



EXECUTIVE COMMITTEE MEETING

Thursday, November 21, 2024, 12:30 pm

**Almaden Room, Business and Administrative Services Center,
Almaden Winery, 5730 Chambertin Dr, San Jose**

www.work2future.org

This meeting can also be viewed live on computer, smartphone, and tablet at
<https://sanjoseca.zoom.us/j/96214231327?pwd=Mm8zZmlhQjN3bVgxYitSTzBjMzF3Zz09>

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 9:30 am on 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 Daniel.Nguyen@sanjoseca.gov, identifying the Agenda Item Number in the e-mail subject line, to have the comments verbally read into the record, with a maximum of 250 words, which corresponds to approximately 2 minutes per individual comment, subject to the Chair's discretion. Comments received after the agenda item is heard but before the close of the meeting will be included as a part of the meeting record but will not be read into the record.

EXECUTIVE COMMITTEE
MEMBERS | November 2024

Priya Smith, MPH, *Board Chair, Executive Committee Chair*
Chief Employee Human Resources Officer
The Permanente Medical Group, Inc.
Kaiser Permanente Northern California

Alan Takahashi, *Board Vice-Chair*
Senior Vice President and General Manager
Missile Systems
CAES

John “Jack” Estill, *Youth Committee Chair*
Partner
Coactify

Michael Hill, *Business Services Committee Chair*
Senior Director, Organizational and Talent Development
Applied Materials

Louise Auerhahn
Director of Economic & Workforce Policy
Working Partnerships USA

Van Le
Agent
State Farm Insurance
Trustee & Clerk of the Board
East Side Union High School District

Traci Williams
Co-chair
South Bay Consortium for Adult Education
Director
Ease Side Adult Education

ex officio
Sangeeta Durrall, *Secretary*
work2future Director

EXECUTIVE COMMITTEE MEETING

November 21, 2024

12:30 pm

Almaden Room, Business and Administrative Services Center, Almaden Winery,
5730 Chambertin Dr, San Jose

Online at

<https://sanjoseca.zoom.us/j/96214231327?pwd=Mm8zZmlhQjN3bVgxYitSTzBjMzF3Zz09>

AGENDA

- | | |
|---|---------------------|
| I. CALL TO ORDER & ROLL CALL | <i>5 min</i> |
| | <i>12:35 pm end</i> |
| II. CONSENT ITEMS {ACTION} | <i>5 min</i> |
| Approval of the acceptance of: | <i>12:40 pm end</i> |
| A. Minutes of the October 17, 2024, Executive Committee meeting | |
| B. Preliminary Financial Status Report as of September 30, 2024 | |
| III. OPEN FORUM | <i>5 min</i> |
| Members of the public can address the committee on matters not on the agenda. Comment is limited to two minutes unless modified by the Chair. | <i>12:45 pm end</i> |
| IV. BUSINESS ITEMS | |
| A. Chair's Report {Information} | <i>5 min</i> |
| <i>Priya S. Smith, MPH, Board Chair</i> | <i>12:50 pm end</i> |
| Reports on matters of interest. | |
| B. Director's Report {Information} | <i>5 min</i> |
| <i>Sangeeta Durrall, work2future Director</i> | <i>12:55 pm end</i> |
| Reports on matters of interest. | |
| C. FY 2024-25 Program Operating Budget Reconciliation {ACTION} | <i>10 min</i> |
| <i>Lennette Maniaul, Finance Manager</i> | <i>1:05 pm end</i> |
| Recommend that the Board approve the following adjustments to the Fiscal Year 2024–__ Program Operating Budget as follows: i) Adjust the Program Operating Budget to reflect a \$505,272 decrease in funding due to actual savings being less than the projected carry-over amount incorporated in the June 2024 Board-approved budget; ii) Increase carry-over administrative funding by \$11,581; iii) Increase funding by \$340,792 in the WIOA Rapid Response operating budget; iv) Adjust the Summary of Discretionary Funding sources, both new and carry-over, to \$3,370,784. | |

D. WIOA Programs Report (Information)

10 min

Deanna Walter, Project Manager, Adult & Dislocated Worker Programs; Mirza Handzar, Youth Program & Training Project Manager

1:15 pm end

Year-to-date report on the activities and performance of the Workforce Innovation and Opportunity Act (WIOA) career service programs.

E. Service Procurement Update {Information}

5 min

Dat Luu, Contracts Manager

1:20 pm end

Report on the status of the procurement of providers for Adult and Dislocated Worker, and In-School and Out-of-School Youth WIOA program services, and the procurement of a provider for employer-of-record services for San José Works.

