



## EXECUTIVE COMMITTEE MEETING

Friday, June 20, 2025, 2:30 pm  
(Rescheduled from May 15, 2025)

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

[www.work2future.org](http://www.work2future.org)

This meeting can also be viewed live on computer, smartphone, and tablet at  
<https://sanjoseca.zoom.us/j/92499548539?pwd=iSIRe1WuioNHuaxPHco2XI2xCuwwck.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](mailto:Lawrence.Thoo@sanjoseca.gov) by 9:00 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 [Lawrence.Thoo@sanjoseca.gov](mailto:Lawrence.Thoo@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](#).

**EXECUTIVE COMMITTEE**

**MEMBERS | June 2025**

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

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

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

Michael Hill, *Business Services Committee Chair*  
Workforce Consultant  
(Formerly Senior Director, Organizational and Talent Development  
Applied Materials—retired 2025)

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

Danny Mangan  
Organizer  
Sprinkler Fitters UA Local 483

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

*ex officio*  
Sangeeta Durrall, *Secretary*  
work2future Director

**EXECUTIVE COMMITTEE MEETING**

**June 20, 2025  
2:30 pm**

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

View online at

<https://sanjoseca.zoom.us/j/92499548539?pwd=iSIRe1WuioNHuaxPHco2XI2xCuwwck.1>

**AGENDA**

- |   |                    |
|---|--------------------|
| <b>I. CALL TO ORDER &amp; ROLL CALL</b>   | <i>5 min</i>       |
|   | <i>2:35 pm end</i> |
| <b>II. CONSENT ITEMS {ACTION}</b>   | <i>5 min</i>       |
| Approval of the acceptance of:  | <i>2:40 pm end</i> |
| <b>A. Minutes of the February 20, 2025, Executive Committee meeting</b>   |                    |
| <b>B. Financial Status Report as of April 30, 2025</b>  |                    |
| <b>III. OPEN FORUM</b>  | <i>5 min</i>       |
| Members of the public can address the committee on matters not on the agenda. Comment is limited to two minutes unless modified by the Chair.   | <i>2:45 pm end</i> |
| <b>IV. BUSINESS ITEMS</b>   |                    |
| <b>A. Chair's Report {Information}</b>  | <i>5 min</i>       |
| <i>Priya S. Smith, MPH, Board Chair</i>   | <i>2:50 pm end</i> |
| Various matters of interest.  |                    |
| <b>B. Director's Report {Information}</b>   | <i>5 min</i>       |
| <i>Sangeeta Durrall, work2future Director</i>   | <i>2:55 pm end</i> |
| Various matters of interest.  |                    |
| <b>C. FY2025-26 WIOA Program Operating Budget (ACTION)</b>  | <i>20 min</i>      |
| <i>Sangeeta Durrall, work2future Director</i>   | <i>3:15 pm end</i> |
| Recommend Board approval of proposed WIOA program operating budget for Fiscal Year (FY) 2025-26, including:   |                    |
| 1. WIOA Program Operating Budget of \$8,256,271   |                    |
| 2. WIOA Administrative Budget in the amount of \$882,710  |                    |
| 3. Proposed WIOA estimated Rapid Response Funding of \$823,546, which includes \$107,528 of FY2024-25 carryover.  |                    |
| 4. Authorization for staff to transfer funds as follows without additional Board approval, but with notification after the fact to the Executive Committee of any such transfers at the Committee's next available meeting: |                    |
| <b>a)</b> Between budget line items, if there is no change to the overall amount of the WIOA budget.  |                    |

- b) Between the Adult and Dislocated Worker Programs, as needed to accommodate changes in the numbers of clients served by the two programs, if the total of the combined budgets is not changed.

**V. OTHER**

Announcements, suggested business for future meetings, other housekeeping.

5 min

3:20 pm end

**VI. ADJOURNMENT**

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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 the acceptance of:**

- A. Minutes of the February 20, 2025, Executive Committee meeting
- B. Financial Status Report as of April 30, 2025

**{ACTION}**



**EXECUTIVE COMMITTEE MEETING****February 20, 2025**

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

Staff present: Durrall, Handzar, D. Luu, T. Luu, Thoo, Walter

**ACTION MINUTES****I. CALL TO ORDER & ROLL CALL**

Chair Priya Smith called the meeting to order at 11:39 am.

