



WORKFORCE DEVELOPMENT BOARD MEETING

Thursday, March 20, 2025, 9:30 am

San Jose Job Center Conference Rooms

1608 Las Plumas Avenue, San Jose

www.work2future.org

This meeting can also be viewed live on computer, smartphone, and tablet at
<https://sanjoseca.zoom.us/j/96114535105?pwd=xeR3I0FGdV7hrad7kdtPoaaxXVbYxh.1>

PUBLIC COMMENT

To provide spoken Public Comment *during* the meeting, please be present at the meeting location above. Complete an available Blue Card and provide it to a meeting staff person.

Please limit remarks to the time limit allotted by the meeting chair, normally two minutes.

To submit written Public Comment *before* the committee meeting: Send by e-mail to Lawrence.Thoo@sanjoseca.gov by 8:00 am the day of the meeting. The e-mails will be posted with the agenda as "Letters from the Public". Please identify the Agenda Item Number in the subject line of your email.

To submit written Public Comment *during* the meeting: Send e-mail during the meeting to JenniferL.Hernandez@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.

LEVINE ACT

[The Levine Act](#) requires a Party in a Proceeding before the City of San José that involves any action related to their contract, license, permit, or use entitlement to disclose any campaign contributions to City elected or appointed officials totaling more than \$500 within the 12 months prior to the City decision. A Participant to a Proceeding may voluntarily report a campaign contribution on the form located on [the Levine Act webpage](#).

WORKFORCE DEVELOPMENT BOARD MEMBERS

March 2025

**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

1. **Louise Auerhahn**
 Director of Economic & Workforce Policy
 Working Partnerships USA
2. **Rajiv Batra**
 Head of Legal & Compliance
 Arc
3. **Ricardo Benavidez^**
 Director of Social Infrastructure
 Google LLC
4. **George Chao^**
 Director of Strategic Partnerships
 Manex
5. **Denise Dorsey**
 Regional Director, San Jose District
 Department of Rehabilitation, State of California
6. **John (Jack) Estill, Youth Committee Chair***
 Partner
 Coactify
7. **Joseph A. Flynn**
 Vice President of Software Transformation
 CommScope
8. **Michael Hill, Business Services Committee Chair*^**
 Senior Director, Talent & Organizational
 Development
 Applied Materials
9. **Van T. Le***
 Agent
 State Farm Insurance
 Trustee and Clerk of the Board
 East Side Union High School District
10. **Maria Lucero**
 Deputy Division Chief, Region I
 Northern Division, Workforce Services Branch
 Employment Development Department, State of
 California

11. **Daniel Mangan***
 Local 483 Organizer
 Sprinkler Fitters UA Local 483
12. **Brian N. Murphy**
 Director of Training
 Pipe Trades Training Center
 UA Local 393
13. **Teresa Ong~**
 Associate Vice President
 Workforce & CTE Programs
 Foothill College
14. **Rafaela Perez~**
 Employment Services Director (retired Dec 31,
 2024)
 Social Services Agency
 County of Santa Clara
15. **Steve Preminger~**
 Director, Civic and Community Engagement
 County of Santa Clara
16. **Mitesh Shah^**
 Vice-President and Business Unit Head
 Tech Mahindra
17. **Traci Williams*~**
 Co-chair
 South Bay Consortium for Adult Education
 Director
 East Side Adult Education

Ex officio

Sangeeta Durrall, Secretary
 work2future Director

*Executive Committee member
 ^Business Services Committee member
 ~Youth Committee member

WORKFORCE DEVELOPMENT BOARD

March 20, 2025

9:30 am

San Jose Job Center Conference Rooms
1608 Las Plumas Avenue, San Jose

Online at

<https://sanjoseca.zoom.us/j/96114535105?pwd=xeR3I0FGdV7hrad7kdtPoaxXVbYxh.1>

AGENDA

- | | |
|--|--------------------------------|
| I. CALL TO ORDER & ROLL CALL | <i>5 min
9:35 am end</i> |
| II. CONSENT ITEMS {ACTION}
Approval of the acceptance of:
A. Minutes of the December 12, 2024, Board meeting
B. Financial Status Report as of January 31, 2025
C. Youth Committee Chair's Report | <i>5 min
9:40 am end</i> |
| III. OPEN FORUM
Members of the public can address the committee on matters not on the agenda. Comment is limited to two minutes unless modified by the Chair. | <i>5 min
9:45 am end</i> |
| IV. BUSINESS ITEMS | |
| A. Chair's Report {Information}
<i>Priya S. Smith, MPH, Board Chair</i>
Introductions and reports on matters of interest, including appointments to the Youth Committee. | <i>5 min
9:50 am end</i> |
| B. Director's Report {Information}
<i>Sangeeta Durrall, work2future Director</i>
Reports on matters of interest, including efforts in the U.S. Congress to reauthorize the Workforce Innovation and Opportunity Act (WIOA). | <i>5 min
9:55 am end</i> |
| C. PY25-PY28 WIOA Regional Plan & Local Plan {ACTION}
<i>Lawrence Thoo, Strategic Engagement Manager; Dat Luu, Contracts Manager</i>
Approve the proposed PY 2025 through PY 2028 WIOA Regional Plan for the Bay-Penins Regional Planning Unit and the WIOA Local Plan for work2future. | <i>10 min
10:05 am end</i> |

