



WORKFORCE DEVELOPMENT BOARD MEETING

Thursday, December 12, 2024, 9:30 am

www.work2future.org

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 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 at www.work2future.org/ 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. Comments received will be included as a part of the meeting record but will not be read into the record.

WORKFORCE DEVELOPMENT BOARD MEMBERS

December 2024

**Board Chair
Priya Smith, MPH***

Chief Employee Human Resources Officer
The Permanente Medical Group, Inc.
Kaiser Permanente Northern California

**Board Vice Chair
Alan Takahashi***

Senior Vice President and General Manager
Missile Systems
CAES

- | | |
|--|--|
| <p>1. Louise Auerhahn*
Director of Economic & Workforce Policy
Working Partnerships USA</p> <p>2. Rajiv Batra
Head of Legal & Compliance
Arc</p> <p>3. Ricardo Benavidez
Director of Social Infrastructure
Google LLC</p> <p>4. George Chao
Director of Strategic Partnerships
Manex</p> <p>5. John (Jack) Estill, Youth Committee Chair*
Partner
Coactify</p> <p>6. Joseph A. Flynn
Vice President of Software Transformation
CommScope</p> <p>7. Michael Hill, Business Services Committee Chair*
Senior Director, Talent & Organizational
Development
Applied Materials</p> <p>8. Van T. Le*
Agent
State Farm Insurance
Trustee and Clerk of the Board
East Side Union High School District</p> <p>9. Maria Lucero
Deputy Division Chief, Region I
Northern Division, Workforce Services Branch
Employment Development Department, State of
California</p> | <p>10. Daniel Mangan
Local 483 Organizer
Sprinkler Fitters U.A Local 483</p> <p>11. Brian N. Murphy
Director of Training
Pipe Trades Training Center
UA Local 393</p> <p>12. Teresa Ong
Associate Vice President
Workforce & CTE Programs
Foothill College</p> <p>13. Rafaela Perez
Employment Services Director
Social Services Agency
County of Santa Clara</p> <p>14. Steve Preminger
Director, Civic and Community Engagement
County of Santa Clara</p> <p>15. Mitesh Shah
Vice-President and Business Unit Head
Tech Mahindra</p> <p>16. Traci Williams*
Co-chair
South Bay Consortium for Adult Education
Director
East Side Adult Education</p> <p><i>Ex officio</i>
Sangeeta Durrall, Secretary
work2future Director</p> |
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*Members of the Executive Committee

WORKFORCE DEVELOPMENT BOARD

December 12, 2024

9:30 am

Conference Rooms, 1608 Las Plumas Ave, San Jose

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

MEETING AGENDA

I. CALL TO ORDER & ROLL CALL

*5 min
9:35 am end*

II. CONSENT ITEMS {ACTION}

Accept the following:

*5 min
9:40 am end*

- A. Minutes of the September 19, 2024, Board meeting**
- B. Preliminary Financial Status Report as of September 30, 2024**
- C. San Jose Works Program Report as of September 30, 2024**
- D. WIOA Adult, Dislocated Worker and Youth Programs Report as of November 21, 2024**
- E. Business Services Committee Chair's Update**
- F. Youth Committee Chair's Update**
- G. Labor Market Update**

III. OPEN FORUM

Members of the public may address the committee on matters not on the agenda.

*5 min
9:45 am end*

IV. BUSINESS ITEMS

A. Chair's Report

Priya Smith, Board Chair

Introduction of new Board member and reports on other matters of interest.

*5 min
9:50 am end*

B. Director's Report {Information}

Sangeeta Durrall, Director

Reports on various matters of interest.

*5 min
9:55 am end*

C. WIOA Reauthorization {Information}

Sangeeta Durrall, Director

Briefing on pending legislation in Congress to reauthorize the Workforce Innovation and Opportunity Act (2014) for the next five years.

*5 min
10:00 am end*

D. Board Elections {Action}

Lawrence Thoo, Strategic Engagement Manager

Nominate candidates for and elect a Board member for the following:

*5 min
10:05 am end*

- 1. One full-term at-large member of the Executive Committee**

E. 2025 Schedule of Meetings {Action}

Lawrence Thoo, Strategic Engagement Manager

Adopt the recommended 2025 schedule of Board and Executive Committee meetings.

5 min

10:10 am end

F. Revision to Youth Committee Membership Terms {Action}

Jack Estill, Youth Committee Chair

Amend the November 2022 Board resolution establishing the Youth Committee to revise the eligibility age limit for certain non-Board member seats on the committee.

5 min

10:15 am end

G. FY 2024–25 Program Operating Budget Reconciliation {Action}

Lennette Maniaul, Finance Manager

Approve the following adjustments to the Fiscal Year 2024–25 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.

15 min

10:30 am end

H. Service Procurement Update {Information}

Dat Luu, Contracts Manager

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.

5 min

10:35 pm end

I. WIOA Regional and Local Plans {Information}

Dat Luu, Contracts Manager

Report on the development and submission to the California Workforce Development Board of a Regional Plan and a Local Plan for Program Years 2025 through 2028, including the pending release of drafts for public comment.

10 min

10:45 pm end

V. OTHER

Announcements, suggested agenda items for a future meeting, other housekeeping.

5 min

10:50 am end

A. Community Builder Awards

Presentations are scheduled to begin at 11 a.m., following this Board meeting.

B. Other

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, FL

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 September 19, 2024, Board meeting
- B. Preliminary Financial Status Report as of September 30, 2024
- C. San José Works Program Report as of September 30, 2024
- D. WIOA Adult, Dislocated Worker and Youth Programs Report as of November 21, 2024
- E. Business Services Committee Chair's Update
- F. Youth Committee Chair's Update
- G. Labor Market Update

Note: Consent items should be acted on as a group without discussion. If a Board member wishes to ask questions or discuss any of the items, s/he should ask for it to be taken out of Consent before a motion is made or there is a vote. The selected item can then be discussed on acted on separately.

{ACTION}

WORKFORCE DEVELOPMENT BOARD

September 19, 2024

MINUTES

Staff: Durrall, Handzar, Luu, Hernandez, Nguyen, Sanchez, Thoo, Walter
Guest:

I. CALL TO ORDER & ROLL CALL

The meeting was called to order at 9:35 am by Chairperson Priya Smith.

Roll Call

Present: Auerhahn, Benavidez, Chao (attended via Zoom in compliance with the Brown Act), Estill, Hill, Le, Lucero, Mangan, Perez, Preminger, Smith, Williams

Absent: Batra, Flynn, Murphy, Shah, Takahashi

All votes by roll call.

II. CONSENT ITEMS

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

A. Minutes of the June 20, 2024, Board meeting

B. Preliminary Financial Status Report as of June 30, 2024

C. San Jose Works Program Report as of August 31, 2024

III. OPEN FORUM

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

IV. BUSINESS ITEMS

A. Chair's Report

Board Chair Priya Smith welcomed and introduced new Board member Daniel (Danny) Mangan from Sprinkler Filters UA Local 483 as Labor representative for a 4-year term ending on December 31st, 2028. In addition, Ms. Smith also reported that, moving forward, staff will be reporting additional service information at Board meetings, including client stories and successes. The aim is to better illustrate how work2future's work is impacting the people the agency serves.

B. Director's Report

work2future Director Sangeeta Durrall reinforced Ms Smith's earlier statements about staff reports on client services and outcomes. She also reported that state staff from the Economic Development Department were on-site during the week for routine fiscal compliance monitoring. She said the first quarter had been very busy as work2futuer forged new partnerships and picked up new special projects in addition to regular activities..

C. Amend Annual Board Meeting Schedule

Board Chair Smith proposed rescheduling the final Board meeting of 2024 from November 21 to December 12 and recommended that the fourth meeting of future calendar years be scheduled for the second Thursday of December.

ACTION: Ms. Williams moved, Ms. Auerhahn seconded, and the Board voted unanimously to approve the proposed changes.