**Roll Call**

**Present:** Jack Estill, Michael Hill, Van Le, Priya Smith

**Delayed:** Danny Mangan (arrived at 12:04 pm; departed at 12:56 pm)

**Absent:** Traci Williams, Alan Takahashi

**II. CONSENT ITEMS {ACTION}**

Mr. Estill moved, Ms. Le seconded, and the committee voted unanimously to accept the following items:

**A. Minutes of the November 21, 2024, Executive Committee meeting**

**B. Financial Status Report as of December 31, 2024**

**III. OPEN FORUM**

No speakers

**IV. BUSINESS ITEMS****A. Chair's Report {Information}**

Chairperson Smith announced that she had appointed Board member Teresa Ong to serve on the Youth Committee and that Mayor Mahan, as the local Chief Elected Official for the San Jose-Silicon Valley Local Workforce Development Area, had appointed Denise Dorsey, San Jose Regional Director of the California Department of Rehabilitation, to the Board effective in March. She also reminded the committee that the next Board meeting will be on March 20 at the work2future location on Las Plumas Avenue.

**B. Director's Report {Information}**

work2future Director Durrall reported that is has been an extremely busy second quarter and gave a very brief preview of business items for this meeting. She also reported that there has been no significant activity with respect to WIOA reauthorization.

**C. PY25-PY28 WIOA Regional Plan & Local Plan {Action}**

Strategic Engagement Manager Thoo introduced the staff presentation and Contracts Manager Luu described the input and development processes for the Regional and Local Plans, including opportunities for public comment on the drafts of each.

**ACTION:** Mr. Estill moved, Mr. Hill seconded, and the committee voted unanimously to recommend that the Board approve for submission to the California Workforce Development Board the proposed PY 2025 through PY 2028 WIOA Regional Plan for the Bay-Peninsula Regional Planning Unit and the WIOA Local Plan for work2future.

**D. FY 2026–FY 2030 WIOA Service Provider Procurement (Action)**

Contracts Manager Luu presented a report on the procurement process for WIOA service providers that led to the selection of a single service provider for WIOA career services and answered questions from committee members.

**ACTION:** Ms. Le moved, Mr. Hill seconded, and the committee voted unanimously to recommend Board approval 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.

**E. Preliminary Scenarios for the Workforce Development Board (WDB) FY 2026 Program Operating Budget {Action}**

Senior Accountant Luu presented three preliminary scenarios for the FY2025-26 program operating budget.

**ACTION:** Mr. Estill moved, Mr. Mangan seconded, and the committee voted unanimously to recommend Board approval of 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)

**F. Youth Committee Appointments {Action}**

Youth Committee Chairperson Estill, on behalf of the Youth Committee, nominated Youth Liberation member Maria Vans for reappointment and County Social Services Agency Community Worker Jennifer Pham for appointment to two-year terms as community members of the Youth Committee.

**ACTION:** Ms. Le moved, Mr. Hill seconded, and the committee voted unanimously to approve the reappointment of Maria Vans to a second term and Jennifer Pham to a first term as the required two members of the Youth Committee who are between the ages of 16 and 28 years at the time of appointment.

**G. Youth Committee Chair's Report**

Youth Committee Chairperson Estill report on matters related to the Youth Committee, including new partnerships with youth-serving organizations and organizations with model pathways for serving youth that might be emulated by other organizations. He asked work2future staff member Mirza Handzar to join him in the report. They also took questions from committee members.

**H. Business Services Committee Chair's Report**

*Mike Hill, Business Services Committee Chair*

Business Services Committee Chairperson Mike Hill reported that the committee has not met since the December 2024 Board meeting. At Mr. Hill's invitation, Board Chair Smith provided a status report on the health care sector partnership initiative supported by work2future. Ms. Smith co-chairs the initiative with Jo Coffaro, Regional Vice-President of the Hospital Council of Northern and Central California.