- D. Preliminary Scenarios for the Workforce Development Board (WDB) FY 2026 Program Operating Budget {ACTION}** 15 min
10:20 am end
Tram Luu, Senior Accountant
 Accept staff's three preliminary budget scenarios for Fiscal Year 2025-26, as follows:
1. Scenario One: FY 2025-26 WDB Program Operating Budget based on a projected WIOA allocation of \$6.17 million (As is, i.e., allocation unchanged from FY 2025)
 2. Scenario Two (base): FY 2025-26 WDB Program Operating Budget based on a projected WIOA allocation of \$5.86 million (allocation reduced 5% from FY 2025)
 3. Scenario Three: FY 2025-26 WDB Program Operating Budget based on a projected WIOA allocation of \$5.56 million (allocation reduced 10% from FY 2025)
- E. FY 2026–FY 2030 WIOA Service Provider Procurement (ACTION)** 10 min
10:30 am end
Dat Luu, Contracts Manager
 Approve authorization for staff to negotiate and execute a one-year agreement for Fiscal Year 2025-26, with contract extensions of up to four additional years based on successful performance and funding availability, with Equus Workforce Solutions as the WIOA Service Provider for the Adult/Dislocated Worker, In-School Youth, and Out-of-School Youth Programs.
- F. Business Services Committee Chair's Report (Information)** 5 min
10:35 am end
Mike Hill, Business Services Committee Chair
 Report on matters related to business services.
- G. Staff Reports {Information}** 20 min
10:55 am end
1. WIOA Adult, Dislocated Worker and Youth Programs
Deanna Walter, Project Manager, Adult & Dislocated Worker Programs; Mirza Handzar, Youth & Training Project Manager
 2. 2025 San José Works Program
Ruby Carrasco, San José Works Program Manager
 3. Pathway to Self-Sufficiency Initiative
Lawrence Thoo, Strategic Engagement Manager
- H. Open Government, Conflict of Interest and Training Requirements {Information}** 20 min
11:15 am end
Shevata Kumar, Associate Deputy City Attorney
 Annual refresher on Board and committee members' obligations under state law, the City of San José municipal code, and others.
- V. OTHER** 5 min
11:20 am end
 Announcements, suggested business for future meetings, other housekeeping.
- VI. ADJOURNMENT**
 The next meeting of the work2future Board is scheduled for June 26, 2025.

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

CITY OF SAN JOSE CODE OF CONDUCT FOR PUBLIC MEETINGS IN THE COUNCIL CHAMBERS AND COMMITTEE ROOMS

The Code of Conduct is intended to promote open meetings that welcome debate of public policy issues being discussed by the City Council, their Committees, and City Boards and Commissions in an atmosphere of fairness, courtesy, and respect for differing points of view.

1. Public Meeting Decorum:

- a. Persons in the audience will refrain from behavior which will disrupt the public meeting. This will include making loud noises, clapping, shouting, booing, hissing or engaging in any other activity in a manner that disturbs, disrupts or impedes the orderly conduct of the meeting.
- b. Persons in the audience will refrain from creating, provoking or participating in any type of disturbance involving unwelcome physical contact.
- c. Persons in the audience will refrain from using cellular phones and/or pagers while the meeting is in session.
- d. Appropriate attire, including shoes and shirts are required in the Council Chambers and Committee Rooms at all times.
- e. Persons in the audience will not place their feet on the seats in front of them.
- f. No food, drink (other than bottled water with a cap), or chewing gum will be allowed in the Council Chambers and Committee Rooms, except as otherwise pre-approved by City staff.
- g. All persons entering the Council Chambers and Committee Rooms, including their bags, purses, briefcases and similar belongings, may be subject to search for weapons and other dangerous materials.

2. Signs, Objects or Symbolic Material:

- a. Objects and symbolic materials, such as signs or banners, will be allowed in the Council Chambers and Committee Rooms, with the following restrictions: § No objects will be larger than 2 feet by 3 feet.
 - i. No sticks, posts, poles or other such items will be attached to the signs or other symbolic materials.
 - ii. The items cannot create a building maintenance problem or a fire or safety hazard.
 - iii. Persons with objects and symbolic materials such as signs must remain seated when displaying them and must not raise the items above shoulder level, obstruct the view or passage of other attendees, or otherwise disturb the business of the meeting.
- b. Objects that are deemed a threat to persons at the meeting or the facility infrastructure are not allowed. City staff is authorized to remove items and/or individuals from the Council Chambers and Committee Rooms if a threat exists or is perceived to exist. Prohibited items include, but are not limited to: firearms (including replicas and antiques), toy guns, explosive material, and ammunition; knives and other edged weapons; illegal drugs and drug paraphernalia; laser pointers, scissors, razors, scalpels, box cutting knives, and other cutting tools; letter openers, corkscrews, can openers with points, knitting needles, and hooks; hairspray, pepper spray, and aerosol containers; tools; glass containers; and large backpacks and suitcases that contain items unrelated to the meeting.

3. Addressing the Council, Committee, Board or Commission:

- a. Persons wishing to speak on an agenda item or during open forum are requested to complete a speaker card and submit the card to the City Clerk or other administrative staff at the meeting.
- b. Meeting attendees are usually given two (2) minutes to speak on any discussion item and/or during open forum; the total amount of time allocated for public testimony for each public speaker or for an agenda item is in the discretion of the Chair of the meeting and may be limited when appropriate. (California Government Code Section 54954.3; Council Policy 0-37) Applicants and appellants in land use matters are usually given more time to speak. Speakers using a translator will be given twice the time allotted to ensure non-English speakers receive the same opportunity to directly address the Council, Committee, Board or Commission.
- c. Speakers should discuss only the agenda item when called to speak for that item, and only topics related to City business when called to speak during open forum on the agenda.
- d. Speakers' comments should be addressed to the full body. Requests to engage the Mayor, Council Members, Board Members, Commissioners or Staff in conversation will not be honored. Abusive language is inappropriate.
- e. Speakers will not bring to the podium any items other than a prepared written statement, writing materials, or objects that have been inspected by security staff.
- f. If an individual wishes to submit written information, he or she may give it to the City Clerk or other administrative staff at the meeting.
- g. Speakers and any other members of the public will not approach the dais at any time without prior consent from the Chair of the meeting.

Failure to comply with this Code of Conduct which will disturb, disrupt, or impede the orderly conduct of the meeting may result in removal from the meeting and/or possible arrest.

I

**Call to Order
& Roll Call**

II

Consent Items

Approve/Accept the following:

- A. Minutes of the December 12, 2024, Board meeting
- B. Financial Status Report as of January 31, 2025
- C. Youth Committee Chair's Report

Note: Consent items are 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

December 12, 2024

MINUTES

Staff: Durrall, Handzar, D. Luu, T. Luu, Maniaul, Hernandez, Nguyen, Sanchez, Thoo, Walter
Guest: Vice Mayor: Rosemary Kamei

I. CALL TO ORDER & ROLL CALL

The meeting was called to order at 9:39 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, Shah, Smith, Williams. Ms. Ong arrived subsequently (9:50 am)

Absent: Batra, Flynn, Murphy, Takahashi

All votes are by roll call.