D. WIOA Programs Report

Director Durrall introduced staff members Jennifer Hernandez, who walked Board members through a sample work2future “client journey”, and Deanna Walter and Mirza Handzar, who presented a pair of client stories, as well as performance updates, from the Workforce Innovation and Opportunities Act Adult, Dislocated Worker, and Youth Programs. Board members engaged in substantial discussion with staff.

E. Special Projects Report

Strategic Engagement Manager Lawrence Thoo reported on the status of three special projects:

- 1) Subsidized Employment Pathway to Self Sufficiency Program, which is finalizing preparation and should be ready to receive candidates in a few weeks;
- 2) Elmwood In-Custody Project, which launched in the weeks prior to the Board meeting and had already seen 15 participants; and
- 3) Staff assistance with employer outreach for a new job fair component to San Jose’s Annual Disability Awareness Day event.

F. Youth Committee Report

Youth Committee Chair Jack Estill deferred the recommendation to amend the stipulated aged limit for Youth Committee members to the December Board meeting. Mr. Estill reported on the progress of, and demonstrated, the Community Resources for Job Seekers project which the San Jose Public Library’s SJPL Works program has taken responsibility for after the Community Youth Forum. It is available through the Library’s web site. Mr. Estill said the Library expects the resource will continue to evolve as more organization become involved. He also provided brief updates on two other Youth Committee projects.

G. Business Services Committee Report

Business Services Committee Chair Michael Hill reported various activities, performance, events, programs, and outcomes of the services from work2future to serve employers. Ms. Smith add an update on the Health Care Sector Partnership initiative.

H. WIOA Services Provider Procurement Update

Contracts Manager Dat Luu reported on the status of the development of Requests for Proposals for WIOA service providers, including a pending set of community input meetings.

I. Labor Marker Update

Strategic Engagement Manager Thoo reported on the labor market in and around Santa Clara County.

J. Board Elections Preview

Mr. Thoo provided advance information regarding an election to be held at the December Board meeting to fill a seat on the Executive Committee that will be vacated by Louise Auerhahn on December 31, 2024, when her committee term ends.

V. OTHER

Ms. Smith announced the upcoming Fall Job Fair at San Jose City College, scheduled for November 14, 2024, and the presentation of the annual Community Builder Awards immediately following the December Board meeting. There were no other announcements offered.

VI. ADJOURNMENT

Meeting adjourned at 11:21 am.

Draft: D. Nguyen
Edit Review: 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: Expenditure/Encumbrances as of June 2024	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
Expenditures as of 9/30/24	0	(140)	(140)
Encumbrances as of 9/30/24	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			
Actual Carry Over through 6/30/25	4,042	2,194	6,236
Actual Carry Over (%) through 6/30/25	100%	100%	100%



2024

SJW 10.0 REPORT

Celebrating 10 Years of Empowering Youth through Summer Employment

Ten years ago, we embarked on a bold journey, launching the San Jose Works Summer Employment Program (SJW) one-hundred eager young participants. Our vision was simple, to empower youth with the skills, experience, and confidence they need to thrive in the workforce and their communities.

As we celebrate a full decade of this transformative program, we are thrilled to have served over 4,000 youth - a milestone made possible with the unwavering support and commitment of our entire community.

To our worksites, which provide real-world environments for our youth to learn and grow, we extend our deepest gratitude. Your guidance and belief in the potential of young people is the cornerstone of this program's success and a testament to the power of collaboration, dedication, and belief in our vision.

To our mentors, your impact goes far beyond just teaching a trade or task. You've been role models, sounding boards, and sources of inspiration. You've helped our participants navigate not only the workplace but life itself—offering advice, fostering resilience, and introducing the power of tenacity. Many of you have gone above and beyond, and the relationships built between mentor and mentee are a shining example of how community care can shape future generations.

To our incredible partners and donors, this program is as much yours as it is ours. Your generosity and shared commitment to the development of our youth is invaluable. You've provided the financial backing, resources, and tools necessary for the continued expansion of SJW. You saw the potential of SJW in its earliest days, and because of your belief, we have been able to grow from our first cohort of one-hundred youth to a thriving community that reaches nearly 4,000 youth annually.

To our youth participants, you are the reason this program exists and continues to flourish. Over the years, you have shown us the power of determination and growth. Whether you learned how to write a resume, learned new technical skills, mastered the art of networking, or simply experienced the importance of showing up on time—each of you has walked away from this program with more than just employment experience. You've also learned how to collaborate, communicate, and cultivate a sense of responsibility that will serve you for years to come. Your successes, both big and small, are the driving force of San Jose Works.

Whether you're opening your business to a youth intern, mentoring a young mind, donating funds or resources, or simply cheering on our participants—you've made an incredible difference. Together, we've not only created job opportunities but laid the foundation for brighter futures and stronger communities.

As we look ahead to the next decade, we do so with dedication and excitement for our next generation of youth. With your continued support, we will continue to grow, innovate, and ensure that every young person who participates through SJW acquires the skills, knowledge, and confidence to succeed.

Here's to ten years of empowerment, growth, and partnership—and to the thousands of lives we have yet to encourage. Thank you for making this journey possible. Together, we are changing the future, one summer at a time.

San Jose Works Summary



"To anyone interested in the social media marketing and printing machine industries, I highly recommend the JP Graphics internship. This internship offers a special chance to interact with professionals, giving you valuable insight. The supportive and collaborative environment fosters strong professional relationships and encourages growth. Having access to equipment for personal projects is a huge perk that allows for hands-on learning and skill development. Overall in all, this has been an unforgettable and educational experience that has been very helpful in both professional and personal development.""

-SJ Works Youth

In collaboration with the Parks, Recreation & Neighborhood Services program/ Youth Empowerment Alliance (YEA), San José Works 10.0 (SJ Works) effectively facilitated the provision of various services to its participants. These individuals were paired with employers to partake in meaningful paid work experiences aimed at fostering professional growth and enhancing awareness of future opportunities within priority sectors and high-demand occupations. Following a long-standing tradition, each participant was assigned a SJ Works Job Coach to support them throughout the program, offering assistance with resume writing and financial planning among other work readiness activities. Support services encompassed transportation expenses and the acquisition of suitable work attire. A total of 361 participants benefited from acquiring new job skills and cultivating both personal and professional relationships.

The services provided to all program participants at no cost are outlined below:

- Access to Job Fairs and future Events
- Work Readiness Training
- Mentoring
- Transportation Assistance
- Aid for Purchasing Work Clothing
- Financial Empowerment Training
- Access to Youth-Friendly Bank Accounts

361 youth engaged

in a summer paid work experience opportunity with 90% of youth participated reported to have enjoyed their SJW summer work experience.

SJ Works 10.0 facilitated summer employment for a combined total of 361 young individuals from San José communities, distributed among over 40 employers. This initiative by Works offers economically disadvantaged high school students compensated internships, placing them in various work settings within burgeoning industries like IT, Health Care/Social Services, Advanced Manufacturing, Construction and Trades, as well as Business and Finance. Through the Works program, students are given the chance to delve into their interests, gain practical experience, and discover potential career paths along with educational opportunities beyond high school.