**I. Program Reports**

Staff provided reports and took committee members' questions as follows:

1. WIOA Adult, Dislocated Worker and Youth Programs as of December 31, 2024  
*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*

**V. OTHER**

None

**VI. ADJOURNMENT**

Chair Smith adjourned the meeting at 1:06 pm.

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*Prepared by: L. Thoo*

## FINANCIAL STATUS REPORT AS OF APRIL 30, 2025

### Key Highlights

- WIOA FY23-24 formula (carry-over amount of \$2,852,348) is projected to be fully spent by June 30, 2025.

### 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, a total funding of \$2,917,918 is available for FY 2024-25. As of April 30, 2025, \$1,491,750 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 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. As of April 30, 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 the recruitment service in the South side.

##

**WORK2FUTURE**  
**FINANCIAL STATUS REPORT AS OF 4/30/2025**

WIOA FORMULA FUNDS	Adult Appn 2505	Dislocated Worker Appn 2530	Youth Appn 2364	RR Appn 2983	TOTAL WIOA FUNDS
<b>I. FUND BALANCE AS OF 6/30/24</b>					
<b>ALLOCATION FOR FY2023/2024 PD 14 Stat 3</b>	<b>2,679,440</b>	<b>1,720,374</b>	<b>2,040,659</b>	<b>434,643</b>	<b>6,875,116</b>
<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>
<b>Total Actual Expenditures (with Encumbrances) as of 6/30/24</b>	<b>(1,834,186)</b>	<b>(1,029,591)</b>	<b>(1,412,828)</b>	<b>(434,643)</b>	<b>(4,711,248)</b>
Remaining Funds as of 6/30/24 (\$) - Allocation minus (Actuals + Encumbrances)	<b>845,254</b>	<b>690,783</b>	<b>627,831</b>	<b>0</b>	<b>2,163,868</b>
Remaining Funds as of 6/30/24 (%)	32%	40%	31%	0%	31%
<b>II. Actual Expenditures/Encumbrances (Funded with balance from FY23/24)</b>					
(a) Remaining Funds for FY23/24 (exclude encumbrances)	<b>1,026,548</b>	<b>785,205</b>	<b>1,040,594</b>	<b>0</b>	<b>2,852,348</b>
Transfer between Adult and Dislocated Worker		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Rescission				<b>0</b>	<b>0</b>
<i>Less: Actual Expenditures as of 4/30/2025</i>	<i>(1,026,548)</i>	<i>(785,205)</i>	<i>(1,003,791)</i>	<i>0</i>	<i>(2,815,544)</i>
<i>Less: Actual Encumbrances as of 4/30/2025</i>				<i>0</i>	<i>0</i>
<b>Total Actual Expenditures/Encumbrances as of 4/30/2025</b>	<b>(1,026,548)</b>	<b>(785,205)</b>	<b>(1,003,791)</b>	<b>0</b>	<b>(2,815,544)</b>
<b>Projected Remaining Funds (\$) from FY23/24 Allocation</b>	<b>0</b>	<b>0</b>	<b>36,803</b>	<b>0</b>	<b>36,803</b>
<b>Projected Remaining Funds (%)</b>	<b>0%</b>	<b>0%</b>	<b>4%</b>	<b>0%</b>	<b>1%</b>
<b>(b) ALLOCATION FOR FY2024/2025</b>	<b>1,929,234</b>	<b>2,258,676</b>	<b>1,984,670</b>	<b>753,703</b>	<b>6,926,283</b>
Additional Funding	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>
Transfer between Adult and Dislocated Worker	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Rescission	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Adjusted Allocation for FY 2024-2025</b>	<b>1,929,234</b>	<b>2,258,676</b>	<b>1,984,670</b>	<b>753,703</b>	<b>6,926,283</b>
<i>Less: Actual Expenditures as of 4/30/2025</i>	<i>(1,107,103)</i>	<i>(553,812)</i>	<i>(556,727)</i>	<i>(503,472)</i>	<i>(2,721,114)</i>
<i>Less: Actual Encumbrances as of 4/30/2025</i>	<i>(280,075)</i>	<i>(164,997)</i>	<i>(851,156)</i>		<i>(1,296,228)</i>
<b>Total Actual Expenditures/Encumbrances as of 4/30/2025</b>	<b>(1,387,178)</b>	<b>(718,808)</b>	<b>(1,407,883)</b>	<b>(503,472)</b>	<b>(4,017,342)</b>
<b>Projected Remaining Funds (\$) from FY24/25 Allocation</b>	<b>542,056</b>	<b>1,539,868</b>	<b>576,787</b>	<b>250,231</b>	<b>2,908,941</b>
<b>Projected Remaining Funds (%)</b>	<b>28%</b>	<b>68%</b>	<b>29%</b>	<b>33%</b>	<b>42%</b>
<b>FISCAL YEAR 23/24 &amp; FY24/25:</b>					
<b>Total Available Funds (FY23/24 balance + FY24/25 Adjusted Allocation)</b>	<b>2,955,782</b>	<b>3,043,881</b>	<b>3,025,264</b>	<b>753,703</b>	<b>9,778,631</b>
<i>Less: Total Cumulative Expenditures/Encumbrance as of 04/30/2025</i>	<i>(2,413,726)</i>	<i>(1,504,014)</i>	<i>(2,411,674)</i>	<i>(503,472)</i>	<i>(6,832,886)</i>
<b>REMAINING FUNDS (\$)</b>	<b>542,056</b>	<b>1,539,868</b>	<b>613,590</b>	<b>250,231</b>	<b>2,945,745</b>
<b>REMAINING FUNDS (%)</b>	<b>18%</b>	<b>51%</b>	<b>20%</b>	<b>33%</b>	<b>30%</b>
<b>III. Projected Expenditures/Carry Over through June 30, 2025</b>					
<i>Projected Expenditures through 6/30/25</i>	<i>(1,426,831)</i>	<i>(1,706,857)</i>	<i>(1,439,749)</i>	<i>(646,175)</i>	<i>(5,219,612)</i>
<i>Projected Carry Over through June 2025 (\$)</i>	<i>502,403</i>	<i>551,819</i>	<i>581,725</i>	<i>107,528</i>	<i>1,743,474</i>
<i>Projected Carry Over through June 2025 (%) with Rapid Response</i>	<i>26%</i>	<i>24%</i>	<i>29%</i>	<i>14%</i>	<i>25%</i>