II. CONSENT ITEMS

ACTION: Ms. Lucero moved, Mr. Benavidez seconded, and the Board voted unanimously to accept:

- 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

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

IV. BUSINESS ITEMS

A. Chair's Report

Ms. Smith reminded Board members that the Community Builder Award presentations would follow the adjournment of the Board meeting. She later welcomed and introduced new Board member Teresa Ong, following Ms. Ong's arrival following Agenda Item IV.C (WIOA Reauthorization).

B. Director's Report

work2future Director Sangeeta Durrall thanked Board and staff for their support over what has been a very busy year.

C. WIOA Reauthorization

Director Durrall reported on the status of legislation to reauthorize the Workforce Innovation and Opportunity Act, including concerns in the workforce development community about a requirement in the proposed compromise legislation that requires that 50% of funds allocated to workforce boards be spent on training. Such a federal requirement does not exist presently, and Ms. Durrall reported it would pose some challenges for operating structures and the services work2future provides to clients.

D. Board Election

Strategic Engagement Manager Thoo announced that an at-large seat on the Executive Committee will become vacant at the end of the year and requested that the Board elect a member to fill that seat for a two-year term starting in January 2025.

Action: Mr. Preminger nominated Mr. Mangan. The Board voted unanimously to appoint Mr. Mangan to a two-year term on the Executive Committee, beginning January 1, 2025.

E. 2025 Schedule of Meetings

Strategic Engagement Manager Thoo asked the Board to approve the proposed schedule of the Board and the Executive Committee meetings for 2025:

Board meetings in 2025:

1. Thursday, March 20, 2025
2. Thursday, June 26, 2025
3. Thursday, September 18, 2025
4. Thursday, December 11, 2025

The Board meetings are scheduled to begin at 9:30 am to 11:30 am.

Executive Committee meeting in 2025:

1. Thursday, January 16, 2025
2. Thursday, February 20, 2025
3. Thursday, April 17, 2025
4. Thursday, May 15, 2025
5. Thursday, July 17, 2025
6. Thursday, August 21, 2025
7. Thursday, October 16, 2025
8. Thursday, November 20, 2025

The Executive Committee meetings are scheduled from 11:30 am to 1:30 pm.

Action: Mr. Preminger moved, Ms. Williams seconded, and the Board voted unanimously to approve the proposed meeting schedules.

F. Revision to Youth Committee Membership Terms

Youth Committee Chair Jack Estill recommended revising the eligibility age limit for Youth Committee members with live experience to 28 years instead of 24.

Action: Ms. Williams moved, Ms. Auerhahn seconded, and the Board voted unanimously to 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 38 years instead of 24 years.

G. FY 2024 – 25 Program Operating Budget Reconciliation

Finance Manager Maniaul asked the Board to 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 funding, as the actual savings are less than the projected carry-over amount incorporated in the June 2024 board-approved budget.
- II. Increase carry-over administration 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, new and carry-over, to \$3,370,784.

Action: Mr. Estill moved, Ms. Williams seconded, and the Board voted unanimously to approve the adjustments.

H. Services Procurement Update

Contracts Manager Luu reported on the status of the procurement for the Service Providers of the following:

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

Mr. Luu also reported the selection of the Foundation for California Community Colleges to provide services as the San Jose Works Employer of Record following the release and conclusion of a Request for Proposals.

I. WIOA Regional and Local Plans

Contracts Manager Luu reported on the progress of the Local Plan, which is currently in the drafting phase and is scheduled to be posted on the work2future website and made available at various locations for a 30-day public comment period beginning December 16, 2024. The Executive Committee plans to review the final draft of regional and local plans at its January 16, 2025, meeting and approve the 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.

V. OTHER

- A. Reminder of the Community Builder Awards presentations immediately following
- B. Mr. Preminger asked that at a future Board meeting staff share information about how workforce board directors are reacting to proposed WIOA reauthorization legislation, and provide a report on manufacturing in the region.

VI. ADJOURNMENT

The meeting adjourned at 10:31 a.m.

Draft: D. Nguyen
Edit Review: L. Thoo

DRAFT

FINANCIAL STATUS REPORT AS OF JANUARY 31, 2025

Key Highlights

- WIOA FY23-24 formula (carry-over amount of \$2,852,348) and FY24-25 Rapid Response (\$753,703) are projected to be fully spent by June 30, 2025.
- As of January 31, 2025, work2future has estimated \$2.50 million from the current FY2024-25 Adult, Dislocated Worker and Youth allocation to be carried over to FY2025-26 representing:
 1. Board-mandated Reserve Account: \$925,887
 2. Adjusted Unallocated Reserve Account of \$662,231
 3. Projected savings of \$911,001 which comprised of the following:
 - a. Savings from personnel costs transferred to other discretionary grants and vacancies: \$331,095.
 - b. Savings from non-personnel costs: \$144,748
 - c. Savings from unspent clients’ training and supportive services costs: \$180,027
 - d. Savings from service providers unspent allocation: \$255,131

Other Discretionary Funding

- work2future received an allocation from the City’s General Fund of \$1,824,217 for San Jose Works 10.0 program, in addition to the carry over funding of \$1,093,691 from FY 2023-24. Total funding of \$2,917,918 is available for FY 2024-25. As of January 31, 2025, \$1,333,175 has been expended. Besides recruitment, placement and onboarding services, youth participants also have access to 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 January 31, 2025, \$7,500 of the grant has been expended.
- 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 received early payment of \$4.5 million which is allocated to various programs. Of the \$4.5 million funding, work2future was allocated \$625,000 for a program of paid work experience and occupational skills training. An “Earn and Learn” approach has been implemented in this program with a focus on high growth, high wage careers in advanced manufacturing, information technology, health care, or construction and trades. As of January 31, 2025, \$343,767 has been expended. 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.
- work2future received a donation of \$1,000 from Gilroy Foundation. This fund will be used for recruitment services in the South side.