50%
**RETURNERS
FROM PREVIOUS
YEARS**



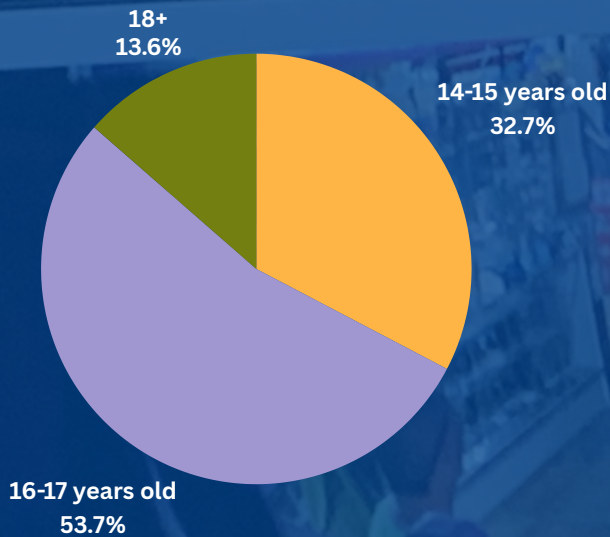
51%
**182 FEMALES
PARTICIPATED**



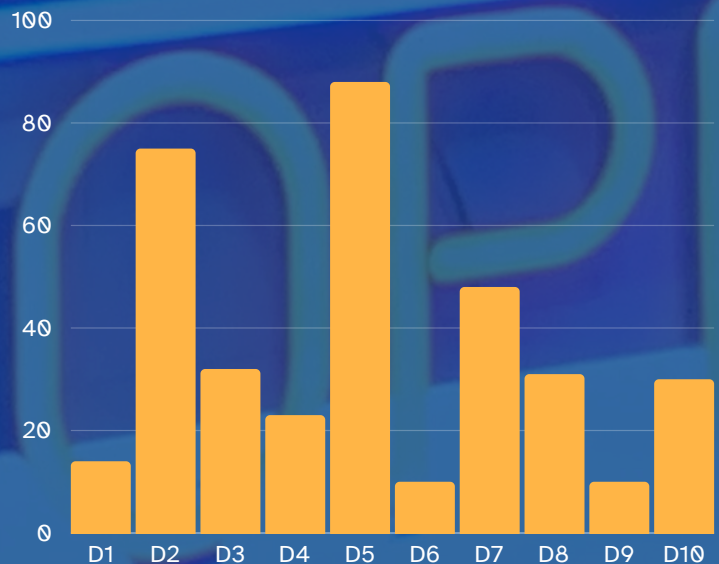
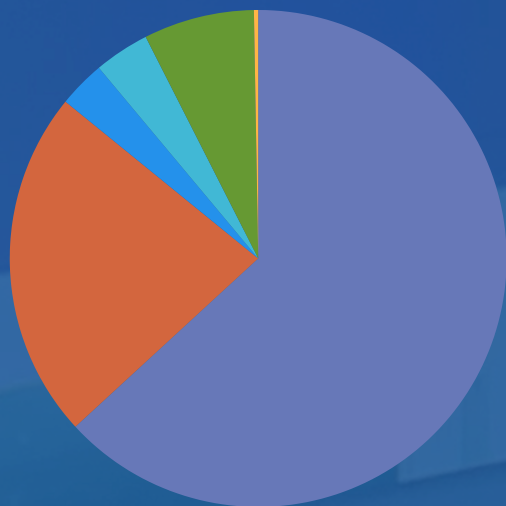
49%
**179 MALES
PARTICIPATED**

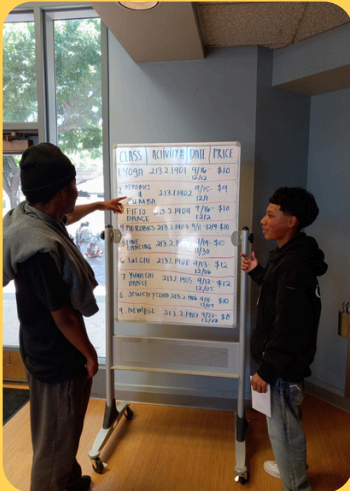


San José Works targets high school aged youth to provide a comprehensive model of career development.



San José Works serves a demographically diverse population of young adults from every San José community and council district.

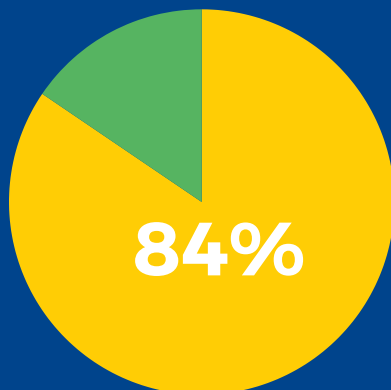




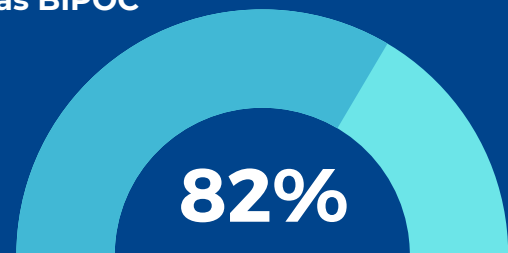
93%
youth
retained

by completing the six-week program
earning three pay checks or completing
100 hours within the first two pay periods.

**305 of participants reside in a low resource
community.**



**295 of the youth participants identify
as BIPOC**



**285 of participants reside in a Priority
Neighborhood.**



361 youth learned

how to save money this summer. 81% of youth reported to have saved money by the end of the summer.

91%

Know how to read & understand a paystub

86%

Feel confident in managing their finances

90%

Have better understanding of banking fees like overdraft & ATM fees



321

of participants had direct deposit

*Survey based on 298 participant responses



Throughout the city, the program focused on fostering a sense of belonging and connectedness, encouraging youth participants to enhance their current skills, acquire new ones, and build confidence in the process.

89% of participants reported confidence and gained new skill(s)

77%

I arrived to work on time

81%

Communication skills improved

82%

I can analyze problem and propose solutions

84%

Learned how to work as a team

83%

I got my work done in a timely manner

87%

Feel better prepared for the workforce

San Jose Works offers underserved high school students a paid internship. Youth are placed in growth sectors and in-demand occupation.



INFORMATION & COMMUNICATIONS TECHNOLOGY



BUSINESS & FINANCE



ADVANCE MANUFACTURING



ARTS, MEDIA, MARKETING & ENTERTAINMENT



EDUCATION, CHILD DEV & FAMILY SERVICES



San Jose Works partners with a variety of employers within these specific sectors that offer positions and exposure within a growth sector.

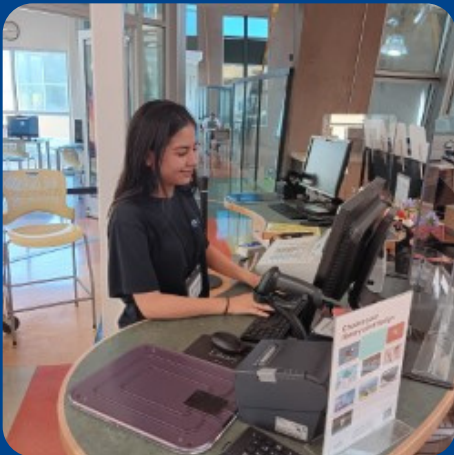


GROWTH SECTOR	# of interns
Information,Communication & Technology	71
Healthcare & Social Services	48
Business & Finance	12
In-Demand Occupation (Education,Child Dev & Family Services)	230

TOTAL: 361

Examples of some of the companies we proudly partner with :

GROWTH SECTOR	EMPLOYER NAME
Information,Communication & Technology	Roku, Cybertrust America
Healthcare & Social Services	City of San Jose
Business & Finance	Better Business Bureau
In-Demand Occupation (Education,Child Dev & Family Services)	Public Libraries, Boys & Girls Club, Children's Discovery Museum



88%
SATISFIED

of SJW employers surveyed rated to be satisfied with the performance of their intern(s).

85%
HIRE

of SJW employers surveyed would hire their youth employee if they had an open position or youth was of age.

87%
RECOMMEND

SJW employers surveyed would recommend their youth for a similar position, demonstrating that youth can be relied on as a source of skilled talent for San Jose's economy.

88%
EFFECTIVELY

Rated their interns to have worked effectively with others to build knowledge and create solutions.

89%
ABILITY

Demonstrated ability to identify issues, seek out information and gather perspectives to respond to assigned tasks.

“They were both honest, timely folks who took the time to consider things while also producing results. Fabulous to meet such capable young people who will soon enter the workforce”

“Their motivation to work and eagerness to learn about our operations at Happy Hollow Park & Zoo were truly impressive.”

