

EXECUTIVE COMMITTEE MEETING

February 15, 2024
11:30 am

MINUTES

STAFF: Melchor, Durrall, Maniaul, Luu, Thoo, Walter

I. CALL TO ORDER & ROLL CALL

Chair Pro Tempore Smith called the meeting to order at 11:48 a.m.

Roll Call

Present: Auerhahn, Estill, Le, Smith

Absent: Takahashi, Williams

All votes were taken by voice vote.

II. CONSENT ITEMS

ACTION: Mr. Estill moved, Ms. Auerhahn seconded, and the Committee unanimously approved the acceptance of the minutes of the November 6, 2023, Executive Committee Meeting, and the Financial Status Report as of November 30, 2023.

III. OPEN FORUM

There were no public comments.

IV. BUSINESS ITEMS

A. Director's Report

Monique Melchor, outgoing Director, announced the appointment of Sangeeta Durrall as the new Director for work2future. She also shared efforts by staff to honor late Board Chairperson Susan Koepp-Baker.

Sangeeta Durrall, incoming Director, introduced new Finance Manager Lennette Maniaul. She noted that there would be an upcoming Special Meeting of the committee to discuss preliminary budget scenarios for FY 2024-25.

B. Election of Board Chairperson

Strategic Engagement Manager Lawrence Thoo informed the committee about the process for filling the vacancy left by the passing of late Board Chairperson Susan Koepp-Baker. He affirmed that information about the chairperson's responsibilities and likely time commitment would be sent to the Board in advance of the March 21, 2024, Board meeting.

C. work2future RFP Process Revisions

Contracts Manager Dat Luu asked the committee to accept the staff's report on the

implementation of revisions to the City's Request for Proposals (RFP) process as applied to the procurement of WIOA Adult, Dislocated Worker, and Youth program services based on prior recommendations of an ad hoc committee and the Executive Committee. The committee discussed potential efforts by Board members to support upcoming RFPs.

ACTION: Mr. Estill moved, Ms. Le seconded, and the committee unanimously approved the acceptance of the staff's report on the implementation of revisions to the City's RFP process as applied to WIOA programs.

D. Appointments to the Youth Committee

Mr. Thoo asked the committee to reappoint community members Deryk Clark, Division Director of Youth Development, Bill Wilson Center, and Joseph K. Herrity, Principal, Groundwork Social Sector Consulting, to the Youth Committee for two-year terms backdated to January 1, 2024, expiring December 31, 2025.

ACTION: Ms. Auerhahn moved, Ms. Le seconded, and the committee unanimously approved the reappointment of Deryk Clark and Joseph K. Herrity to the Youth Committee for two-year terms backdated to January 1, 2024, expiring on December 31, 2025.

E. Performance and Enrollment Report

Ms. Durrall reported on year-to-date enrollments in the WIOA Adult, Dislocated Worker, and Youth Programs for Program Year 2023-24. She also presented a State Performance Report for the third quarter of PY 2023-24. Both reports showed work2future programs meeting or exceeding year-to-date goals. The committee discussed the inclusion of various data points in future reports.

G. Business Services Committee Report

In Business Services Committee Chair Takahashi's absence, Mr. Thoo highlighted recent work by the work2future Business Services team related to Rapid Response outreach, job fair performance, and a second round of non-traditional apprenticeships for semiconductor manufacturing technicians.

Ms. Smith updated the committee on a Healthcare Sector Convening project to bring together South Bay healthcare employers around workforce challenges and solutions.

F. Youth Committee Report

Youth Committee Chair Jack Estill shared updates from the February 12, 2024, Youth Committee meeting, including a keynote presentation showing outcomes and recommendations from Youth Forum 2.0, reports from service providers, and activities that committee members will be taking on in the coming months.

H. Labor Market Update

Mr. Thoo provided data and analysis on the labor market in Santa Clara County and the San Jose-Sunnyvale-Santa Clara Metropolitan Statistical Area. The unemployment rate in the San Jose-Sunnyvale-Santa Clara MSA was 4.0 percent in December 2023, up from a revised 3.9

percent in November 2023, and above the year-ago estimate of 2.4 percent, the California Employment Development Department announced on January 19, 2024. This compares with an unadjusted unemployment rate of 5.1 percent for California and 3.5 percent for the nation during the same period. The unemployment rate was 3.9 percent in Santa Clara County and 4.1 percent in San Jose. It was 6.5 percent in San Benito County which, together with Santa Clara County, makes up the MSA.

V. OTHER

Ms. Melchor noted facility improvements at the work2future Career Center in San José and invited committee members to follow work2future’s social media accounts for the latest news and announcements.

VI. ADJOURNMENT

Chair Pro Tempore Smith adjourned the meeting at 1:17 pm.

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