—*Tram Luu, Senior Accountant*

###

Attachments

**WORK2FUTURE
 FINANCIAL STATUS REPORT AS OF 1/31/2025**

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 1/31/2025</i>	<i>(1,026,548)</i>	<i>(785,205)</i>	<i>(1,009,788)</i>	<i>0</i>	<i>(2,821,541)</i>
<i>Less: Actual Encumbrances as of 1/31/2025</i>			<i>(30,806)</i>	<i>0</i>	<i>(30,806)</i>
Total Actual Expenditures/Encumbrances as of 1/31/2025	(1,026,548)	(785,205)	(1,040,594)	0	(2,852,347)
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 1/31/2025</i>	<i>(595,117)</i>	<i>(241,725)</i>	<i>(129,570)</i>	<i>(389,281)</i>	<i>(1,355,693)</i>
<i>Less: Actual Encumbrances as of 1/31/2025</i>	<i>(909,351)</i>	<i>(722,073)</i>	<i>(874,686)</i>	<i>0</i>	<i>(2,506,111)</i>
Total Actual Expenditures/Encumbrances as of 1/31/2025	(1,504,469)	(963,798)	(1,004,256)	(389,281)	(3,861,804)
Projected Remaining Funds (\$) from FY24/25 Allocation	424,765	1,294,878	980,414	364,422	3,064,479
Projected Remaining Funds (%)	22%	57%	49%	48%	44%
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
Less: Total Cumulative Expenditures/Encumbrance as of 1/31/2025	<i>(2,531,017)</i>	<i>(1,749,003)</i>	<i>(2,044,850)</i>	<i>(389,281)</i>	<i>(6,714,151)</i>
REMAINING FUNDS (\$)	424,765	1,294,878	980,414	364,422	3,064,480
REMAINING FUNDS (%)	14%	43%	32%	48%	31%
III. Projected Expenditures/Carry Over through June 30, 2025					
<i>Projected Expenditures through 6/30/25</i>	<i>(1,167,879)</i>	<i>(1,447,905)</i>	<i>(1,088,482)</i>	<i>(753,703)</i>	<i>(4,457,970)</i>
<i>Projected Carry Over through June 2025 (\$)</i>	<i>761,355</i>	<i>810,771</i>	<i>926,994</i>	<i>0</i>	<i>2,499,119</i>
<i>Projected Carry Over through June 2025 (%) with Rapid Response</i>	<i>39%</i>	<i>36%</i>	<i>47%</i>	<i>0%</i>	<i>40%</i>

**WORK2FUTURE
FINANCIAL STATUS REPORT AS OF 1/31/2025**

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	<i>General Fund</i>	<i>Contributions</i>	<i>Contributions</i>	<i>Contribution</i>	<i>Contribution</i>	<i>Contribution</i>	<i>Contribution</i>	<i>Contribution</i>	
	<i>APPN 203W</i>	<i>APPN 209E</i>	<i>APPN 212G</i>	<i>APPN 219B</i>	<i>APPN 219B</i>	<i>APPN 226J</i>	<i>APPN 217J</i>	<i>APPN 217K</i>	
Grant Period	5/1/24-4/30/25	Execution - 1/31/25	Execution - 10/19/23-8/30/26	Execution - 7/1/22 - 6/30/22 & 1/1/23-8/30/26 (extended)	Execution 7/1/24 - 4/30/25	Execution 1/1/23-8/30/26	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)
	(1,093,691)	0	0	0	0	0	0	0	(1,093,691)
Total Actual Expenditures/Encumbrances as of June 2024	(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 1/31/2025	(1,333,175)	(7,500)	0	0	0	0	0	0	(1,340,675)
Less: Encumbrances as of 1/31/2025	(302,588)	0	0	0	0	0	0	0	(302,588)
Cumulative Expen/Encumb as of 6/30/25	(1,635,763)	(7,500)	0	0	0	0	0	0	(1,643,263)
\$ Remaining	1,282,145	40,000	153,000	28,750	85,000	21,250	100,000	5,000	1,715,145
% Remaining	44%	84%	100%	100%	100%	100%	100%	100%	51%

**WORK2FUTURE
 FINANCIAL STATUS REPORT AS OF 1/31/2025**

Other Funds	Google Goodwill	Google Child Care	Total 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>(343,767)</i>	<i>0</i>	<i>(343,767)</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>(343,767)</i>	<i>0</i>	<i>(343,767)</i>
Available Funds for FY 2023-2024	281,233	600,000	881,233
% Remaining	<i>45%</i>	<i>100%</i>	<i>72%</i>
II. Actual Expenditures/Encumbrances			
Available Funds for FY 2024-2025	281,233	600,000	881,233
<i>Less: Expenditures as of 1/31/2025</i>		<i>0</i>	<i>0</i>
<i>Less: Encumbrances as of 1/31/2025</i>		<i>0</i>	<i>0</i>
Cumulative Expenditures as of 6/30/25	<i>0</i>	<i>0</i>	<i>0</i>
\$ Remaining	281,233	600,000	881,233
% Remaining	<i>100%</i>	<i>100%</i>	<i>100%</i>

**WORK2FUTURE
 FINANCIAL STATUS REPORT AS OF 1/31/2025**

Other Funds					Emerging Needs - Local Assistance Funds
	HVAC Technician Green Technology	Pathway to Self Sufficiency	Workforce Development Service Enhancement	Gilroy Foundations	
I. Actual as of June 30, 2024	APPN 225K	APPN 229C	APPN 226S	APPN 230V	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	5,000
<i>Less: Expenditures as of 1/31/2025</i>	(100,000)	(436,523)	(2,210)	0	0
<i>Less: Encumbrances as of 1/31/2025</i>	0	(1,595,729)	(70,569)	0	0
Cumulative Expenditures as of 6/30/25	(100,000)	(2,032,252)	(72,780)	0	0
\$ Remaining	0	916,905	0	1,000	5,000
% Remaining	0%	31%	0%	100%	100%