ADULT & YOUTH MENTORING

The SJ Works mentoring component to the program paired participating summer work experience program youth with workforce professionals, who volunteer their time, as mentors. The program model is designed to develop a 1:1 professional relationship between mentor and mentee based on similar workforce interests. The focus is, rapport building, which is achieved by weekly interactive activities. Mentors and mentees meet for eight or more hours within a 10-week period



Mentors recruited from partners such as:





YOUTH ENTREPRENEURSHIP PILOT PROGRAM



The Youth Entrepreneurship Pilot Program focuses on providing undocumented and justice-engaged youth who are currently incarcerated with a unique opportunity to learn entrepreneurial skills. This small-scale pilot, run in partnership with community organizations and small businesses, will offer youth mentorship and hands-on experience in entrepreneurship. Participants will be referred by partner agencies and work closely with business mentors, gaining valuable skills for their transition back into the community and creating pathways for future success.

“The best part about this program is being given the opportunity to work during the summer. I feel it kept me busy and changed my focus to something more rewarding like earning a paycheck.”

-SJW Participant



“Getting to work with others was the most beneficial and inspiring part of the program for me.”



THANK YOU

We would like to extend our heartfelt gratitude to the following organizations for their invaluable support and generous funding. Your commitment has played a pivotal role in making this initiative a reality, and we are deeply appreciative of your partnership. Your contributions not only provide crucial resources but also inspire hope and opportunity for the youth we serve. Thank you for believing in our vision and for helping us create lasting change. We look forward to continuing our collaboration as we work together to empower and uplift our community.

Our Supporters

City of San Jose
Bank of America
Cities For Financial Empowerment Fund
EDP Renewables
Shipt
Wells Fargo

Our Partners

City of San Jose Parks, Recreation, and Neighborhood Services
City of San Jose Youth Empowerment Alliance
Boys & Girls Club of Silicon Valley
East Side Union High School District
Excite Credit Union
Santa Clara County Office of Education: Opportunity Youth Academy

Our Mentors

Roku
TATA
Bank of America
Boys & Girls Club of Silicon Valley
City of San Jose
Intel
Hewlett Packard Enterprise
Wells Fargo



Adult and Dislocated Worker Program Report

YTD PY2024-25

- Serving 979 WIOA clients (460 new enrollments and 519 carryover enrollments) with career advising services.
- Serving 85 clients in occupational skills training related to IT, Healthcare, Advanced Manufacturing, Business & Finance, as well as cohort training in PG&E Power Pathways and the Trades Orientation Program.
- Meeting and/or exceeding all 10 State performance measures at 90% or higher.
- Hosted two job fairs (Mexican Heritage Plaza and San José City College), and one specialized recruitment event at our Las Plumas Career Center, serving a combined 989 jobseekers.

ENROLLMENT REPORT

WIOA Program	New Enrollments	Carryover 2023-2024	Total Participants Served	YTD New Enrollments Planned	% YTD New Goal
Adult	397	393	790	315	126.1%
Dislocated Worker	63	126	189	90	70.0%

PERFORMANCE REPORT

ADULT			
Performance Measures	WIOA Performance Goals	Actual	Success Rate
Entered Employment Rate 2nd Qtr	69.0%	66.9%	97.0%
Entered Employment Rate 4th Qtr	65.5%	70.7%	107.9%
Median Earnings	\$11,500.00	\$11,276.00	98.1%
Attainment of a Degree or Certificate	66.0%	87.0%	131.8%
Measurable Skills Gain	71.0%	92.5%	130.3%

DISLOCATED WORKER			
Performance Measures	WIOA Performance Goals	Actual	Success Rate
Entered Employment Rate 2nd Qtr	68.0%	63.0%	92.6%
Entered Employment Rate 4th Qtr	70.0%	70.5%	100.8%
Median Earnings	\$13,500.00	\$15,600.00	115.6%
Attainment of a Degree or Certificate	70.0%	100.0%	142.9%
Measurable Skills Gain	65.0%	87.7%	134.9%

Youth Program Report

YTD PY2024-25

- Serving 87 new enrollments with intensive case management services and carryover numbers are still being finalized.
- Metrix Learning licenses provided to 275 youth program participants.
- Ongoing partnerships referrals and MOUs with Metro-Ed, Bill Wilson Center, and San Jose Job Corps.
- Provided 20 out of 87 clients in work experience (WEX) training.

ENROLLMENT REPORT

WIOA Program	New Enrollments	Carryover 2023-2024	Total Participants Served	YTD New Enrollments Planned	% YTD New Goal
OSY	34	TBD	TBD	55	62%
ISY	53	TBD	TBD	45	118%

PERFORMANCE REPORT

YOUTH							
Performance Measures	WIOA Performance Goals	ALL YOUTH		IN-SCHOOL YOUTH		OUT-OF-SCHOOL YOUTH	
		Actual	Success Rate	Actual	Success Rate	Actual	Success Rate
Placement in Employment or Education 2nd Qtr	68.0%	63.9%	94.0%	65.9%	96.8%	61.9%	91.0%
Entered Employment Rate 4th Qtr	68.0%	58.4%	85.9%	52.0%	76.5%	64.8%	95.3%
Median Earnings	\$6,500.00	\$6,513.00	100.2%	\$5,239.00	80.6%	\$7,391.00	113.7%
Attainment of a Degree or Certificate	67.0%	42.7%	63.7%	10.5%	15.7%	75.0%	111.9%
Measurable Skills Gain	65.0%	72.3%	111.2%	60.1%	92.5%	84.6%	130.2%

BUSINESS SERVICES COMMITTEE CHAIR'S UPDATE

As of November 30 of the 2024-25 program year, which began July 1, work2future has served 150 separate businesses, several on multiple occasions. The top industries represented by businesses served to-date are health care, manufacturing and Information and Communications Technology (ICT).

Among the services provided have been two large job fairs and one multiple employer specialized recruitment event, which collectively brought together 70 employers from both private and public sectors and nearly 1,000 job seekers. The largest of the events, the Fall Career Fair collaboration with San Jose City College, saw the participation of 40 employers and more than 360 job seekers. More than 550 job seekers visited the Hiring Now event at Mexican Heritage Plaza in the early summer. It featured about 30 employers.

work2future has partnered with 12 employers to provide 24 fully subsidized Work Experience opportunities to-date for clients in the Youth Program. It has also supported On-the-Job Training (OJT) placements at four companies, including the hiring of three work2future clients and one new (non-traditional) semiconductor-related manufacturing apprentice hire.

work2future provided recruiting outreach support to Western Digital, a partner in the Semiconductor & Nanotechnology Apprenticeship Pioneers (SNAP) initiative, for its first apprenticeship recruiting round in PY 2024-25. The application window closed on December 6, 2024, with the company reporting having received more than 500 applications for the seven to 10 apprentice openings it has in this round. SNAP partner Infinera has also just completed accepting applications for a number of apprentices, and several other SNAP companies are expecting to be recruiting in spring 2025. work2future anticipates providing OJT support in relation to several of the new apprentices.

work2future responded to 13 WARN notices from 12 employers with operations in the San Jose-Silicon Valley Local Workforce Development Area. Staff organized and presented five Rapid Response orientations, two in-person and three virtual, and worked with six of the companies to distribute resource information to affected workers.

Finally, the Health Care Sector Partnership initiative co-chaired by executives of Kaiser Permanente and the Hospital Council of Northern and Central California continues, albeit at a slower-than-anticipated pace, as representatives from several health care providers continue to meet in two small teams, one focused on career awareness and the other on talent preparation. The teams include representatives from various health care education and workforce development organizations, most especially community colleges.

The Business Services Committee last met formally on May 14 of this year. It has not had a quorum for its scheduled meetings since.