EXECUTIVE CMTE: 06-20-25  
AGENDA ITEM : II.B  
Attachment 2 of 5

[illegible]

**WORK2FUTURE**  
**FINANCIAL STATUS REPORT AS OF 4/30/2025**

Other Funds	Google Goodwill	Google Child Care	Total Total
<b>I. Actual as of June 30, 2024</b>	<b>APPN 222A</b>	<b>APPN 222A</b>	
<b>Grant Period</b>	<b>N/A</b>	<b>N/A</b>	
<b>Original Allocation/Available Funds for FY23-24</b>	<b>625,000</b>	<b>600,000</b>	<b>1,225,000</b>
<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>
<b>Available Funds for FY 2023-2024</b>	<b>281,233</b>	<b>600,000</b>	<b>881,233</b>
<b>% Remaining</b>	<b>45%</b>	<b>100%</b>	<b>72%</b>
<b>II. Actual Expenditures/Encumbrances</b>			
<b>Available Funds for FY 2024-2025</b>	<b>281,233</b>	<b>600,000</b>	<b>881,233</b>
<i>Less: Expenditures as of 4/30/2025</i>		<i>0</i>	<i>0</i>
<i>Less: Encumbrances as of 4/30/2025</i>		<i>0</i>	<i>0</i>
<b>Cumulative Expenditures as of 6/30/25</b>	<i>0</i>	<i>0</i>	<i>0</i>
<b>\$ Remaining</b>	<b>281,233</b>	<b>600,000</b>	<b>881,233</b>
<b>% Remaining</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**WORK2FUTURE  
 FINANCIAL STATUS REPORT AS OF 4/30/2025**