**WORK2FUTURE
 FINANCIAL STATUS REPORT AS OF 1/31/2025**

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
<i>Less: Expenditure/Encumbrances as of June 2024</i>	<i>0</i>	<i>(5,237)</i>	<i>(5,237)</i>
Total Actual Expenditures/Encumbrances as of June 2024	0	(5,237)	(5,237)
Available Funds for FY 2023-2024	4,042	2,601	6,643
% Remaining	100%	33%	56%
II. Actual Expenditures/Encumbrances			
Available Funds for FY 2024-2025	4,042	2,334	6,376
<i>Expenditures as of 1/31/2025</i>	<i>0</i>	<i>(321)</i>	<i>(321)</i>
<i>Encumbrances as of 1/31/2025</i>	<i>0</i>	<i>0</i>	<i>(321)</i>
Cumulative Expenditures as of 6/30/25	0	(321)	5,734
\$ Remaining	4,042	2,013	6,057
% Remaining	100%	86%	95%

YOUTH COMMITTEE CHAIR'S REPORT

Alyssa Beltran, who was due to be nominated for appointment to the Youth Committee as our second young adult with lived experience, got a new job that makes it impossible for her to join. However, as luck would have it, one her colleagues at County Social Services, Jennifer Pham, has offered to take Alyssa's place. Jennifer came through the foster care system and was highly recommended. Thank you, Rafaela Perez.

The committee reviewed the mid-program year youth statistics. Current enrollments for Out-of-School Youth are slightly behind the year-to-date target but catching up, while In-School Youth are ahead. All the youth participants have a least one barrier and many have two or more (85%). Roughly 40% of our working youth are in in-demand occupations. We are already approaching our state-mandated goals, and we are only halfway through the year. We currently have two very successful partnerships with MetroED (the Metropolitan Education District) and Bill Wilson Center and have also received several youth clients from existing participants' referrals. We look forward to more partnerships with Opportunity Youth Academy (OYA), San Jose Conservation Corps, San Jose Job Corps, and Santa Clara County.

We discussed our successes from the last year, including getting the San Jose Public Library community website up and running. While the website is currently under-utilized, it is a step in the right direction. Thanks to staff's efforts, work2future has created formal Memoranda of Understanding (MOUs) with some of our partners, with more MOUs planned in the future. Staff is continuing to work with OYA for more learn and work opportunities. The creation of formal partnerships with other youth service providers is an important step in creating a more integrated framework for youth success

The committee discussed our goals for the coming calendar year. The project that sparked the most discussion is creating a framework that better ties together the various youth services available in the Valley. Currently, youth may enter and complete one program but have no idea of potential next steps. Other communities in California have created more continuous pathways. At our next meeting we will flesh out what our framework might look like. We plan to create a rough model of a continuous youth education and work process. We envision a process that takes opportunity youth from K-12 through work preparation to a first job with credentials and more education, to an interim job that leads to additional education and/or credentials as the pathway to a well-paid career. We may wish to see what others leading communities around California have done along these lines, but first we wish to have a clear vision of our own.

—Jack Estill, Youth Committee Chair

###

III

Open Forum

IV

Business Items

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

- A. Chair's Report**
- B. Director's Report**
- C. PY25–PY28 WIOA Regional Plan and Local Plan {ACTION}**
- D. Preliminary Scenarios for the WDB FY 2026 Program Operating Budget {ACTION}**
- E. FY 2026–FY 2030 WIOA Service Provider Procurement {ACTION}**
- F. Business Services Committee Chair's Report**
- G. Staff Reports**
 - 1. WIOA Adult, Dislocated Worker and Youth Programs**
 - 2. 2025 San Jose Works Program**
 - 3. Pathway to Self-Sufficiency Initiative**
- H. Open Government, Conflict of Interest and Training Requirements**

CHAIR'S REPORT

Board Chair Priya S. Smith will introduce Denise Dorsey, Mayor Matt Mahan's newest appointee to the work2future Board, and report on the Executive Committee's newest appointments to the Youth Committee, and other matters of interest to the Board.

###

DIRECTOR'S REPORT

work2future Director Sangeeta Durrall will report on the status of efforts in the U.S. Congress to reauthorize the Workforce Innovation and Opportunities Act (WIOA) and other matters of interest to the Board.

###



Memorandum

TO: work2future BOARD

FROM: Dat Luu

SUBJECT: See Below

DATE: February 24, 2025

Approved

Date:

SUBJECT: PY 2025–PY 2028 WIOA Regional and Local Plans

RECOMMENDATION

Approve the proposed PY 2025 through PY 2028 WIOA Regional Plan for the Bay-Peninsula Regional Planning Unit and the PY 2025 through PY 2028 WIOA Local Plan for work2future.

At its February 20, 2025, meeting, the Executive Committee voted unanimously to recommend Board approval.

BACKGROUND

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 issued its directive for the PY 2025– PY 2028 plans on December 20, 2024.

Regional Plans provide a roadmap for aligning resources and investments to meet specific outcomes within the Regional Planning Units (RPUs). 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). The three boards share responsibility for the regional plan, while each is responsible for its local plan. Local Plans provide an action plan for operationalizing the road map laid out in the Regional Plan by describing how individuals access services through the America’s Job Center of CaliforniaSM (AJCC) system. NOVAworks is managing the regional plan development and responsible for delivery to the California Workforce Development Board of the package of regional and local plans, as required.

A hybrid (in-person and virtual) community stakeholder meeting was held on November 20, 2024, to take questions and input for both the regional plan and the local plans. The in-person locations were in San Jose, San Francisco and Sunnyvale. In San Jose, work2future hosted the in-person participation at the San Jose Job Center, 1608 Las Plumas Avenue.

BOARD

Date: 02-24-25

Subject: PY 2025–28 Regional and Local Plans

Page 2 of 2

The [draft Regional Plan](#) was released for public comment on December 17, 2024, and closed on January 16, 2025, at 5 pm. The [draft Local Plan](#) was released for public comment on January 15, 2025, and closed on February 14, 2025, at 5 pm.

The attached versions of the Regional Plan and the Local Plan have incorporated public comment received within the comment windows.

ANALYSIS

The Regional Plan articulates how the regional planning unit will intentionally build industry sector engagement, drive workforce development outcomes across multiple jurisdictions, and expand on-ramps to career pathways for individuals with barriers to employment. All three workforce boards in the RPU must approve the Regional Plan for it to be submitted to the state workforce board.