~ on behalf of Mike Hill, Business Services Committee Chair

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YOUTH COMMITTEE CHAIR'S UPDATE

Due to several scheduling conflicts, the Youth Committee was postponed several time and is currently scheduled for Monday, 12/9. Of note, our two young leaders, Sofia Jaques and Maria Vans, are due to complete their terms on the Committee at the end of this year. Maria has asked to be re-appointed and Sofia, who is working on her degree at the University of California, Berkeley will be stepping down. I would like to recognize both women for the efforts, support, and knowledge that they have shared with us this year. As Sofia steps down I want to particularly note her leadership of several sessions of the Youth Forum, her active participation, and her willingness to give her time to commute down to our meetings from Berkeley. It has been a real pleasure watching her develop her leadership skills and we wish her the best.

I have interviewed another very capable young leader, Alyssa Beltran, to fill the seat that Sofia will vacate and will take her nomination to the Executive Committee in January 2025. She has several years' experience with local youth programs, currently works for the County of Santa Clara in youth services and comes highly recommended. I believe she will be a great addition to the Committee.

We made headway on all of the initiatives that we undertook this year. Thanks to Amanda Otte and her colleagues at the San Jose Public Library, the Library now maintains a website of work placement and training providers for both youth and adults. This is a good first step in our efforts to have a more user-friendly online workforce resource. We hope to see this expanded in the future.

With the assistance of several partners, we have been able to create a set of MOUs that more formally tie together education and job-training. I acknowledge the Bill Wilson Center, and particularly Deryk Clark, along with MetroED, San Jose Conservation Corps, San Jose Job Corps, San Jose Works, San Jose's Parks, Recreation and Neighborhood Services Department, and Unity Care for their valuable assistance in creating these partnerships that are building more cohesive earn-and-learn pathways for our most vulnerable youth.

Staff is also working to create an MOU that would allow the Opportunity Youth Academy to draw their full allotment of education funds to improve the transition to work for opportunity youth. There is more work to be done to clearly delineate pathways with the most opportunity.

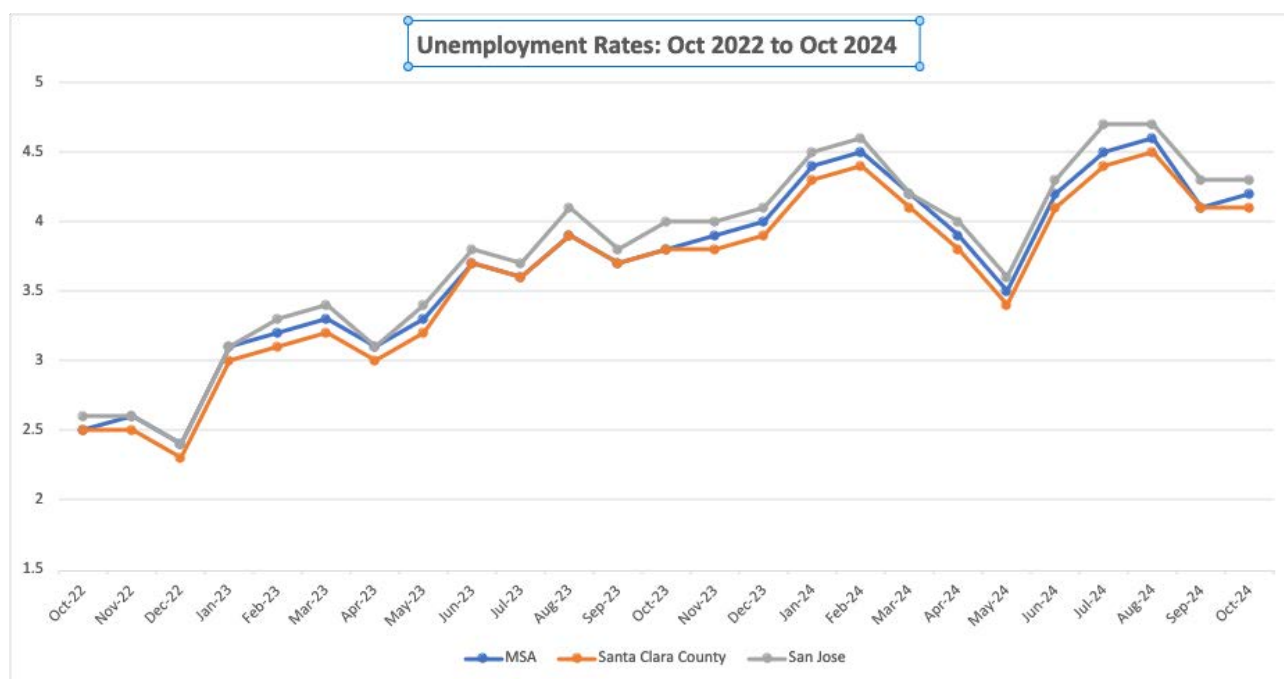
Finally, I want to recognize work2future staff and our service providers including Sangeeta Durrall, Mirza Handzar, Rick Robles of Equus Workforce Solutions, and Kayla Nicholls of IRC as well as all the various staff members who contributed to our expanded youth program dashboard metrics system. This not only took a lot of effort, but also vision, to create a better understanding of our clients, their barriers, and outcomes. These metrics would not exist without the tremendous support the Youth Committee received from those closest to our clients. Congratulations and thank you.

This has been a very busy, but satisfying year, and I look forward to setting new goals for the coming year.

~ Jack Estill, Youth Committee Chair

LABOR MARKET UPDATE

The preliminary unemployment rate in the San Jose-Sunnyvale-Santa Clara Metropolitan Statistical Area (MSA) was 4.2 percent in October 2024, up from a revised 4.1 percent in June 2024, and above the year-ago estimate of 4.0 percent, the California Employment Development Department announced November 15, 2024. This compares with an unadjusted unemployment rate of 5.4 percent for California and 3.9 percent for the nation during the same period. The unemployment rate was 4.1 percent in Santa Clara County and 4.3 percent in San Jose. It was 6.1 percent in San Benito County which, together with Santa Clara County, makes up the MSA.



While the MSA saw modest growth for the year, with a gain of 7,200 jobs (0.6%) between October 2023 and October 2024 to reach 1,176,000, the most recent one-month period, September to October 2024, saw the addition of 13,800. Job growth for the month was led by the addition of 4,100 jobs each in Professional and Business Services and in Private Education and Health Services. Professional, Scientific and Technical Services, and Private Educational Services added the lion's share, 3,900 new jobs each. Government 2,600 positions for the month, 2,200 in Local Government.

The picture looked less rosy over the one-year period, with gains in Private Education and Health Services, and Professional and Business Services offset to a large extent by losses in Information and Manufacturing.

From July 1 through November 30, 2024, 12 companies in work2future's service area issued 13 WARN notices of the planned elimination of jobs affecting more than 1,100 workers, with the last planned layoffs towards the end of March 2025. The companies are mostly in San Jose, with a handful in South County and the Campbell/Los Gatos area. The largest number of planned cuts, 563, was announced by Cisco Systems.

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 {Information}**
- C. WIOA Reauthorization {Information}**
- D. Board Election {Action}**
- E. 2024 Schedule of Meetings {Action}**
- F. Revision to Youth Committee Membership Terms {Action}**
- G. FY 2024-25 Program Operating Budget Reconciliation {Action}**
- H. Service Procurement Update {Information}**
- I. WIOA Regional and Local Plans {Information}**

CHAIR'S REPORT

work2future Board Chair Priya Smith will address various matters of interest and introduce newly appointed Board member Teresa Ong, Associate Vice-President, Workforce & CTE Programs, Foothill College. Ms. Ong was nominated as a representative of higher education, a required Board seat, and appointed by Mayor Matt Mahan to a four-year term ending December 31, 2028.

###

DIRECTOR'S REPORT

work2future Director Sangeeta Durrall will report on various matters of interest not itemized on the agenda.

#

WIOA Reauthorization

On November 21, 2024, leaders of the House Education and the Workforce Committee and the Senate Health, Education, Labor and Pensions Committee announced that they had reached a bipartisan and bicameral agreement on legislation to reauthorize the Workforce Innovation and Opportunity Act (WIOA) for the next five years. WIOA was signed into law in 2014, and its reauthorization is long overdue.

