment and pipelines from referring partners such as:
 - City of San José Youth Empowerment Alliance (YEA)
 - East Side Union High School District
 - Opportunity Youth Academy (Santa Clara County Office of Education)

- Boys & Girls Club of Silicon Valley
- Alum Rock School District
- Youth Ambassador program will take place beginning of May for interviews and training.
- Mentor recruitment and orientations are taking place.
 - Mentees will be paired for a one-on-one experience with selected mentors.
 - Mentors being recruited and working with companies such as:
 - City of San José, Intel, TATA Group, Bank of America, Boys & Girls Club, and others.
- Program goal for 2023-2024 will remain the same, i.e., 375 subsidized participants. If budget permits, we can increase the number of students served. Funding for future cohorts pending depending on budget approvals.

SJ Works UNSUBSIDIZED program 9.0 has provided:

- Currently, there are 395 enrollments, of which 223 have been placed.
- The remaining clients have received a service or multiple services such as assistance in job searching, job applications, resume, financial literacy workshop, mock interview, or attended a job fair or interview.

Additional services provided to participating youth in both subsidized and unsubsidized components included career counseling, job readiness workshops, supportive services (e.g., bus passes), and financial education.

- Participating youth will continue to have access to services such as job counseling, job readiness training, supportive services (e.g., transportation, clothing, etc.) and financial education.
 - Next SJ Works Job Fair will be on April 5th at Emma Prusch Park.

###

Prepared by Ruby Carrasco, San José Works Program Manager

III

Open Forum

IV.A

Election of Officers

{ACTION}



Memorandum

TO: work2future BOARD

FROM: Lawrence Thoo

SUBJECT: Election of Officers

DATE: March 15, 2024

Approved

Date:

RECOMMENDATION

Direct staff to conduct immediately an election for Chairperson of the work2future Board and, should the office of Vice-Chair become vacant as a result, for Vice-Chairperson of the work2future Board.

BACKGROUND AND ANALYSIS

At its meeting on November 16, 2023, the Board re-elected Susan Koepp-Baker to serve a second two-year term as Chairperson effective January 1, 2024. However, Ms. Koepp-Baker subsequently passed away prior to beginning her second term, leaving the office vacant. Vice-Chair Priya Smith has served as Chair pro tem since, as stipulated in Article IV of the by-laws.

The by-laws do not provide for succession to the office of Chairperson. Therefore, the Board must elect one of its members to fill the office vacated by the untimely passing of Ms. Koepp-Baker. Board members may nominate any of its members who is a business representative on the Board, including its present Vice-Chairperson. In the event the Board does elect its Vice-Chairperson to serve as Chairperson, the Board shall then elect another of its members who is also a business representative to serve as Vice-Chairperson for the remainder of the current term.

The current term of office for both officers is January 1, 2024, through December 31, 2025.

/s/
LAWRENCE THOO
Strategic Engagement Manager

cc: Sangeeta Durrall, Secretary of the Board
Monique Melchor, Secretary of the Board (retiring)

IV.B

Director's Report

{INFORMATION}

DIRECTOR'S REPORT

work2future Director Monique Melchor, who will retire at the end of March 2024, and Sangeeta Durrall, who is assuming the role of work2future Director, will report on the transition and various other matters.

###

IV.C

Form 700, Required Trainings, and Open Government Laws

{INFORMATION}

Form 700, Required Trainings and Open Government Laws

Deputy City Attorney Leanne Bolaño, City of San José, will provide an annual refresher training on State and City requirements to submit conflict-of-interest information, periodic ethics and harassment training requirements, and Board and committee members' obligations under the State's Ralph M. Brown Act and California Public Records Act.

###

Presentation slides: www.work2future.org/wp-content/uploads/2024/03/Form700_Board_Training.pdf

IV.D

RFP Process Revisions

{ACTION}



Memorandum

TO: work2future BOARD **FROM:** Dat Luu
SUBJECT: work2future RFP Process Revisions **DATE:** February 16, 2024

Approved **Date:**

RECOMMENDATION

Vote to 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.

At its meeting on February 15, 2024, the Executive Committee voted unanimously to recommend that the work2future Board accept this report at its March 21, 2024, meeting.

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.
- Boilerplate sections will retain mandatory legal language while incorporating additional input from stakeholders, including past bidders, if feasible, “to help orient and attract applicants.”

work2future BOARD

Date: 02-16-24

Subject: RFP Process Revisions

Page 2 of 2

- 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.E

WIOA Career Services Report

{INFORMATION}

WIOA CAREER SERVICES REPORT

work2future Director Sangeeta Durrall will summarize and Rick Robles, Project Director, Equus Workforce Solutions, and Kayla Nicholls, Youth Programs Manager, International Rescue Committee (IRC), will report on Workforce Innovation and Opportunity Act (WIOA) performance and enrollments in the Adult, Dislocated Worker, and Youth Programs through December 31, 2023, and later, as available.

###

IV.F

Business Services Committee Chair's Report

{INFORMATION}

BUSINESS SERVICES COMMITTEE CHAIR'S REPORT

Business Services Committee Chair Alan Takahashi will report on committee-related activity.

###

IV.G

Healthcare Sector Partnership Initiative

{INFORMATION}

HEALTHCARE SECTOR PARTNERSHIP INITIATIVE

Board Vice-Chair and Business Services Committee member Priya Smith, Chief Administrative Officer of Kaiser Permanente in the Greater San Jose area, will report on work to-date of a work2future initiative to convene South Bay healthcare leaders to identify and prioritize sector workforce challenges and promote the development of local solutions.