The Local Plan provides an action plan for operationalizing the road map laid out in the Regional Plan by describing how individuals access services through the America’s Job Center of California (AJCC) system. work2future’s Local Plan set concrete goals and detail how local boards will coordinate with local partners to ensure person-centered service delivery.

BUDGET

There are no budgetary considerations in this memo.

/s/
DAT LUU
Contracts Manager

Attachments: [Bay-Peninsula PY 2025–PY2028 Regional Plan](#)
[work2future PY 2025–PY2028 Local Plan](#)

cc: Sangeeta Durrall, work2future Director



Memorandum

TO: work2future BOARD

FROM: Tram Luu

SUBJECT: See Below

DATE: March 11, 2025

Approved

Date

SUBJECT: Preliminary Scenarios for the Workforce Development Board (WDB) Program Operating Budget for FY 2025-2026

RECOMMENDATION

Accept staff's three preliminary budget scenarios for Fiscal Year 2025-26, as follows:

1. **Scenario One:** FY 2025-26 WDB Program Operating Budget based on a projected WIOA allocation of \$6.17 million (As Is, i.e., allocation unchanged from FY 2025)
2. **Scenario Two (Base):** FY 2025-26 WDB Program Operating Budget based on a projected WIOA allocation of \$5.86 million (allocation reduced 5% from FY 2025)
3. **Scenario Three:** FY 2025-26 WDB Program Operating Budget based on a projected WIOA allocation of \$5.56 million (allocation reduced 10% from FY 2025)

The California Employment Development Department (EDD) normally conveys the Adult, Dislocated Worker, and Youth funding allocations to the 46 local WDBs in April/May of each year. Once notification of the *final* allocation from the EDD is received, staff will present a *balanced* Program Operating Budget to the Executive Committee for a recommendation to the Board at the June 2025 Board meeting.

ANALYSIS

The Budget Scenarios table below are based on early *estimates* of WIOA funding allocations to be received and requests board approval.

- Personnel Costs
 - Assumed the same staffing level funded in FY 2024-25. The City's FY2025-26 **Adopted** "SalFringe" (salaries and fringe benefits) report was used in the scenarios. The budget also includes COLA (3%) and employee performance and step increases (2.5%). The final budget proposal will include appropriate modifications to reflect other possible adjustments such as staffing changes.
- Adult Client Training Services
 - Assumed 35% of Adult and Dislocated Worker Program Allocations is spent on SB 734 training, plus \$60,000 of e-learning contract.

BOARD

Date: March 11, 2025

Subject: Prelim Budget Scenarios for FY 2025-26

Page 2 of 2

- As shown in the table below, for program year 2025-2026 work2future is preparing budget reductions between 5% to 10%. Due to its prudent expenditure plan, work2future anticipates leveraging of partner resources and continued efforts to streamline operations. As such, staff does not anticipate any reduction in service levels should budget cuts be 5% or less. However, should WIOA funding be reduced by, for example, 10%, work2future will need to conduct further evaluation to better align service levels and staffing to budget allocations.

	Proposed 2025-26 AS IS	Proposed 2025-26 5% Decrease (Base)	Proposed 2025-26 10% Decrease
Source			
Funding Allocation (WIOA Formula)	\$ 6,172,580	\$ 5,863,951	\$ 5,555,322
Rapid Response Allocation	\$ 753,703	\$ 716,018	\$ 678,333
15% Board Mandated Reserve from FY 2024-25	\$ 925,887	\$ 925,887	\$ 925,887
Projected Carry Over Savings (<i>as shown in January 2025 Financial Status Report</i>)	\$ 911,001	\$ 911,001	\$ 911,001
Adjusted Unallocated Reserve	\$ 662,231	\$ 662,231	\$ 662,231
Proposed Total Source	\$ 9,425,402	\$ 9,079,088	\$ 8,732,774

Use			
15% Board Mandated Reserve to FY 2025-26	\$ 925,887	\$ 879,593	\$ 833,298
Administrative Funding	\$ 617,258	\$ 586,395	\$ 555,532
Program Services	\$ 7,030,132	\$ 6,956,844	\$ 6,883,556
<i>Personnel Costs</i>	\$ 2,521,866	\$ 2,521,866	\$ 2,521,866
<i>Non-Personnel Costs</i>	\$ 523,193	\$ 523,193	\$ 523,193
<i>Adult Client Training Services</i>	\$ 1,525,769	\$ 1,452,480	\$ 1,379,192
<i>Youth Client Work Experience Services</i>	\$ 505,334	\$ 505,334	\$ 505,334
<i>One-Stop Operator</i>	\$ 30,000	\$ 30,000	\$ 30,000
<i>Service Provider - Adult</i>	\$ 1,350,000	\$ 1,350,000	\$ 1,350,000
<i>Service Provider - Youth</i>	\$ 573,970	\$ 573,971	\$ 573,971
<i>Unallocated Contingency Reserve</i>	\$ 852,125	\$ 656,257	\$ 460,388
Proposed Total Use	\$ 9,425,402	\$ 9,079,088	\$ 8,732,774

/s/
TRAM LUU
Senior Accountant

cc: Sangeeta Durrall



Memorandum

TO: work2future BOARD

FROM: Sangeeta Durrall

SUBJECT: See Below

DATE: February 27, 2025

Approved

Date:

SUBJECT: FY 2025–FY 2030 WIOA Service Provider Procurement

RECOMMENDATION

Approve authorization for staff to negotiate and execute a one-year agreement for Fiscal Year 2025-26, with contract extensions of up to four additional years based on successful performance and funding availability, with Equus Workforce Solutions as the WIOA Service Provider for the Adult/Dislocated Worker, In-School Youth, and Out-of-School Youth Programs.

At its meeting on March 20, 2025, the Executive Committee voted unanimously to recommend that the Board approve the authorization for staff.

BACKGROUND

Every five years work2future seeks proposals from qualified organizations to serve as its Workforce Innovation and Opportunity Act (WIOA) Service Providers for its Adult/Dislocated Worker, In-School Youth, and Out-of-School Youth Programs. Services provided include eligibility assessment, training enrollment, job development, and other workforce development services fulfilling the purposes of the WIOA.