The new bill appears to build largely on HR 6655, a House-passed bill dubbed A Stronger Workforce for America Act, and includes several significant changes to WIOA. Among changes that have most caught the attention of leaders in the workforce development community are a requirement to spend 50% of Adult and Dislocated Worker funding on training, although 8% could be used for supportive services, and an increase in state-level set asides. WIOA does not have a spending mandate for training, although California does have a legislative requirement that workforce boards spend 30% of their Adult and Dislocated Worker funding allocations on training.

The current Congress—the 118th—will end on January 3, 2025, giving the committees less than a month to persuade both chambers to approve the compromise bill and get it to the President’s desk.

###

Attached: Summary of new “A Stronger Workforce for America Act,” prepared by the National Association of Workforce Boards (NAWB)

Introduction:

Leaders in the Senate and the House have reached a bipartisan and bicameral agreement to reauthorize the Workforce Innovation and Opportunity Act (WIOA). This is a summary of the new “A Stronger Workforce for America Act,” (ASWA).

Please note that NAWB is still in the process of reviewing this legislation and welcomes further input and perspectives from members. Notably, the legislation has the same title of the WIOA reauthorization proposal passed by the House earlier this spring. Many of the main components of this legislation appear to hew closely to this proposal. Based on an initial review of the proposed legislation, here are a few high-level takeaways related to a core set of issues NAWB and partners have been focused on throughout this process:

Training Mandate

- ASWA includes a 50% training requirement for all Title I Adult and Dislocated Worker funding streams.
- However, the legislation allows up to 8% of this requirement to be met through the provision of supportive services.
- The 42% training mandate can be fulfilled through the provision of training services, largely as defined in current law. Notably, contracted training services can be leveraged to meet this new requirement.
- New mandatory funding from the H1B visa program and amendments to Title III are intended to help account for these new requirements (see funding section elsewhere).

State-level Reservations

- The bill maintains Governor’s allowable 15% reservation for statewide workforce activities.
- In addition to this, ASWA would allow Governors to reserve an additional 10% of a State’s WIOA allocation to support the development of a “Critical Industry Skills Fund” or an “Industry or Sector Partnership and Career Pathways Development Fund.”
- These funds, which could be created at the Governor’s discretion, would be used to focus resources on upskilling workers within key industries in states or to support a wide range of other education and training experiences with related cost-matching requirements.

Redesignation

- Governors would be required to initiate a review of existing local workforce development areas (LWDAs) in the state any time before the 3rd program year.
- Governors would be allowed to propose new LWDAs or maintain existing areas after this review has been completed.
- If a Governor proposes new LWDAs, the Chief Elected Official of each WDB would vote to approve or disapprove of this proposal. If approved, a Governor’s new LWDA designation proposal would take effect the following PY.
- If this proposal is disapproved, locals would be required to vote on two alternative options for LWDAs in the state—ones that align with Economic Development Areas in the state or designated regions outlined by the Governor at the start of ASWA’s implementation.
- The results of this vote would determine LWDAs in the state moving forward and would come into effect the following PY.

Youth Work Experiences (WEX)

- ASWA would require at least 40% of Title I Youth funding to be used for work experiences (up from 20% in current law).
- These requirements could be fulfilled in a wide variety of ways including through new summer and year-round youth employment initiatives (authorized elsewhere in the legislation), pre-apprenticeship and apprenticeship programs serving youth, internships (both paid and unpaid), job shadowing, and a range of other work-based learning opportunities (as defined by the Carl D. Perkins Career and Technical Education Act).
- Notably, 12.5% of the 40% requirement is required to be used for pre-apprenticeship and apprenticeship programs serving youth.

Funding

- ASWA would provide new mandatory funding from the existing H1B visa program, \$65 million of which would be used for new Youth Apprenticeship Readiness Grants (YARG) with the remainder (approximately \$150 million) to be used for individual training accounts (ITAs).
- ASWA proposes a roughly 3% across the board increase in funding for Title I for the next five years. NAWB is still determining proposed funding levels for other aspects of the legislation, including Title III, which are intended to account for other changes made by the legislation (such as the training mandate, use of labor market information, and more).
- Importantly, authorized funding levels after the initial PY would remain static for the duration of the law's authorization period (5 years total).

Program	FY24 (Enacted)	ASWA		
Title I (in thousands)			(Aggregate Difference)	(Percent Difference)
WIOA Adult ETA	\$885,649	\$912,218	\$ 26,569	3.00%
WIOA Youth Activities	\$948,130	\$ 976,573	\$ 28,443	3.00%
WIOA Dislocated Worker ETA	\$1,095,553	\$1,161,487	\$ 65,934	6.02%
WIOA DW National Activities	\$300,859	\$290,371	\$ (10,488)	-3.49%

Local Board Composition

- Increases required labor representation to 30% (up from 20%) on local workforce boards.
- Expands the list of eligible entities able to fulfill postsecondary education representation on local workforce boards.
- Does not require the use of new standing committees (but maintains several as optional for board consideration)

Implementation Timeline

- In general, many of the requirements contained in ASWA would come into effect July 1, 2025.

- However, the legislation provides for an “orderly transition” during this period for the U.S. Department of Labor (DOL) to promulgate new implementing regulations. This means some aspects of the current proposal would likely take effect in July 1, 2026 although this will be at the complete discretion of DOL.

Other Notable Provisions

- Clarifies budget authority of local boards over resources allocated to local workforce development areas.
- Increases existing limitations on the percentage of WIOA funds that can be used at the local level for Incumbent Worker Training and Transitional Jobs.
- Greater flexibilities and funding provided for local coordination and alignment around service delivery, especially as it relates to the use and maintenance of one-stop centers. These include new provisions related to virtual one-stop service delivery and the use of affiliated sites to help ensure access to critical services.
- Eliminates local negotiation process for the funding of one-stop center infrastructure costs and largely makes use of the law’s existing state-funding mechanism to support these expenses.
- The provision of professional development opportunities for staff and members of state and local WDBs.
- Allows for public outreach and marketing of federally funded workforce initiatives to increase the public’s awareness and familiarity with opportunities within the public workforce system.
- Creates a new, broader definition for “Opportunity Youth” to replace “out of school youth” and modifies the mandated split of youth funding to 70% (down from 75% in current law). Would allow for certain youth to qualify for ITAs.
- Significantly overhauls how eligible training providers are identified, what criteria are used to establish and maintain eligibility, and aims to improve the quality of training services provided.
- Allows local boards to serve as one-stop operators so long as they meet certain conditions and eligibility requirements.
- Increases State obligations to assist, support, and facilitate data collection and subsequent reporting, especially with regard to outcomes reporting for training providers and local areas.
- Significant new emphasis on skills-based hiring initiatives in many aspects of the legislation.
- Codification of the Workforce Data Quality Initiative to support improvements of state workforce longitudinal data systems and other related efforts.
- Formally defines co-enrollment as a way to better promote this strategy as a systemwide priority to help more individuals access and receive the services they need.
- Expands the definition for foundational skills needs to include digital literacy skills— a reflection regarding the role of these competencies in an increasingly digital-first world.

NAWB is continuing to review the agreement for other notable provisions of interest to members and the wider community. At this time, lawmakers are seeking to advance this legislation through a process in the Senate to develop unanimous consensus. If this effort is unsuccessful, leaders have indicated that they will try to advance this proposal via other means in the remaining and limited days left of the 118th Congress.



Memorandum

TO: BOARD
SUBJECT: Board Elections

FROM: Lawrence Thoo
DATE: December 4, 2024

Approved

Date:

RECOMMENDATION

Nominate candidates for, and elect one Board member to be a full-term, at-large member of the Executive Committee effective January 1, 2025, through December 31, 2026

BACKGROUND AND ANALYSIS

The work2future Bylaws stipulate that the Executive Committee is comprised of seven Board members: the Board's chairperson and vice-chairperson, the chairpersons of the standing committees, viz., the Business Services Committee and the Youth Committee, and three additional members elected by the Board to alternating two-year terms, two for one pair of years and one for the other.