F. WIOA Regional and Local Plans {Information}

5 min

Dat Luu, Contracts Manager

1:25 pm end

Report on the process and timeline for the development and submission to the Californ Workforce Development Board of a Regional Plan and a Local Plan for Program Years 2C through 2028.

G. Election Preview (Information)

5 min

Lawrence Thoo, Strategic Engagement Manager

1:30 pm end

Advance information on an election to be held during the December 12, 2024, Board meeting to fill one at-large seat on the Executive Committee for a term of two years.

H. Standing Items (Deferred)

1. Business Services Committee Report
2. Youth Committee Report

V. OTHER

5 min

Announcements, suggested business for future meetings, other housekeeping.

1:35 pm end

VI. ADJOURNMENT

Please note: *Times to the right of agenda items are estimates only of the duration of the 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 member(s) will attend the meeting by teleconference from the indicated publicly accessible location(s):

Committee member: NA

Location: NA

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

I

Call to Order & Roll Call

II

Consent Items

Approve the acceptance of:

- A. Minutes of the Oct 17, 2024, Executive Committee meeting
- B. Preliminary Financial Status Report as of September 30, 2024

{ACTION}

EXECUTIVE COMMITTEE MEETING

Oct 17, 2024

11:30 am

MINUTES

STAFF: Durrall, Luu, Nguyen, Thoo.

GUEST: Jake McIntosh (via Zoom)

I. CALL TO ORDER & ROLL CALL

Board Vice Chair Alan Takahashi called the meeting to order at 11:33 a.m.

Roll Call

Present: Auerhahn (11:34 am via Zoom), Hill, Le (11:40 am), Smith, Takahashi (via Zoom), Williams

Absent: Estill

All votes were taken by roll call vote.

II. CONSENT ITEMS

ACTION: Mr. Hill moved, Ms. Williams seconded, and the Committee unanimously approved the acceptance of the minutes of the August 15, 2024, Executive Committee Meeting and the Financial Status Report as of August 31, 2024.

III. OPEN FORUM

There were no public comments.

IV. BUSINESS ITEMS

A. Chair's Report

Chair Priya Smith announced that Agenda Item IV.E would be taken out of order immediately following Agenda Item IV.B

B. Director's Report

work2future Director Sangeeta Durrall provided a brief update on the development of the RFP for the procurement of WIOA program service providers. She also reported that staff are in the midst of a procurement process for an employer-of-record as the current multi-year option is nearing its end.

Chair Smith then moved to Item IV.E (see below).

C. Appointments to the Business Services Committee

Strategic Engagement Manager Thoo reported a recommendation to appoint Cisco Systems Crisis Response Manager Jake McIntosh, and to reappoint Infinera Senior Learning and

Development Specialist Andy Scott to the Business Services Committee as non-Board members. At Chair Smith's invitation, Mr. McIntosh introduced himself.

ACTION: Mr. Hill moved, Ms. Le seconded, and the Committee unanimously approved the appointment of Mr. McIntosh to the Business Services Committee for an initial term effective November 1, 2024 through December 31, 2025, and the reappointment of Mr. Scott to a two-year term effective January 1, 2025 through December 31, 2026.

D. 2025 Schedule of Meetings

Mr. Thoo presented the proposed schedule of Board meetings and Executive Committee meetings for 2025.

ACTION: As the proposed June 19 meeting date falls on the Juneteenth holiday, Ms. Williams moved, Ms. Smith seconded, and the Committee unanimously approved that the proposed date of the June 2025 meeting should be Wednesday, June 25.

ACTION: Ms. Le moved, Mr. Hill. Smith seconded, and the Committee unanimously approved the 2025 schedule of Board meetings as amended and the 2025 schedule Executive Committee meetings as proposed.

E. Procurement of WIOA Service Providers (This item was taken up immediately after Agenda Item IV.B)

Contracts Manager Dat Luu reported on two community meetings to take input for the procurement of WIOA service providers for work2future. Staff will consider all input as the RFPs are finalized. He also responded to questions from committee members.

**F. Business Services Committee Report
DEFERRED**

**G. Youth Committee Report
DEFERRED**

V. OTHER

Staff announced that the Fall Career Fair in collaboration with San Jose City College would be held on November 14, 2024.

VI. ADJOURNMENT

Chair Smith adjourned the meeting at 12:05 p.m.