Other Funds					
	HVAC Technician Green Technology	Pathway to Self Sufficiency	Workforce Development Service Enhancement	Gilroy Foundations	Emerging Needs - Local Assistance Funds
<b>I. Actual as of June 30, 2024</b>	<b>APPN 225K</b>	<b>APPN 229C</b>	<b>APPN 226S</b>	<b>APPN 230V</b>	<b>APPN 217I</b>
<b>Grant Period</b>					<b>N/A</b>
<b>Original Allocation/Available Funds for FY23-24</b>	<b>100,000</b>	<b>2,700,000</b>	<b>120,000</b>	<b>0</b>	<b>5,000</b>
<i>Less: Expenditure/Encumbrances as of 6/30/24</i>	<i>0</i>	<i>0</i>	<i>(47,220)</i>	<i>0</i>	<i>0</i>
<i>Less: Encumbrance</i>	<i>0</i>	<i>0</i>	<i>(52,780)</i>	<i>0</i>	<i>0</i>
<i>Total Actual Expenditures/Encumbrances as of 6/30/24</i>	<i>0</i>	<i>0</i>	<i>(100,000)</i>	<i>0</i>	<i>0</i>
<b>Available Funds for FY 2023-2024</b>	<b>100,000</b>	<b>2,700,000</b>	<b>20,000</b>	<b>0</b>	<b>5,000</b>
<b>% Remaining</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>	<b>0%</b>	<b>100%</b>
<b>II. Actual Expenditures/Encumbrances</b>					
Available Funds for FY 2024-2025	<b>100,000</b>	<b>2,700,000</b>	<b>72,780</b>	<b>1,000</b>	<b>5,000</b>
Adjustments	<b>0</b>	<b>249,157</b>	<b>0</b>		<b>0</b>
Total Available Funds	<b>100,000</b>	<b>2,949,157</b>	<b>72,780</b>	<b>1,000</b>	<b>5,000</b>
<i>Less: Expenditures as of 4/30/2025</i>	<i>0</i>	<i>(556,578)</i>	<i>(23,202)</i>	<i>0</i>	<i>0</i>
<i>Less: Encumbrances as of 4/30/2025</i>	<i>(100,000)</i>	<i>(1,463,583)</i>	<i>(49,578)</i>	<i>0</i>	<b>0</b>
<b>Cumulative Expenditures as of 6/30/25</b>	<b>(100,000)</b>	<b>(2,020,161)</b>	<b>(72,780)</b>	<b>0</b>	<b>0</b>
<b>\$ Remaining</b>	<b>0</b>	<b>928,996</b>	<b>0</b>	<b>1,000</b>	<b>5,000</b>
<b>% Remaining</b>	<b>0%</b>	<b>32%</b>	<b>0%</b>	<b>100%</b>	<b>100%</b>



**WORK2FUTURE  
FINANCIAL STATUS REPORT AS OF 4/30/2025**

Other Funds	California Workforce Assoc	Business Owners Space.com network	Total
<b>I. Actual as of June 30, 2024</b>	APPN 3903	APPN 3620	
<b>Grant Period</b>	N/A	N/A	
<b>Original Allocation/Available Funds for FY23-24</b>	4,042	7,838	11,880
<i>Less: Expenditure/Encumbrances as of June 2024</i>	0	(5,237)	(5,237)
<b>Total Actual Expenditures/Encumbrances as of June 2024</b>	0	(5,237)	(5,237)
<b>Available Funds for FY 2023-2024</b>	4,042	2,601	6,643
<b>% Remaining</b>	100%	33%	56%
<b>II. Actual Expenditures/Encumbrances</b>			
Available Funds for FY 2024-2025	4,042	2,334	6,376
<i>Expenditures as of 4/30/2025</i>	0	(355)	(355)
<i>Encumbrances as of 4/30/2025</i>	0	0	(355)
<b>Cumulative Expenditures as of 6/30/25</b>	0	(355)	5,666
<b>\$ Remaining</b>	4,042	1,979	6,023
<b>% Remaining</b>	100%	85%	94%

# **III**

## **Open Forum**

# IV

## Business Items

*Each of the following items will be taken up separately. Each is an Action item (to be voted on) or an Information item (discussion only), as indicated.*

- A. Chair's Report {Information}
- B. Director's Report {Information}
- C. FY2025-26 WIOA Program Operating Budget (ACTION)

