

WORKFORCE DEVELOPMENT BOARD

March 21, 2024

MINUTES

Staff: Melchor, Durrall, Thoo, Walter

Guests: Leanne Bolaño, Deputy City Attorney, City of San José; Rick Robles, Project Director, Equus Workforce Solutions; Kayla Nicholls, Youth Programs Manager, IRC San Jose

I. CALL TO ORDER & ROLL CALL

The meeting was called to order in memory of Susan Koepp-Baker at 9:40 am by Vice Chair and Chair Pro Tempore Priya Smith.

Roll Call

Present: Chao (attended via Zoom in compliance with the Brown Act), Estill, Hill, Le, Lucero (left meeting at 10:24 am), Murphy, Perez, Shah, Smith, Takahashi, Williams

Absent: Auerhahn, Batra, Benavidez, Flynn, McGrath, Preminger, Teixeira

All votes by roll call.

II. CONSENT ITEMS

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

A. Minutes of the November 16, 2023, Board meeting

B. Preliminary Financial Status Report as of December 31, 2023

C. San Jose Works Program Report as of March 8, 2024

III. OPEN FORUM

Ms. Smith opened the floor for public comment. None were noted.

IV. BUSINESS ITEMS

A. Election of Officers

Due to the untimely passing of the work2future Board Chairperson, Lawrence Thoo, Strategic Engagement Manager, recommended the Board conduct an immediate 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.

ACTION: Ms. Lucero moved, Mr. Estill seconded, and the Board voted unanimously to conduct an election.

Election of Board Chair to serve the remainder of the two-year term that began January 1, 2024, and will end at midnight December 31, 2025.

ACTION: Mr. Estill nominated Ms. Priya Smith. There were no other nominations. Board members unanimously elected Ms. Smith to serve with immediate effect as Board Chair through December 31, 2025.

Election of Board Vice Chair to serve the remainder of the two-year term that began January 1, 2024, and will end at midnight December 31, 2025.

ACTION: Mr. Shah nominated Mr. Alan Takahashi. Ms. Perez nominated Mr. Michael Hill. There were no other nominations. On an eight-to-three vote, Board members elected Mr. Takahashi to serve with immediate effect as Board Vice Chair through December 31, 2025.

B. Director's Report

Monique Melchor, Director, thanked the Board for their shared efforts over her years of service at work2future and introduced incoming Director Sangeeta Durrall. Ms. Durrall noted her excitement for her new role and meeting the challenges ahead. Board members offered appreciation for both Directors.

C. Form 700, Required Trainings, and Open Government Laws

Leanne Bolaño, Deputy City Attorney for the City of San José, provided 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.

D. RFP Process Revisions

Ms. Durrall recommended 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.

ACTION: Mr. Estill moved, Ms. Perez seconded, and the Board voted unanimously to accept staff's report on the implementation of revisions to the RFP process.

E. WIOA Career 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.

Kayla Nicholls, Youth Programs Manager, IRC San Jose, reported on the WIOA Youth (in-school) Program for PY 2023 to date.

Both presentations included year-to-date enrollment statistics, aggregated demographic details for current clients, and new partnership agreements that support growing needs within the client base.

F. Business Services Committee Chair's Report

Alan Takahashi, Board Vice Chair and Business Services Committee Chairperson, reported on recent committee-related activity, including registered apprenticeships in semiconductor manufacturing, upcoming career fairs, and the regional healthcare sector partnership initiative.

G. Healthcare Sector Partnership Initiative

Board Chair and Business Services Committee member, Priya Smith, reported on work to date related to a work2future initiative to convene South Bay healthcare leaders to identify and prioritize sector workforce challenges and promote the development of local solutions. The initiative is expected to bring together more than a dozen leaders for a launch meeting scheduled for April 16, 2024.

H. Youth Committee Chair's Report

Jack Estill, Youth Committee Chairperson, reported on recent committee-related activity. He noted that the outcomes and recommendations from Youth Forum 2.0 were discussed at length in a recent committee meeting, as well as related follow-up actions that committee members will undertake, including three demonstration projects.

I. Labor Market Update

Mr. Thoo reported on regional labor market conditions. He noted that 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 held on for the year, losing 1,400 jobs (-0.1%) between January 2023 and January 2024 to reach 1,152,800. Board members discussed historical unemployment and layoff trends as well as ongoing pandemic effects on employment.

J. Regional Initiatives

Mr. Thoo gave a brief update on three regional initiatives: 1) Bay Area Jobs First, the local implementation of CERF, the California Economic Resilience Fund Program, now known as California Jobs First; 2) local activity related to the CHIPS & Science Act; and 3) the Bay-Peninsula Regional Planning Unit implementation of the California Workforce Development Board's Regional Equity Recovery Partnership Grant (RERP).

V. OTHER

Ms. Smith opened the floor for announcements, suggested agenda items for a future meeting, or other housekeeping items. Ms. Le suggested that evening hours be considered on occasion for future career fair events. No other comments were noted.

VI. ADJOURNMENT

Meeting adjourned at 11:33 am.