Drafted by D. Nguyen; reviewed by L. Thoo

PRELIMINARY FINANCIAL STATUS REPORT AS OF SEPTEMBER 30, 2024

Key Highlights

- WIOA FY23-24 formula and FY24-25 Rapid Response is projected to be fully spent by June 30, 2025.
- As of September 30, 2024, work2future has estimated \$1.7 million from the current FY2024-25 Adult, Dislocated Worker and Youth allocations to be carried over to FY2025-26 representing:
 1. Board-mandated Reserve Account: \$925,887
 2. Unallocated Reserve Account of \$548,999
 3. Projected savings of \$256,544 which comprised of the following:
 - a. Savings from personnel costs for vacancies: \$73,367;
 - b. Utilized additional grant funds to offset salaries of previously WIOA-funded positions: \$91,240;
 - c. Savings from over accrued invoices from service providers: \$91,937.

Other Discretionary Funding

- work2future received \$120,000 from the City of San Jose to assist San Jose resident specifically with On-the-Job (OJT) training in high growth, high demand areas. This funding will support employer-sponsored non-traditional apprenticeships through OJTs.
- work2future received an allocation from the City's General Fund of \$1,824,217 for San Jose Works 10.0, in addition to the carry over funding, net of adjustment of \$1,093,691 from FY 2023-24 for a total funding of \$2,917,918. For FY24/25, there will be 375 participants that will be served. As of September 30, 2024, 361 enrolled participants were served and 336 completed the program last August 9th. A pending cohort of 15 participant will take place in January 2025. In addition to recruitment, placement and onboarding services, youth also accessed career counseling, supportive services (e.g., bus passes), and entrepreneurship training. Workshops provided included communication etiquette, anti-sexual harassment, anti-discrimination, emotional intelligence, and job readiness.
- 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. As of September 30, 2024, 5% has been spent.

- work2future Foundation awarded us \$393,000 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		\$153,000
Wells Fargo	\$113,750	
Amazon	\$100,000	
Flagship	\$5,000	
Shipt	\$21,250	

- Google's Downtown West Mixed-Use Plan approved by the City Council on May 25, 2021, includes a Development Agreement citing a total of \$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 Jose has then received \$4.5 million early payment which are allocated to various programs. Out of the \$4.5 million funding, work2future was allocated \$625,000 for paid work experience and occupational skills training program. 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.