The last Request for Proposals (RFP) for the Adult/Dislocated Worker and Out-of-School Youth Service Providers was in February 2020, while the RFP for In-School Youth Provider was previously released in February 2022. Although the current WIOA In-School Youth Provider still had eligible options left, work2future decided to release a new procurement so that the service term for all RFPs would be in alignment.

RFP Process

Under the guidance of the Board, a community input-stakeholder meeting was conducted in September 2024 to garner feedback for the RFPs. All three RFPs were released on November 20, 2024, on WebGrants, the City of San Jose's Grants Management system. In addition to posting the RFP on WebGrants, which makes it available to over 3,000 users, multiple announcements regarding the release of the RFP were distributed via various forms of social media to stakeholders, including work2future Board members, City Council offices, work2future partners, current providers, community colleges, non-profits from around the region, and other local workforce development boards. The link to the RFP applications was also posted on the work2future website.

A pre-proposal technical assistance conference was held on December 5, 2024, via Zoom. There were over 20 attendees, and staff addressed various technical and proposal questions. There were questions submitted from potential proposers via email, which were general questions regarding registration on WebGrants, WIOA-specific definitions and requirements, and budgetary guidance. Responses to questions received at the conferences, as well as questions subsequently received via email, were posted on WebGrants for all proposers to view. The deadline for submittal of proposals was 5:00 pm on January 24, 2025.

The review panels were selected in early February. There were two review panels, one for the Adult/Dislocated Worker RFP and one for the In-School Youth and Out-of-School Youth RFPs. The RFP review panels were selected to avoid any situation where the evaluators could be subject to competing professional or personal obligations, or personal or financial interests, that would make it difficult for them to fulfill their duties fairly.

RFP Evaluation Criteria

The RFP evaluation categories and point values were as follows:

Description	Weight
Organization, Structure, Experience and Past Performance	20
Staff Experience and Qualifications	25
Service Delivery Strategy, Employer Linkages, and Job Development	30
Budget, Financial Management, and Financial Sustainability	25
Total	100

ANALYSIS

In-School Youth

Two organizations submitted proposals for In-School Youth RFP:

- Equus Workforce Solutions
- International Rescue Committee, Inc.

WebGrants averaged the scores of the review panel for each proposal. Scores were as follows:

Equus Workforce Solutions

Description	Average Score
Organization, Structure, Experience and Past Performance	16.3
Staff Experience and Qualifications	19.3
Service Delivery Strategy, Employer Linkages, and Job Development	26.0
Budget, Financial Management, and Financial Sustainability	20.0
Total	81.6

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International Rescue Committee

Description	Average Score
Organization, Structure, Experience and Past Performance	18.3
Staff Experience and Qualifications	18.0
Service Delivery Strategy, Employer Linkages, and Job Development	20.7
Budget, Financial Management, and Financial Sustainability	12.0
Total	69.0

Out-of-School Youth

Two organizations submitted proposals for In-School Youth RFP:

- Equus Workforce Solutions
- International Rescue Committee, Inc.

WebGrants averaged the scores of the review panel for each proposal. Scores were as follows:

Equus Workforce Solutions

Description	Average Score
Organization, Structure, Experience and Past Performance	18.3
Staff Experience and Qualifications	20.7
Service Delivery Strategy, Employer Linkages, and Job Development	24.7
Budget, Financial Management, and Financial Sustainability	20.0
Total	83.7

International Rescue Committee

Description	Average Score
Organization, Structure, Experience and Past Performance	16.3
Staff Experience and Qualifications	19.3
Service Delivery Strategy, Employer Linkages, and Job Development	20.7
Budget, Financial Management, and Financial Sustainability	12.0
Total	68.3

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Date: 02-27-25

Subject: WIOA Service Provider Procurement

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Adult/Dislocated Worker

One organization submitted a proposal for the Adult/Dislocated Worker RFP:

- Equus Workforce Solutions

WebGrants averaged the scores of the review panel for each proposal. Scores were as follows:

Equus Workforce Solutions

Description	Average Score
Organization, Structure, Experience and Past Performance	15.7
Staff Experience and Qualifications	17.0
Service Delivery Strategy, Employer Linkages, and Job Development	20.3
Budget, Financial Management, and Financial Sustainability	20.0
Total	73.0

Based upon the final scoring from the review panels, work2future staff recommends funding Equus Workforce Solutions to be the service provider for WIOA Adult/Dislocated Worker, In-School Youth, and Out-of-School Youth Programs. According to reviewers, Equus Workforce Solutions' proposals demonstrated a significant experience in workforce development and longstanding relationships with community-based organizations and employers.

BUDGET

The budget amount allocation to the WIOA Programs for FY 2025-2026 will be determined based on work2future's total WIOA allocation.

/s/
SANGEETA DURRAL
work2future Director

cc: Dat Luu, work2future Contracts Manager

BUSINESS COMMITTEE CHAIR'S REPORT

Business Services Committee Chair Mike Hill will report on various matters related to business services.

###

WIOA PROGRAMS REPORT

Adult and Dislocated Worker Programs Project Manager Deanna Walter and Youth and Training Programs Project Manager Mirza Handzar will report on the Workforce Innovation and Opportunity Act Adult, Dislocated Worker, and Youth programs for PY 2024-25.

Attached are program metrics for the first half of the program year, which were presented to the Executive Committee at its meeting on February 20, 2025.

###

Attachment

Adult and Dislocated Worker Program Report

End of Q2 | PY2024-25

- Provided career advising services to 1,091 WIOA clients, including 572 new enrollments and 519 carryover enrollments in Q1 and Q2.
- Supported 91 clients in occupational skills training across key industries, including IT, Healthcare, Advanced Manufacturing, and Business & Finance, as well as cohort training through PG&E Power Pathways and the Trades Orientation Program.
- Met and/or exceeded all 10 State performance measures at 90% or higher.
- Upcoming events include a resource fair at Mexican Heritage Plaza (March), and a job fair in partnership with San José City College (April).