### **CHAIR'S REPORT**

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

# # #

### **DIRECTOR'S REPORT**

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

# # #



## *Memorandum*

TO: EXECUTIVE COMMITTEE

FROM: Sangeeta Durrall, Tram Luu

SUBJECT: **See Below**

DATE: June 17, 2025

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Approved

Date

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**SUBJECT: Proposed work2future Workforce Innovation and Opportunity Act (WIOA) Program Operating Budget for FY 2025-2026**

### **RECOMMENDATION**

Recommend Board approval of proposed WIOA program operating budget for Fiscal Year (FY) 2025-26, including:

- A. WIOA Program Operating Budget of \$8,256,271
- B. WIOA Administrative Budget in the amount of \$882,710
- C. Proposed WIOA estimated Rapid Response Funding of \$823,546, which includes \$107,528 of FY2024-25 carryover.
- D. Authorization for staff to transfer funds without additional Board approval, but with notification after the fact to the Executive Committee of any such transfers at the Committee's next available meeting:
  - a) Between budget line items, as long as there is no change to the overall amount of the program operating budget.
  - b) Between the Adult and Dislocated Worker Programs, as needed to accommodate changes in the numbers of clients served by the two programs, if the total of the combined budgets is not changed.

Staff may propose adjusting the budget line items in October/November 2025 as part of the reconciling process to reconcile projected carry-over with actuals.

The Executive Committee's recommendation, if approved, will be forwarded to the Board for its meeting on June 26, 2025.

### **BACKGROUND AND ANALYSIS**

On May 28, 2025, the State of California Employment Development Department (EDD) released its planned allocations for WIOA Adult, Dislocated Worker, and Youth funding streams for FY25-26. These allocations are based on the allotments to states issued by the U.S. Department of Labor (DOL), as recognized in Training and Employment Guidance Letter 11-24, dated May 20th, 2025. EDD's planned allocations for work2future reflected an approximately 43% overall increase from FY25-26 funding.

At the March 20, 2025, Executive Committee meeting, three preliminary budget scenarios were presented – AS IS (same allocation as FY 2024-25), 5% Decrease in allocation from FY 24-25 – base budget) and 10% Decrease in allocation from FY 24-25.

Given the overall increase of 43% in WIOA formula allocation, as indicated above, increase in service levels, number of clients served, and training will be considered for FY 25-26, including the following.

1. In preparation for the legislation's new training requirement to 50% (increase from 30%, which included 10% leveraged funds), and to allow for a smooth transition, work2future plans to allocate approximately 40% of the total Adult/DW allocation to training in FY 25-26.
2. work2future will continue to allocate 40% of its Youth funds to work experience.
3. This increase in allocation will help augment future program operating budget by increasing the unallocated contingency reserve account that serves as a bank for unanticipated needs and a bridge for any funding gap in the program operating budget for the following fiscal year and other budgetary challenges in the future. Furthermore, in anticipation of a reduction in allocation for FY 26-27, work2future plans to use these savings to mitigate impacts on staffing capacity, while continuing to provide quality case management services to clients with significant barriers to employment.

The table below is based on EDD's FY 2025-26 allocations and work2future Board requirements:

<b>Proposed Sources</b>	<b>FY24-25 Adjusted Budget (\$)</b>	<b>FY25-26 Budget (43% Increase)</b>	<b>Increase/(Decrease)</b>
Formula Allocation	6,172,580	8,827,100	2,654,520
15% Board Mandated Reserve from prior year allocation	966,071	925,887	(40,184)
Projected Savings (includes carryover and unallocated contingency reserve)	1,886,277	710,059	(1,176,218)
FY25-26 Board Mandated Reserve	(925,887)	(1,324,065)	(398,178)
FY25-26 Admin	(617,258)	(882,710)	(265,452)
<b>Total</b>	<b>7,481,783</b>	<b>8,256,271</b>	<b>1,438,118</b>

#### **PROPOSED OPERATING BUDGET**

The proposed Operating Budget for FY 2025-26 is a balanced budget based on proposed sources and uses of WIOA funds. The tables below describe in detail work2future's proposed operating budget and are distributed in accordance with WIOA requirements.