###

Attachments

WORK2FUTURE
FINANCIAL STATUS REPORT AS OF 9/30/24

WIOA FORMULA FUNDS	Adult Appn 2505	Dislocated Worker Appn 2530	Youth Appn 2364	RR Appn 2983	TOTAL WIOA FUNDS
I. FUND BALANCE AS OF 6/30/24					
ALLOCATION FOR FY2023/2024 PD 14 Stat 3	2,679,440	1,720,374	2,040,659	434,643	6,875,116
<i>Less: Actual Expenditures as of 6/30/24</i>	<i>(1,652,892)</i>	<i>(935,169)</i>	<i>(1,000,065)</i>	<i>(434,643)</i>	<i>(4,022,768)</i>
<i>Less: Encumbrances/Spending Plan as of 6/30/24</i>	<i>(181,294)</i>	<i>(94,423)</i>	<i>(412,763)</i>	<i>0</i>	<i>(688,480)</i>
Total Actual Expenditures (with Encumbrances) as of 6/30/24	(1,834,186)	(1,029,591)	(1,412,828)	(434,643)	(4,711,248)
Remaining Funds as of 6/30/24 (\$) - Allocation minus (Actuals + Encumbrances)	845,254	690,783	627,831	0	2,163,868
Remaining Funds as of 6/30/24 (%)	32%	40%	31%	0%	31%
II. Actual Expenditures/Encumbrances (Funded with balance from FY23/24)					
(a) Remaining Funds for FY23/24 (exclude encumbrances)	1,026,548	785,205	1,040,594	0	2,852,348
Transfer between Adult and Dislocated Worker		0	0	0	0
Rescission				0	0
<i>Less: Actual Expenditures as of 9/30/2024</i>	<i>(510,599)</i>	<i>(265,644)</i>	<i>(296,976)</i>	<i>0</i>	<i>(1,073,220)</i>
<i>Less: Actual Encumbrances as of 9/30/2024</i>	<i>(515,949)</i>	<i>(519,562)</i>	<i>(743,618)</i>	<i>0</i>	<i>(1,779,128)</i>
Total Actual Expenditures/Encumbrances as of 9/30/24	(1,026,548)	(785,205)	(1,040,594)	0	(2,852,348)
Projected Remaining Funds (\$) from FY23/24 Allocation	0	0	0	0	0
Projected Remaining Funds (%)	0%	0%	0%	0%	0%
(b) ALLOCATION FOR FY2024/2025	1,929,234	2,258,676	1,984,670	753,703	6,926,283
Additional Funding	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 2024-2025	1,929,234	2,258,676	1,984,670	753,703	6,926,283
<i>Less: Actual Expenditures as of 9/30/2024</i>	<i>(37,927)</i>	<i>(48,690)</i>		<i>(131,230)</i>	<i>(217,847)</i>
<i>Less: Actual Encumbrances as of 9/30/2024</i>	<i>(871,664)</i>	<i>(436,715)</i>	<i>(355,425)</i>		<i>(1,663,803)</i>
Total Actual Expenditures (with Encumbrances) as of 6/30/25	(909,591)	(485,404)	(355,425)	(131,230)	(1,881,650)
Projected Remaining Funds (\$) from FY24/25 Allocation	1,019,643	1,773,272	1,629,245	622,473	5,044,633
Projected Remaining Funds (%)	53%	79%	82%	83%	73%
FISCAL YEAR 23/24 & FY24/25:					
Total Available Funds (FY23/24 balance + FY24/25 Adjusted Allocation)	2,955,782	3,043,881	3,025,264	753,703	9,778,631
<i>Less: Total Cumulative Expenditures/Encumbrance as of 6/30/25</i>	<i>(1,936,139)</i>	<i>(1,270,609)</i>	<i>(1,396,019)</i>	<i>(131,230)</i>	<i>(4,733,997)</i>
REMAINING FUNDS (\$)	1,019,643	1,773,272	1,629,245	622,473	5,044,633
REMAINING FUNDS (%)	34%	58%	54%	83%	52%
III. Projected Expenditures/Carry Over through June 30, 2025					
<i>Projected Expenditures through June 2025</i>	<i>(1,064,475)</i>	<i>(833,895)</i>	<i>(1,040,594)</i>	<i>(131,230)</i>	<i>(3,070,194)</i>
<i>Projected Carry Over through June 2025 (\$)</i>	<i>312,779</i>	<i>822,964</i>	<i>595,687</i>	<i>0</i>	<i>1,731,430</i>
<i>Projected Carry Over through June 2025 (%) with Rapid Response</i>	<i>16%</i>	<i>36%</i>	<i>30%</i>	<i>0%</i>	<i>25%</i>
<i>Projected Carry Over through June 2025(%) without Rapid Response</i>	<i>16%</i>	<i>36%</i>	<i>30%</i>	<i>0%</i>	<i>28%</i>

WORK2FUTURE
FINANCIAL STATUS REPORT AS OF 9/30/24

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 (Wells Fargo)	w2f - San Jose Works (Shipt)	w2f - San Jose Works (Amazon)	w2f - San Jose Works (Flagship)	Total
I. Actual as of June 30, 2024	General Fund	Contributions	Contributions	Contribution	Contribution	Contribution	Contribution	Contribution	
	APPN 203W	APPN 209E	APPN 212G	APPN 219B	APPN 219B	APPN 226J	APPN 217J	APPN 217K	
Grant Period	5/1/24-4/30/25	Execution - 1/31/25	Execution - 10/19/23-6/30/2024	Execution - 7/1/22 - 6/30/22 & 1/1/23- 12/31/23	Execution 7/1/24 - 4/30/25	Execution 1/1/23- 12/31/23	No Agreement	No Agreement	
Original Allocation/Available Funds for FY23-24	2,668,496	37,500	76,500	7,500	0	21,250	100,000	5,000	2,916,246
Increase/(Decrease)	0	12,500	0	21,250	0	0	0	0	33,750
Adjusted Allocation	2,668,496	50,000	76,500	28,750	0	21,250	100,000	5,000	2,949,996
Less: Expenditures as of 6/30/24	(1,571,548)	(2,500)	0	0	0	0	0	0	(1,574,048)
Less: Encumbrance as of 6/30/24	(1,093,691)	0	0	0	0	0	0	0	(1,093,691)
Total Actual Expenditures/Encumbrances as of June 2022	(2,665,239)	(2,500)	0	0	0	0	0	0	(2,667,739)
Available Funds for FY 2023-2024	3,257	47,500	76,500	28,750	0	21,250	100,000	5,000	282,257
% Remaining	0%	95%	100%	100%	0%	100%	100%	100%	10%
II. Actual Expenditures/Encumbrances									
Available Funds for FY2024-2025	1,093,691	47,500	76,500	28,750	85,000	21,250	100,000	5,000	1,457,691
Funding 24-25	1,824,217	0	76,500	0	0	0	0	0	1,900,717
Adjustments	0			0	0	0	0	0	0
Total Available Funding for FY 2024-2025	2,917,908	47,500	153,000	28,750	85,000	21,250	100,000	5,000	3,358,408
Less: Expenditures as of 9/30/24	(1,002,331)	0	0	0	0	0	0	0	(1,002,331)
Less: Encumbrances as of 9/30/24	(306,914)	0	0	0	0	0	0	0	(306,914)
Cumulative Expen/Encumb as of 6/30/25	(1,309,245)	0	0	0	0	0	0	0	(1,309,245)
\$ Remaining	1,608,663	47,500	153,000	28,750	85,000	21,250	100,000	5,000	2,049,163
% Remaining	55%	100%	100%	100%	100%	100%	100%	100%	61%
III. Actual Expenditures/Carry Over									
Actual Expenditures through 6/30/25	(1,002,331)	0	0	0	0	0	0	0	(1,002,331)
Actual Carry Over through 6/30/25	306,914	47,500	153,000	28,750	85,000	21,250	100,000	5,000	747,414
Actual Carry Over through 6/30/25 (%)	11%	100%	100%	100%	100%	100%	100%	100%	22%