At the end of October 2023, the single two-year seat became vacant more than a year early when then Executive Committee member Chad Bojorquez left upon the conclusion of his term on the Board. In November 2023, the Board elected Louise Auerhahn, who was due to complete a two-year term on the Executive Committee at the end of December 2023, to serve the remaining year of the committee seat that had been held by Mr. Bojorquez, beginning January 1, 2024.

Ms. Auerhahn's current term on the Executive Committee ends at midnight on December 31, 2024. Therefore, the Board needs to elect one of its members not already scheduled to serve on the Executive Committee in 2025 to the two-year term on the Executive Committee that will begin January 1, 2025, and continue through December 31, 2026.

During discussion of this matter at the September 19, 2024, Board meeting, Ms. Auerhahn had expressed her intention not to stand for election to another term on the Executive Committee.

/s/
LAWRENCE THOO
Strategic Engagement Manager



Memorandum

TO: BOARD
FROM: Lawrence Thoo
SUBJECT: 2025 Schedule of Meetings
DATE: November 29, 2024

Approved **Date:**

RECOMMENDATION

Adopt the proposed schedule of Board and Executive Committee meetings for 2025 stipulated in the Background and Analysis section below.

The Executive Committee voted unanimously at its October 17, 2024, meeting to recommend that the Board adopt the meeting schedule below.

BACKGROUND AND ANALYSIS

Article V of the work2future By-laws stipulates that the Board must meet at least three times a year but, with rare exception, the work2future Board has held four regular meetings a year, once in each calendar quarter. It meets on the third Thursday of the third month of each quarter, although, since 2019, the Board has held its fourth quarter meeting in November, instead of December. At its regular meeting on September 19, 2024, however, the Board voted to move future fourth quarter meetings to the second Thursday of December.

At its meeting on October 17, 2024, the Executive Committee noted that the fourth Thursday of June in 2025 falls on June 19, which is the Juneteenth holiday observed by the U.S. government and the City of San José. It, therefore, voted unanimously to move the June 2025 Board meeting to the Thursday of the following week, June 25. The change is reflected below.

In keeping with the Board's September decision and the Executive Committee's October recommendation, the proposed dates for regular Board meetings in 2025 are:

1. Thursday, March 20, 2025
2. Thursday, **June 25**, 2025
3. Thursday, September 18, 2025
4. Thursday, December 11, 2025

The Board's regular meetings in 2025 shall be scheduled for a two-hour block beginning at 9:30 am, as is the current practice.

Executive Committee

The Executive Committee regularly meets on the third Thursday of months in which the Board does not have a regular meeting. Therefore, the proposed 2025 dates for the Committee's regular meetings are:

1. Thursday, January 16, 2025
2. Thursday, February 20, 2025
3. Thursday, April 17, 2025
4. Thursday, May 15, 2025

work2future BOARD

Date: 11-29-24

Subject: 2025 Schedule of Meetings

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5. Thursday, July 17, 2025

6. Thursday, August 21, 2025

7. Thursday, October 16, 2025

8. Thursday, November 20, 2025

Executive Committee meetings are scheduled to begin at 11:30 am.

/s/

LAWRENCE THOO

Strategic Engagement Manager



Memorandum

TO: BOARD
SUBJECT: See Below

FROM: Jack Estill
DATE: December 5, 2024

Approved

Date:

SUBJECT: Revision to Youth Committee Membership Terms

RECOMMENDATION

Amend the November 2022 Board resolution establishing the Youth Committee to revise the eligibility age limit for certain non-Board member seats on the committee to 28 years instead of 24 years.

BACKGROUND AND ANALYSIS

At its meeting on November 17, 2022, the Board established the Youth Committee by resolution, stipulating the duties, membership and meeting requirements of the committee. Among the membership stipulations was a requirement that the committee include “qualified individuals who are not members of the work2future Board, including no fewer than two who are between the ages of 16 and 24 at the time of appointment.”

Over the last year it has become apparent that many of the young leaders who have participated in the Community Youth Forum and Youth Committee have extended responsibilities of work, family, and education. These often result in conflicts for complicate scheduling and inhibit participation.

After discussion, the Youth Committee suggested that the Board extend the upper age limit applied to the appointment to the committee of at least two persons who are not Board members from the age of 24 to the age of 28 years. The Youth Committee believes that doing so would not only expand the pool of candidates, but would also attract some who had already completed their education and established a more secure lifestyle that would make their participation less burdensome while still maintaining a youth-oriented perspective. Therefore, I would like to recommend that the upper age limit of appointment to the Youth Committee be increased from 24 to 28.

/s/
JOHN “JACK” ESTILL
Youth Committee Chair

cc: November 17, 2022-approved resolution establishing the Youth Committee



Memorandum

TO: work2future BOARD

FROM: Lawrence Thoo

SUBJECT: See Below

DATE: November 1, 2022

Approved

Date:

SUBJECT: Creation of a Youth Committee

RECOMMENDATION

Should the Board have approved appropriate amendments to the work2future By-laws, approve the following resolution:

RESOLVED that there shall be a Youth Committee as a standing committee of the work2future Board, including stipulated provisions for the membership and duties of such a committee, as follows:

a) Duties

- a. Review the WIOA Youth Program, including performance and outcomes, and any procurements related to the Program which would require a formal Request for Proposals, and make recommendations to staff, the Executive Committee, and the Board, as necessary and appropriate.
- b. Review discretionary grant-supported youth programs or projects and make recommendations to staff, the Executive Committee, and the Board, as necessary and appropriate.
- c. Assist in the recruitment of businesses for youth work experience opportunities.
- d. Act as a convener on behalf of the Board, as outlined in WIOA, of local youth service providers to facilitate the creation of a more coordinated and integrated delivery system that supports the Board's workforce development activities.

b) Membership

- a. The Youth Committee shall have a total of nine members, a majority of whom shall be serving members of the work2future Board, including representation of the Board's business members.
- b. The Board Chair shall appoint Board members to the Youth Committee.
- c. The Executive Committee, by majority vote, shall appoint as Committee members, qualified individuals who are not members of the work2future Board, including no fewer than two who are between the ages of 16 and 24 at the time of appointment.
- d. Committee members will serve staggered terms of two years, except that in the initial round of appointments one-half of the Board members or of the non-Board members, whichever is the even-numbered group, shall be appointed for a one-year term, and one less than half of the odd-numbered group shall be appointed to a one-year term

c) Meetings

- a. Committee meetings are covered by the Brown Act
- b. The Youth Committee shall hold four meetings a year, one of which may serve as the convening of a community youth forum

At its meeting on October 20, 2022, the Executive Committee voted unanimously to recommend Board approval of the recommendation above.

BACKGROUND AND ANALYSIS

At its regular meeting on June 16, 2022, the work2future Board accepted three recommendations from the Community Youth Forum to which Board members Jack Estill and Susan Koepp-Baker had been designated as representatives of the Board. The first of the recommendations was that “the Board should re-establish an ongoing Youth Committee to help guide the delivery of WIOA youth services and to act as a community convenor of youth-supporting organizations throughout our community as outlined in current WIOA regulations.”

The work2future By-laws, as amended in November 2019, stipulate that there “shall be two standing committees”, the Executive Committee and the Business Services Committee, and make no provision for additional standing committees.

At its meeting on August 18, 2022, the Executive Committee directed staff to “prepare and present at the earliest opportunity for the Board’s consideration and approval such amendments to Article VI (Committees) of the By-laws that will enable the formation of a Youth Committee as a standing committee of the Board.” At the September 15, 2022, meeting of the work2future Board, staff presented proposed amendments for the Board’s review and comment. Approval of amendments to Article VI of the work2future By-laws are on the agenda for the Board’s November 17, 2022, meeting as Item IV.C.