Ms. Smith leads the initiative on behalf of work2future. She has been joined by Jo Caffaro, Regional Vice President, Hospital Council of Northern and Central California. They have focused initially on hospital and community clinic leadership in Santa Clara County and expect to bring together more than a dozen leaders for a launch meeting scheduled for April 16, 2024.

An equivalent number of healthcare education and training leaders are expected to join the meeting to observe the industry leaders' discussions.

Project consultant John Melville, Co-founder and CEO of Collaborative Economics, has been advising the initiative's co-leaders and staff in the planning and outreach for the launch meeting and will facilitate discussion at the meeting. He will also support activities emanating from the launch meeting.

###

IV.H

**Youth Committee
Chair's Report**

{INFORMATION}

YOUTH COMMITTEE CHAIR'S REPORT

Youth Committee Chair Jack Estill will report on committee-related activity.

###

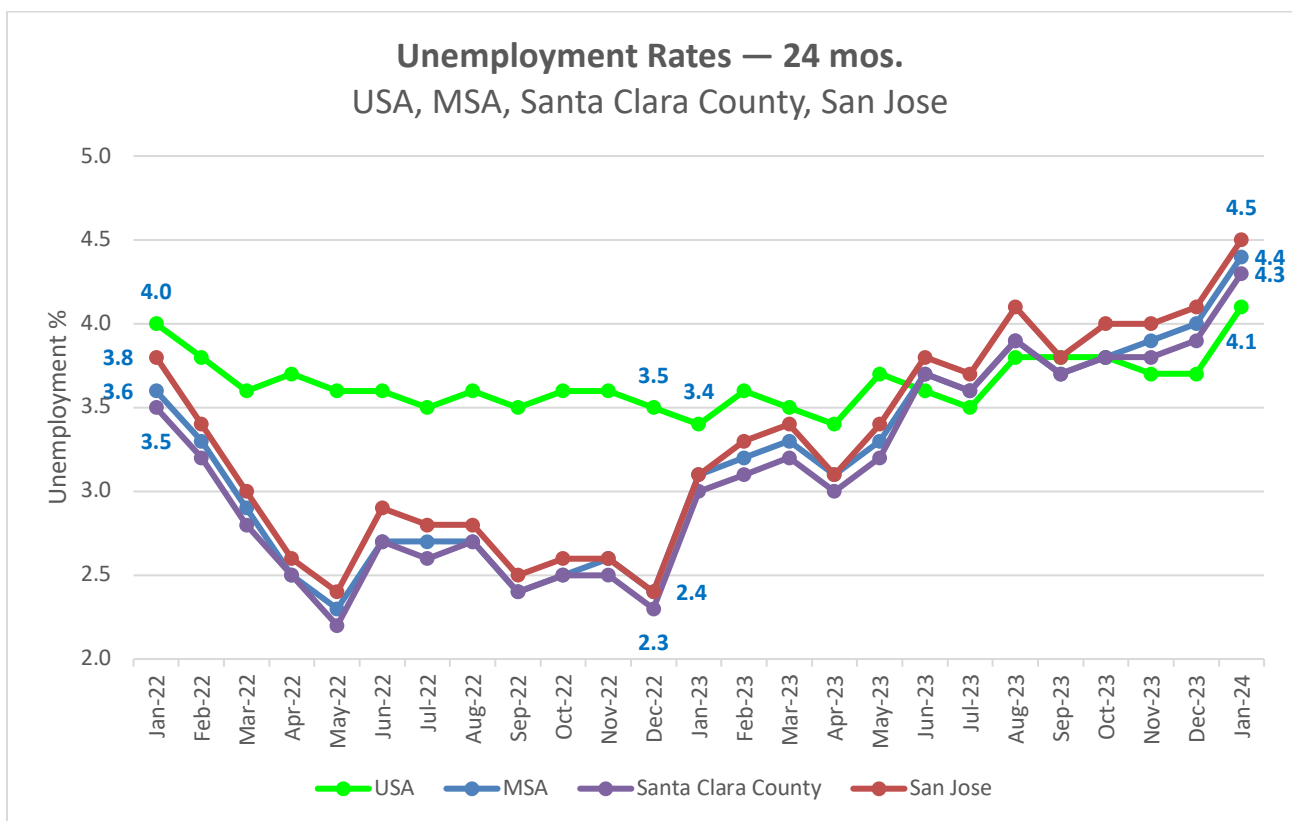
IV.I

Labor Market Update

{INFORMATION}

LABOR MARKET UPDATE

The unemployment rate in the San Jose-Sunnyvale-Santa Clara Metropolitan Statistical Area (MSA) was 4.4 percent in January 2024, up from a revised 4.0 percent in December 2023, and above the year-ago estimate of 3.1 percent, the California Employment Development Department announced March 8, 2024. This compares with an unadjusted unemployment rate of 5.7 percent for California and 4.1 percent for the nation during the same period. The unemployment rate was 4.3 percent in Santa Clara County and 7.5 percent in San Jose. It was 7.5 percent in San Benito County which, together with Santa Clara County, makes up the MSA.



Total employment in the MSA barely held on for the year, losing 1,400 jobs (-0.1%) between January 2023 and January 2024 to reach 1,152,800.

Staff will provide further analysis of the local labor market.

###

IV.J

Regional Initiatives

{INFORMATION}

REGIONAL INITIATIVES

Staff will provide brief updates on several regional initiatives, including Bay Area Jobs First, the local implementation of CERF, the California Economic Resilience Fund Program, now known as California Jobs First; local activity related to the CHIPS & Science Act; and the Bay-Peninsula Regional Planning Unit implementation of the California Workforce Development Board's Regional Equity and Recovery Partnership Grant (RERP).

###

V

Other

VI

Adjournment