**WORK2FUTURE
FINANCIAL STATUS REPORT AS OF 9/30/24**

Other Funds	Google	Google	Total
	WEX and Training	Child Care	Total
I. Actual as of June 30, 2024	APPN 222A	APPN 222A	
Grant Period	N/A	N/A	
Original Allocation/Available Funds for FY23-24	625,000	600,000	1,225,000
<i>Less: Expenditure/Encumbrances as of 6/30/24</i>	<i>(345,971)</i>	<i>0</i>	<i>(345,971)</i>
<i>Less: Encumbrance</i>	<i>0</i>	<i>0</i>	<i>0</i>
<i>Total Actual Expenditures/Encumbrances as of June 2024</i>	<i>(345,971)</i>	<i>0</i>	<i>(345,971)</i>
Available Funds for FY 2023-2024	279,029	600,000	879,029
% Remaining	45%	100%	72%
II. Actual Expenditures/Encumbrances			
Available Funds for FY 2024-2025	279,029	600,000	879,029
<i>Less: Expenditures as of 9/30/24</i>		<i>0</i>	<i>0</i>
<i>Less: Encumbrances as of 9/30/24</i>		<i>0</i>	<i>0</i>
Cumulative Expenditures as of 6/30/25	<i>0</i>	<i>0</i>	<i>0</i>
\$ Remaining	279,029	600,000	879,029
% Remaining	100%	100%	100%
III. Actual Expenditures/Carry Over			
<i>Actual Carry Over through 6/30/25</i>	279,029	600,000	879,029
<i>Actual Carry Over (%) through 6/30/25</i>	0%	100%	100%

**WORK2FUTURE
FINANCIAL STATUS REPORT AS OF 9/30/24**

Other Funds					
	HVAC Technician Green Technology	Pathway to Self Sufficiency	Workforce Development Service Enhancement	Gilroy Foundations	Emerging Needs - Local Assistance Funds
I. Actual as of June 30, 2024	APPN 225K	APPN 229C	APPN 226S	APPN TBD	APPN 217I
Grant Period					N/A
Original Allocation/Available Funds for FY23-24	100,000	2,700,000	120,000	0	5,000
<i>Less: Expenditure/Encumbrances as of 6/30/24</i>	0	0	(47,220)	0	0
<i>Less: Encumbrance</i>	0	0	(52,780)	0	0
<i>Total Actual Expenditures/Encumbrances as of 6/30/24</i>	0	0	(100,000)	0	0
Available Funds for FY 2023-2024	100,000	2,700,000	20,000	0	5,000
% Remaining	100%	100%	0%	0%	100%
II. Actual Expenditures/Encumbrances					
Available Funds for FY 2024-2025	100,000	2,700,000	72,780	1,000	5,000
Adjustments	0	249,157	0		0
Total Available Funds	100,000	2,949,157	72,780	1,000	0
<i>Less: Expenditures as of 9/30/24</i>	0	(171,898)	42,313	0	0
<i>Less: Encumbrances as of 9/30/24</i>	0	0	(115,093)	0	0
Cumulative Expenditures as of 6/30/25	0	(171,898)	(72,780)	0	0
\$ Remaining	100,000	2,777,259	0	1,000	5,000
% Remaining	100%	94%	0%	100%	0%
III. Actual Expenditures/Carry Over					
<i>Actual Carry Over through 6/30/25</i>	100,000	2,777,259	0	1,000	5,000
<i>Actual Carry Over (%) through 6/30/25</i>	100%	100%	0%	100%	100%