ENROLLMENT REPORT

WIOA Program	New Enrollments	Carryover 2023-2024	Total Participants Served	YTD New Enrollments Planned	% YTD New Goal
Adult	501	393	894	400	125%
Dislocated Worker	71	126	197	115	62%

PERFORMANCE REPORT

ADULT			
Performance Measures	WIOA Performance Goals	Actual	Success Rate
Entered Employment Rate 2nd Qtr	69.0%	67.9%	98.4%
Entered Employment Rate 4th Qtr	65.5%	70.7%	107.9%
Median Earnings	\$11,500.00	\$11,132.00	96.8%
Attainment of a Degree or Certificate	66.0%	86.0%	130.2%
Measurable Skills Gain	71.0%	73.1%	102.9%
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%	89.7%	138.0%

Youth Program Report End of Q2 | PY2024-25

- Served 105 new enrollments with intensive case management services and an additional 176 carryover.
- Metrix Learning licenses provided to 105 youth program participants.
- Ongoing partnerships referrals and MOUs with Metro-Ed, Bill Wilson Center, San Jose Job Corps and San Jose Job Corps.
- Provided 23 out of 105 clients work experience (WEX) training.

ENROLLMENT REPORT

WIOA Program	New Enrollments	Carryover 2023-2024	Total Participants Served	YTD New Enrollments Planned	% YTD New Goal
OSY	41	74	115	60	68%
ISY	64	102	166	45	142%

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%	63.7%	93.7%	65.9%	96.9%	61.5%	90.4%
Entered Employment Rate 4th Qtr	68.0%	58.2%	85.6%	52.0%	76.5%	64.4%	94.7%
Median Earnings	\$6,500.00	\$6,305.00	97.0%	\$5,239.00	80.6%	\$7,372.00	113.4%
Attainment of a Degree or Certificate	67.0%	42.8%	63.8%	10.5%	15.7%	75.0%	111.9%
Measurable Skills Gain	65.0%	76.2%	117.2%	67.2%	103.4%	85.2%	131.1%

2025 SAN JOSE WORKS PROGRAM

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

As of December 31, 2024:

SJ Works SUBSIDIZED program 10.0:

- SJ Works received over 400+ subsidized applications for youth aged 14–18. To date, SJ Works has onboarded 361 youth. A pending cohort of 14 youth will start during the springtime (February-April).
- The SJ Works summer program successfully completed with a 93% retention.
- 100% of placed youth will successfully complete onboarding, attended orientation, and training which includes soft skills, emotional intelligence, financial literacy, career exploration, entrepreneurship, wage theft & prevention.
- The subsidized model focused increasingly on high wage/high growth and In-Demand Occupation internships for high school youth.
- Youth were recruited from High School Career Technical Education classes focusing on the priority sectors and related in-demand occupations, PRNS (YEA programs), probation, and other youth agencies.
- In addition, 65 mentors and mentees were matched and have participated in our one-on-one mentoring and group sessions. A remaining cohort of 10 mentors will begin in the spring.
- Alumni group of mentees and mentors continue to meet once a month
- Mentors recruited from different companies such as Roku, TATA, BofA, HPE, Intel, City departments, Boys & Girls Club, and others.

SJ Works UNSUBSIDIZED program 10.0 has provided:

Currently, there are 305 enrollments, of which 182 are placements. The remaining clients have received a service or multiple services such as assistance in job searching, job applications, resume, financial literacy workshop, mock interview, or attended a job fair or interview.

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

Participating youth will continue to have access to services such as job counseling, job readiness training, supportive services (e.g., transportation, clothing, etc.) and financial education.

— *Ruby Carrasco, San Jose Works Program Manager*

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PATHWAY TO SELF-SUFFICIENCY INITIATIVE

The Pathway to Self-Sufficiency Initiative is a US Department of Labor (DOL) funded project carried out in collaboration with the Santa Clara County Social Services Agency (SSA) and several of its partner organizations and agencies delivering services to individuals needing public assistance, homeless assistance, refugee assistance, probation and reentry assistance, and other services. SSA is the original applicant for and recipient of the DOL grant of \$3 million to test the effectiveness of extended subsidized employment as a transitional gateway to unsubsidized employment with living wages. work2future is implementing the initiative as a subgrantee of SSA.

As of mid-March 2025, work2future staff have successfully placed 12 participants in fully subsidized fulltime employment with various companies at a wage of \$25 an hour. Companies with subsidized workers to-date represent IT-based business services; heating, ventilation and air-conditioning installation and maintenance; construction and construction design; and others. The subsidized employees are drawn from a growing number of participants—23 enrolled between October 2024 and mid-March 2025—from partnering organizations such as CityTeam Ministries, SSA, International Rescue Committee, and work2future Career Services, among others.

In addition to the opportunity for five months of subsidized employment intended to provide participants sufficient grounding to transition to open-ended unsubsidized employment, participants receive a stipend while they are taking job-search and work-readiness workshops and online courses and participating in job search with the active support of staff.

On top of administrative functions, work2future staff serve in the following capacities: Referral screening and participant enrollment; case management; relationship maintenance with referring agencies and co-case management; recruiting and job search assistance; job development; employer relationship maintenance; stipend and employment onboarding, timekeeping and liaising with the employer-of-record; worksite agreement development and processing; customer service; grant reporting.

The grant period is due to end in April 2026, but the initiative has a goal of achieving 40 subsidized placements by the end of November 2025, to allow for completion of all subsidized employment engagements by the end of the grant period.

— *Lawrence Thoo, Strategic Engagement Manager*

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Open Government, Conflict of Interest and Training Requirements

Associate Deputy City Attorney Shevata Kumar will brief the Board on the obligations that individuals serving on public bodies such as the work2future Board and its standing committees have under state law, as well as the policies and ordinances of the City of San José, which is the fiscal and administrative agent for the Board.

The following is a non-comprehensive list of topics that Ms. Kumar is likely to cover:

- Brown Act
- Political Reform Act
- City Sunshine
- Conflicts of Interest
- City's Revolving Door Ordinance
- Parliamentary Procedures
- Board Member / Chair Role & Responsibilities
- Form 700 & Family Gift Report
- Ethics & Sexual Harassment Training

This briefing is provided annually as a courtesy to the Board.

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V

Other

A. Community Builder Awards

B. Other

VI

Adjournment

Next meeting of the Board: June 26, 2025, 9:30 am