Based on the Board’s positive initial response to the proposed By-laws amendments at its September 15, 2022, meeting, and drawing on previous discussions with the Executive Committee and with Mr. Estill, staff presented a proposed resolution for the creation of the Youth Committee to the Executive Committee at its October 20, 2022, meeting.

The Executive Committee made three changes to staff’s proposal. The committee added a requirement of at least two youth members, as defined; It added the explicit inclusion of procurement review when procurements rise to the level of a formal Request for Proposals; and it removed a three-term limit on Youth Committee membership. The Executive Committee then voted unanimously to recommend Board approval of the resolution, as amended, to create the Youth Committee. The amended resolution is presented as the recommendation in this memorandum.

BOARD

Date: 11-01-22

Subject: Youth Committee

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Provided the Board approves the By-laws amendments, approval of the recommendation contained in this memorandum would establish a standing Youth Committee with the duties, membership and meeting provisions articulated in the recommended resolution.

/s/

LAWRENCE THOO

Strategic Engagement Manager

cc: Monique Melchor
Sangeeta Durrall

APPROVED



Memorandum

TO: Executive Committee

FROM: Lennette Maniaul

SUBJECT: SEE BELOW

DATE: November 22, 2024

Approved

DATE

SUBJECT: FY 2024-25 Program Operating Budget Reconciliation

RECOMMENDATION

Approve the following adjustments to the Fiscal Year 2024–25 Program Operating Budget, as recommended by the Executive Committee:

- 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.

At its meeting on November 21, 2024, the Executive Committee voted unanimously to recommend Board approval of the FY 2024-25 Program Operating Budget adjustments above.

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

SERVICE PROCUREMENT UPDATE

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 were released on November 20, 2024, and close on January 24, 2025. A pre-proposal technical assistance conference was conducted on December 5, 2024, via Zoom.

Copies of the three RFPs are posted as Additional Material with the event listing on the work2future web site for the December 12, 2024, Board meeting:

<https://www.work2future.org/calendar/board-meeting-2024-12-12/>

San José Works Employer-of-Record Procurement

The current multi-year renewal option for the San José Works employer-of-record is due to expire shortly. As the need for the employer-of-record service will continue, 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 the 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 will deliver the package of regional and local plans to CWDB, as required.

The three agencies held a hybrid joint community stakeholder meeting on November 20, 2024, to take questions and input for both the regional plan and the local plans. The event was held at locations in San Jose, San Francisco, and Sunnyvale as well as virtually through Zoom. work2future hosted its in-person meeting at the San Jose Job Center, 1608 Las Plumas Avenue. A summary of stakeholder comments is attached.

Staff is currently in the drafting phase of the Local Plan, which is scheduled to be posted on the work2future web site and made available at various locations for a 30-day public comment period on December 16, 2024. 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.

###

Attached: Summary of stakeholder comments from Nov. 20, 2024, joint community stakeholders meeting

Regional Plan PY 2021-24

< <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> >

work2future Regional and Local Plan Stakeholder Comments

Mode of Outreach	Target of Outreach	Attendance	Summary of Comments
Email for Meeting 11/20/24 San Jose Career Center & Zoom	Postsecondary Career and Technical Education	Jessica, Latina Coalition SV	Referrals to work2future can be hindered by process/documentation issues. Suggestions include focusing on Latinos and expanding offerings in other languages. Emphasized healthcare literacy, Covered California, and financial literacy workshops.
Email for Meeting 11/20/24 San Jose Career Center & Zoom	Postsecondary Career and Technical Education	Yvonne Perres, Mobility Program	Program design must not be one-size-fits-all. Suggested exploring multiple ways to help the community by better targeting skill development.
Email for Meeting 11/20/24 San Jose Career Center & Zoom	Postsecondary Career and Technical Education	Terea Ong, Foothill College	focusing on building skill sets rather than prioritizing degree attainment for all including bachelor's degree holders.
Email for Meeting 11/20/24 San Jose Career Center & Zoom	Postsecondary Career and Technical Education	Peter Tinkelenberg, Overfelt Adult School	work2future outreach to Adult Ed needs improvement. Referrals often don't stay with programs. Highlighted the need for proactive outreach and support for individuals without high school diplomas or internet access or Language Barrier.
Email for Meeting 11/20/24 San Jose Career Center & Zoom	Postsecondary Career and Technical Education	Clement Lam, Mission College	Addressed the gap in skills beyond high school but below a bachelor's degree, advocating for skill-building programs that do not require a college degree.
Email for Meeting 11/20/24 San Jose Career Center & Zoom	Youth Intervention Services	Israel Canjura, CSJ	Highlighted limited economic mobility for youth in high-violence communities. Advocated for increased funding, tech opportunities, streamlined

			enrollment processes, and collaborative services across organizations. Advocated for integration with students and modernized systems and improved accessibility through technology.
Email for Meeting 11/20/24 San Jose Career Center & Zoom	Education Services	Joe Herity, Youth Committee work2future	Emphasized alignment between Adult Ed and work2future plans. Suggested focusing WIOA-funded services on education and job training tied to pathways. Advocated for co-location of services to increase accessibility and streamline enrollment.
Email for Meeting 11/20/24 San Jose Career Center & Zoom	Adult Education	Jenee Crayne, Santa Clara County Consortium for Adult Ed	Need stronger employer engagement to tailor programs to workforce needs. Suggested building relationships to better understand and meet employer demands.
Email for Meeting 11/20/24 San Jose Career Center & Zoom	Postsecondary Career and Technical Education	Rick, Mission College	Advocated for outreach to communities rather than expecting individuals to come to community colleges or work2future offices.
Email for Meeting 11/20/24 San Jose Career Center & Zoom	Postsecondary Career and Technical Education	Bobbi Makani, SJSU Career Center	Constantly playing catch up with job requirements. Advocated for partnerships with employers and aligning skills training with future job market trends.
Email for Meeting 11/20/24 San Jose Career Center & Zoom	Healthcare	Jessica, VHP	Suggested combining WFDB services into a one-stop shop model, increasing collaboration, and expanding service reach to underserved areas.

Email for Meeting 11/20/24 San Jose Career Center & Zoom	Workforce Partner	Rosario	Proposed certifying skills through alternative routes, using digital wallets, and promoting skills on a national level to enable competition with degree holders.
Email for Meeting 11/20/24 San Jose Career Center & Zoom	Postsecondary Career and Technical Education	Maniphone Dickerson, SJCC	Emphasized the importance of occupational skills and industry engagement for education and workforce alignment.
Email for Meeting 11/20/24 San Jose Career Center & Zoom	Postsecondary Career and Technical Education	Rick Abare, South Bay Consortium Adult Education	No comment provided.
Email for Meeting 11/20/24 San Jose Career Center & Zoom	Workforce Partner	Nicolle Stone, LMI Division, EDD Santa Clara Counties	No comment provided.
Email for Meeting 11/20/24 San Jose Career Center & Zoom	Workforce Partner	Teri Brimacomb, EDD	No comment provided.
Email for Meeting 11/20/24 San Jose Career Center & Zoom	Community Services	Classic Cauley, Sourcewise, Meals on Wheels	No comment provided.
Email for Meeting 11/20/24 San Jose Career Center & Zoom	Library Services	John Savercool, SJPLWorks	No comment provided.
Email for Meeting 11/20/24 San Jose Career Center & Zoom	Postsecondary Career and Technical Education	Mark Manrose, West Valley	No comment provided.
Email for Meeting 11/20/24 San Jose Career Center & Zoom	Advanced Manufacturing	Mike Hill, Applied Materials	No comment provided.
Email for Meeting 11/20/24 San Jose Career Center & Zoom	Workforce Partner	Christian Alto, EDD	No comment provided.
Email for Meeting 11/20/24 San Jose Career Center & Zoom	Workforce Partner	Christine Jones, CTQ Manager, Goodwill	Introduction of self

V

Other

A. Community Builder Awards

B. Other



VI

Adjournment