**WORK2FUTURE
BUDGET VARIANCE REPORT AS OF 9/30/24**

Other Funds	California Workforce Assoc	Business Owners Space.com network	Total
I. Actual as of June 30, 2024	APPN 3903	APPN 3620	
Grant Period	N/A	N/A	
Original Allocation/Available Funds for FY23-24	4,042	7,838	11,880
Less: <i>Expenditure/Encumbrances as of June 2024</i>	0	(5,237)	(5,237)
Total Actual Expenditures/Encumbrances as of June 2024	0	(5,237)	(5,237)
Available Funds for FY 2023-2024	4,042	2,601	6,643
% Remaining	100%	33%	56%
II. Actual Expenditures/Encumbrances			
Available Funds for FY 2024-2025	4,042	2,334	6,376
<i>Expenditures as of 9/30/24</i>	0	(140)	(140)
<i>Encumbrances as of 9/30/24</i>	0	0	(140)
Cumulative Expenditures as of 6/30/25	0	(140)	6,096
\$ Remaining	4,042	2,194	6,238
% Remaining	100%	94%	98%
III. Actual Expenditures/Carry Over			
<i>Actual Carry Over through 6/30/25</i>	4,042	2,194	6,236
<i>Actual Carry Over (%) through 6/30/25</i>	100%	100%	100%

III

Open Forum

IV

Business Items

Each of the following items will be taken up separately. Unless otherwise indicated, each is an information and discussion item.

- A. Chair's Report
- B. Director's Report
- C. FY 2024-25 Program Operating Budget Reconciliation {ACTION}
- D. WIOA Programs Report
- E. Service Procurement Update
- F. WIOA Regional and Local Plans
- G. Election Preview

CHAIR'S REPORT

Board and Executive Committee Chair Priya S. Smith will report on matters of interest to the committee but not on the agenda.

###

DIRECTOR'S REPORT

work2future Director Sangeeta Durrall will report on matters of interest to the committee but not itemized on the agenda.

###



Memorandum

TO: Executive Committee**FROM:** Lennette Maniaul**SUBJECT:** SEE BELOW**DATE:** November 18, 2024

Approved**DATE**

SUBJECT: FY 2024-25 Program Operating Budget Reconciliation**RECOMMENDATION**

Recommend that the Board approve the following adjustments to the Fiscal Year 2024–25 Program Operating Budget:

- i) Adjust the Program Operating Budget to reflect a \$505,272 decrease in the funding due to the actual savings being less than the projected carry-over amount incorporated in the June 2024 Board-approved budget;
- ii) Increase carry-over administrative funding by \$11,581;
- iii) Increase funding by \$340,792 in the WIOA Rapid Response operating budget;
- iv) Adjust the Summary of Discretionary funding sources, both new and carry-over to \$3,370,784

On June 20, 2024, work2future staff submitted to the full Board, the Proposed FY 2024-25 Workforce Innovation and Opportunity Act (WIOA) Program Operating Budget. This included the planned WIOA allocation from the State EDD, estimated Rapid Response funding, and projected WIOA Adult, Dislocated Worker, and Youth programs carry-over funding from FY 2023-24.

On June 25, 2024, work2future received its *final* Rapid Response and Layoff Aversion funding allocation for FY 2024-25.

In addition, in the June 2024 Board-approved Program Operating Budget, work2future included \$2,393,640 projected carry-over as of June 30, 2024. In the FY 2023-24 year-end close as of June 30, 2024, actual savings were determined to be \$1,886,276. The \$505,272 difference will be realigned accordingly in the table below.

Budget Details	June-24 Board Approved Budget	Proposed Budget Adjustment	Adjusted Budget
	A	B	C = (A+B)
Personnel Costs	2,238,346	(344,220)	1,894,126
Non-Personnel Costs	528,545	(55,311)	473,234
Adult Client Services	1,345,804	(5,804)	1,340,000
Youth Client Services	547,000	13,274	560,274
One Stop Operator	30,000	0	30,000
Contracted Services	2,548,014	(58,402)	2,489,612
Unallocated Contingency Reserve	749,345	(54,809)	694,536
Total Operating Budget	7,987,054	(505,272)	7,481,782

Personnel Costs

work2Future is able to leverage its increase of \$344,220 Rapid Response and Layoff Aversion funding allocation for the Personnel Costs that were previously funded with WIOA.