<b>Proposed Operating Budget</b>	<b>FY24-25 Revised Budget</b>	<b>FY25-26 Proposed Budget</b>	<b>Increase/(Decrease)</b>
Personnel Costs	1,894,126	1,544,915	(349,211)
Non-Personnel Costs	473,234	443,808	(29,426)
Adult Client-Related Training Services	1,852,765	2,363,155	510,390
Youth Client-Related (WEX) Services	560,274	1,048,718	488,444
One Stop Operator	30,000	30,000	-

Distribution to Service Provider	2,489,612	2,300,000	(189,612)
Unallocated Contingency Reserve	181,772	525,675	343,903
<b>Total Proposed Use</b>	<b>7,481,783</b>	<b>8,256,271</b>	<b>774,488</b>

<b>WIOA Adult and Dislocated Worker SB-734 Training</b>	<b>Proposed Budget</b>
Adult and Dislocated Worker Program Allocation FY 25-26	5,941,771
70% of 40% allocation through cash expenditures	1,663,696
SB-734 Requirement (FY2024-25 balance)	619,459
<b>Total FY2025-26 Adult and Dislocated Worker Training</b>	<b>2,283,155</b>

We anticipate that \$619,459 is the remaining SB734 requirement balance of FY2024-25 to be carried-over to FY2025-26. A revised budget with actual carry-over amount will be presented in the Reconciled Budget at November 2025 Board Meeting.

<b>WIOA Youth Training</b>	<b>Proposed Budget</b>
Youth Program Allocation FY25-26	2,885,329
Less: 10% Administration	(288,533)
Youth Program Allocation @ 90%	2,596,796
<b>Total Youth Work Experience Funds (100% of 40% of Youth Program Allocation)</b>	<b>1,038,718</b>

<b>Service Provider Funding</b>	<b>Equus (Adult, Dislocated Workers, Youth)</b>
WIOA Base Budget (Includes 88,271 for administration per WIOA)	2,388,271
Adult/DW OJT	37,500
Youth WEX	1,038,718
Supportive Services (SUS)	30,000
<b>Total</b>	<b>3,494,489</b>

#### **PROPOSED ADMINISTRATIVE BUDGET**

The proposed Administrative Budget is estimated at 10% of total WIOA allocation, assuming no carry-over of savings of admin from FY2024-25. The table below shows how the administrative funding is distributed:

<b>WIOA Proposed Administrative Budget</b>	<b>Proposed Budget</b>
FY 2025-26 Allocation	8,827,100
10% of Allocation	882,710
FY 2024/25 Estimated Carry-Over	0



<b>Total</b>	<b>882,710</b>
<b>Cost Distribution</b>	
Personnel Costs	534,303
City Attorney's Office	135,659
Non-Personnel Cost	56,618
City Overhead	67,859
Distribution to Service Providers	88,271
<b>Total</b>	<b>882,710</b>

#### **PROPOSED RAPID RESPONSE BUDGET**

The proposed Rapid Response Budget is estimated at \$716,018, reflecting a possible 5% decrease from the FY 2024-25 allocation for Rapid Response. Once the final Rapid Response allocation is received from EDD, work2future will present a final Rapid Response Budget to the Board for approval.

<b>Proposed Rapid Response</b>	<b>Proposed Budget</b>
Total Estimated Rapid Response Allocation	716,018
Projected Savings from FY2024-25	107,528
<b>Cost Distribution</b>	
Personnel Costs	421,622
Non-Personnel Cost	47,994
City Overhead (10% of allocation)	71,602
Unallocated Reserve (Rapid Response)	282,328
<b>Total</b>	<b>823,546</b>

#### **OTHER**

Staff requests that the Board approve authority for staff to transfer funds between budget line items, provided there is no change to the overall budget, and transfer falls within the Board-approved WIOA Operating Budget.

Staff also requests that the Board approve authority for staff to transfer funds between the Adult and Dislocated Worker programs, as needed, to accommodate changes in the numbers of clients served by the two programs without having to seek additional Board approval.

/s/  
SANGEETA DURRAL and TRAM LUU  
work2future Finance

**V**

**Other**

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**VI**

**Adjournment**