Non-Personnel Costs

A total savings of \$55,311 was identified without causing any negative impact to work2future operations.

Adult and Youth Client Services

An increase of \$7,470 in Adult and Youth Client Services cost because of prior year expenditures which were not factored before Fiscal Year-End June 30, 2024.

Contracted Services Costs

Due to the reduction of funding allocation, work2future had a budget negotiation with the service providers and decided that work2Future reduced contracted service cost by \$58,402 for Program Year 24-25 without causing any negative impact on service deliveries.

Contingency Reserve

It was determined in the previous Board meeting that the unallocated contingency reserves can be used to make up the deficits if there is a reduction of funding allocation. As a result, \$54,809 is reduced from unallocated contingency reserve due to the reduction of funding allocation.

WIOA ADMINISTRATIVE FUNDING

The Administrative Budget of FY24-25 is the combination of 10% of total WIOA allocation and the carry-over savings from prior year. Compared to the Initial Budget approved in June 2024, Administrative Budget increases by \$11,581; from \$797,863 to \$809,444, due to the factor of actual carry-over savings.

Budget Details	June '24 Board Approved Budget	Proposed Budget Adjustment	Adjusted Budget
	A	B	C = (A+B)
Personnel Costs	489,540	20,293	509,833
CAO	135,659	0	135,659
Non-Personnel Costs	35,865	3,328	39,193
City Overhead	75,101	(12,040)	63,061
Distribution to Service Providers	61,698	0	61,698
Total Operating Budget	797,863	11,581	809,444

WIOA RAPID RESPONSE FUNDING

On June 25, 2024, the State of California EDD released the FY 2024-2025 Rapid Response funding allocation to Local Workforce Development Boards. work2future has been allocated \$753,703, in both *base and lay-off* aversion funding, a total funding increase of \$340,792 compared to the \$412,911 *estimated* funding submitted and approved by the Board in June 2024. Total Rapid Response funding will now be \$753,703.

The following are the proposed budget adjustments to the Rapid Response funding and the corresponding financial impact on the operational budget:

Budget Details	June '24 Board Approved Budget	FY 2024-25 Allocation Adjustment	Proposed Revised Rapid Response Budget
	A	B	C = (A+B)
WIOA Rapid Response Allocation FY 2024-25	412,911	340,792	753,703
WIOA Rapid Response Carry-over funding FY 2023-24	0	0	0
Total Operating Budget	412,911	340,792	753,703

Budget Details	June-24 Board Approved Budget	FY 2024-25 Allocation Adjustment	Revised Rapid Response Allocation
	A	B	C = (A+B)
Personnel Costs	345,267	273,391	618,658
Non-Personnel Costs	39,487	20,201	59,688
City Overhead Costs @ 10% of Allocation	28,157	47,200	75,357
Total Proposed Rapid Response Budget	412,911	340,792	753,703

The increase in the Personnel, Non-Personnel and City Overhead Costs line-item budgets are reflective of the increase in funding due to the change in FY24-25 allocation.

DISCRETIONARY CARRY-OVER AND NEW FUNDING

All discretionary grants except for the BOS initiative, Emerging Needs Local Assistance, and Gilroy funding are for a term period that crosses over two or more fiscal years. Thus, unspent funding can be carried over to the remaining months of the grant period and reimbursed only when expenditures are incurred against the grant. On the other hand, the BOS Initiative, California Workforce Development Board, and Emerging Needs Local Assistance funding are ongoing grants for which funding has already been received, and unspent funding has been carried over from one fiscal year to the next until the funds are totally spent. Also included in this funding group is the on-going funding from the City General Fund of \$1.8 million to support the San Jose Works program.

The following table is a Summary of Discretionary grant funding for FY 2024-25:

Discretionary Grants	Proposed Amount
San Jose Works 10.0 Program Initiative ¹	2,917,908
San Jose Works (Amazon) ²	100,000
San Jose Works (Bank of America) ²	153,000
San Jose Works (Cities for Financial Empowerment) ²	47,500
San Jose Works (Shipt) ²	21,250
San Jose Works (Wells Fargo) ²	113,750
San Jose Works (Flagship) ²	5,000
Emerging Needs Local Assistance Fund	5,000
California Workforce Development Board	4,042
Business Owner's Space (BOS) Initiative	2,334
Gilroy Foundations	1,000
Total Discretionary New and Carry-Over Funding	3,370,784

¹ Represents the yearly funding of \$1,824,217 available from the City General Fund to support SJ Works 10.0 and \$1,093,691 carry-over funds from SJ Works 9.0.

² Other funding raised to support the San Jose Works program.

/s/
LENNETTE MANIAUL
Finance Manager

Cc: Sangeeta Durrall
Jeff Ruster

WIOA PROGRAMS REPORT

Staff will provide updates on the Workforce Innovation and Opportunity Act Adult, Dislocated Worker, and Youth programs for PY 2024-25 in progress.

###

SERVICE PROCUREMENT UPDATES

WIOA Service Provider Procurement Update

Staff have prepared a separate Request for Proposals (RFP) for service providers for each of the following:

- A. Adult and Dislocated Worker Programs
- B. Youth Program—In-School Youth
- C. Youth Program—Out-of-School Youth

Each RFP is unique, and bidders are encouraged to submit proposals for one or more programs for which they are qualified. The RFPs in this cycle have a different scoring rubric than previous cycles had. The scoring scale is rebalanced to emphasize questions that incorporated suggestions from the community input meeting. The RFPs, which will be released shortly, are scheduled to be open for 10 weeks. They will close in late January 2025.

San José Works Employer-of-Record Procurement

As the current multi-year renewal option for the San José Works employer-of-record is due to expire shortly, staff has carried out a procurement for an employer-of-record for a succeeding term. The window for bids closed on October 25, 2024, by which time staff had received two proposals. The winning proposal came from the Foundation for California Community Colleges (FCCC). FCCC has extensive experience serving as an employer-of-record for various institutions throughout California. FCCC has worked with the City of San José as employer-of-record for various Earn-and-Learn programs, including San José Works.

###

WIOA REGIONAL AND LOCAL PLANS

The Workforce Innovation and Opportunity Act (WIOA) requires local workforce development boards to prepare regional and local plans every four years. In California, the next four-year cycle is Program Year (PY) 2025, which begins July 1, 2025, through PY 2028, which begins July 1, 2028. The California Employment Development Department has issued a draft directive for the PY 2025–2028 plans, but not yet a final directive. Nonetheless, as plans will be due to the California Workforce Development Board (CWDB) no later than March 31, 2025, work on plans has begun.

work2future belongs to the state-designated Bay-Peninsula Regional Planning Unit, as do NOVAworks (North Valley Workforce Development Board) and the San Francisco Office of Economic and Workforce Development (SFOEWD, for the Workforce Investment San Francisco Board). They share responsibility for the regional plan, while each is responsible for its local plan. NOVAworks is managing the regional plan development and coordinating delivery to CWDB of the package of regional and local plans, as required.

As of this writing (November 18, 2024), the three agencies will hold a hybrid community stakeholder meeting on November 20, 2024, to take questions and input for both the regional plan and the local plans. The event will be held online, as well as in-person at locations in San Jose, San Francisco and Sunnyvale. In San Jose, work2future will host in-person participation at the San Jose Job Center, 1608 Las Plumas Avenue.

As the Board's quarterly meetings do not align well with the deadline for submitting the plans to CWDB, the Executive Committee should plan to review final draft regional and local plans at its January 16, 2025, meeting and approve final plans on behalf of the Board at its February 20, 2025, meeting. The plans will be presented to the Board at its March 20, 2025, meeting.

###

[Regional Plan PY 2021-24](https://www.work2future.org/wp-content/uploads/2022/01/work2future-REGIONAL-PLAN-2021-24.pdf)

< <https://www.work2future.org/wp-content/uploads/2022/01/work2future-REGIONAL-PLAN-2021-24.pdf> >

[Local Plan PY 2021-24](https://www.work2future.org/wp-content/uploads/2022/01/work2future-LOCAL-PLAN-2021-24.pdf)

< <https://www.work2future.org/wp-content/uploads/2022/01/work2future-LOCAL-PLAN-2021-24.pdf> >

ELECTION PREVIEW

The Executive Committee is reminded that Louise Auerhahn's term on the Executive Committee will end on December 31, 2024, and the Board must, at its meeting scheduled for December 12, 2024, its final regular meeting of this calendar year, elect one of its members to the two-year term that will begin January 1, 2025, and continue through December 31, 2026.

###

V

Other

VI

Adjournment