



WORKFORCE DEVELOPMENT BOARD MEETING

**Thursday, December 11, 2025, 9:30 am
(Amended Teleconferencing Location)**

**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/99936416367?pwd=Z8yxIjU3lu7YLx1HlcZsQxTaY0xkiH.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 dat.luu@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 henry.morado@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

December 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 (Honeywell)

1. **Louise Auerhahn**
Director of Economic & Workforce Policy
Working Partnerships USA
2. **Denise Dorsey**
Regional Director, San Jose District
Department of Rehabilitation, State of California
3. **John (Jack) Estill, Youth Committee Chair*~**
Partner
Coactify
4. **Eric Flint**
Senior Director, Global Operations Workforce of
the Future
Western Digital
5. **Joseph A. Flynn**
Vice President of Software Transformation
CommScope
6. **Casey Gallagher**
California Regional Director
Machinists Institute
7. **Michael Hill, Business Services Committee
Chair*^**
Principal
UpHill Workforce Consulting
Senior Director (retired), Talent &
Organizational Development
Applied Materials (*retired April 2025*)
8. **Van T. Le***
Agent
State Farm Insurance
Trustee and Clerk of the Board
East Side Union High School District
9. **Maria Lucero**
Deputy Division Chief, Region I
Northern Division, Workforce Services Branch
Employment Development Department, State of
California
10. **Daniel Mangan***
Local 483 Organizer
Sprinkler Fitters UA Local 483
11. **Teresa Ong~**
Associate Vice President
Workforce & CTE Programs
Foothill College
12. **Rafaela Perez~**
Employment Services Director (retired Dec 31,
2024)
Social Services Agency
County of Santa Clara
13. **Steve Preminger~**
Director, Civic and Community Engagement
County of Santa Clara
14. **Mitesh Shah^**
Vice-President and Business Unit Head
Tech Mahindra
15. **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

December 11, 2025

9:30 am

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

Online at <https://sanjoseca.zoom.us/j/99936416367?pwd=Z8yxljU3lu7YlX1HlcZsQxTaY0xkiH.1>

AGENDA

(Amended Teleconferencing Location)

- | | |
|--|------------------------------------|
| I. CALL TO ORDER & ROLL CALL | <i>5 min</i>
<i>9:35 am end</i> |
| II. CONSENT ITEMS {ACTION}
Approval of the acceptance of: <ul style="list-style-type: none">A. Minutes of the September 18, 2025, Board meetingB. Financial Status Report as of September 30, 2025C. San Jose Works Program Report as of November 30, 2025D. Business Services Committee Chair's UpdateE. Labor Market Update | <i>5 min</i>
<i>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</i>
<i>9:45 am end</i> |
| IV. BUSINESS ITEMS <ul style="list-style-type: none">A. Chair's Report {Information}
<i>Priya Smith, Board Chair</i>
Introductions, if any, and reports on matters of interest.<div style="text-align: right;"><i>5 min</i>
<i>9:50 am end</i></div>B. Director's Report {Information}
<i>Sangeeta Durrall, work2future Director</i>
Reports on matters of interest.<div style="text-align: right;"><i>5 min</i>
<i>9:55 am end</i></div>C. FY2024-2025 Results of State Monitoring of work2future {Information}
<i>Sangeeta Durrall, work2future Director</i>
Discuss the results of the State of California's PY 2024-25 WIOA Annual Review of work2future<div style="text-align: right;"><i>10 min</i>
<i>10:05 am end</i></div>D. FY 2025-26 Program Operating Budget Reconcillation {ACTION}
<i>Tram Luu, Finance Manager</i><div style="text-align: right;"><i>10 min</i>
<i>10:15 am end</i></div><p>Approve proposed adjustments to the Fiscal Year 2025–26 Program Operating Budget as follows:</p><ul style="list-style-type: none">i. Adjust the Program Operating Budget to reflect a \$472,621 increase in the funding due to the actual savings being more than the projected carry-over amount incorporated in the June 2025 Board-approved budget. | |

- ii. Adjust the Administrative Budget to reflect a \$244,889 increase in the funding due to the actual savings being more than projected carry-over amount.
- iii. Adjust the WIOA Rapid Response Budget to reflect a \$61,141 decrease in funding due to the actual FY2025-2026 formula allocation being less than the projected allocation incorporated in the June 2025 Board-approved budget.
- iv. Approve the Summary of Discretionary funding sources of \$3,755,143, including carry over amount of \$2,386,926 from Fiscal Year 2024-25.

E. Youth Committee Report (Information)

5 min

Jack Estill, Youth Committee Chair

10:20 am end

Youth Committee Chair's report.

F. 2026 Schedule of Meetings {ACTION}

5 min

Lawrence Thoo, Strategic Engagement Manager

10:25 am end

Adopt the proposed 2026 schedule of Board and Executive Committee meetings.

G. Board Elections (Action)

10 min

Lawrence Thoo, Strategic Engagement Manager

10:35 am end

Staff will administer nominations and elections for the following to serve from January 1, 2026, through December 31, 2027:

- i. **Board Chair**
- ii. **Board Vice-Chair**
- iii. **Two At-Large Members of the Executive Committee**

V. OTHER

5 min

Announcements, suggested business for future meetings, other housekeeping.

10:40 am end

A. Community Builder Awards

Annual recognition of outstanding clients, employers and other partners will begin following the adjournment of the Board meeting.

VI. ADJOURNMENT

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

Teleconferencing Notice

Pursuant to provisions of the Ralph M. Brown Act, the following member will attend the Youth Committee meeting by teleconference from the indicated publicly accessible location:

Board member: Louise Auerhahn

Location: 1501 Blossom Hill Rd, San Jose

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 September 18, 2025, Board meeting
- B. Financial Status Report as of September 30, 2025
- C. San Jose Works Program Report as of November 30, 2025
- D. Business Services Committee Chair's Update
- E. Labor Market Update

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 and acted on separately.

{ACTION}

WORKFORCE DEVELOPMENT BOARD

September 18, 2025

San Jose Job Center, 1608 Las Plumas Ave, San Jose

MINUTES

Staff: Carrasco, Durrall, Hernandez, Luu, Morado, Sanchez, Thoo

Guests: Rick Robles, Project Director, Equus Workforce Solutions; Council Member Peter Ortiz, City of San Jose Council Liaison

I. CALL TO ORDER & ROLL CALL

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

Roll Call

Present: Auerhahn, Estill, Gallagher, Hill, Le (Left 10:18), Perez, Shah (left 11:05), Smith, Williams

Late: Preminger (arrived 9:38am)

Virtual: Batra, Ong (Counted for quorum, left 10:35)

Absent: Chao, Dorsey, Flynn, Lucero, Mangan, Murphy, Takahashi

II. CONSENT ITEMS

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

A. Minutes of the June 26, 2025, Board meeting

B. Financial Status Report as of June 30, 2025

C. San Jose Works Program Report as of August 31, 2025

III. OPEN FORUM

Ms. Smith opened the floor for public comment. There was no public comment.

IV. BUSINESS ITEMS

A. Chair's Report

Ms. Smith introduced new Board member Mr. Gallagher to the Board.

B. Director's Report

work2future Director Durrall reported out on the development of a customer satisfaction survey and the turnout of the summer Job Fair held in August.

C. Customer Satisfaction Survey

Business Services and Marketing Analyst Hernandez discussed the implementation of the customer satisfaction survey and reported the results of the survey from April through June 2025. Ms. Hernandez and Ms. Durrall answered questions from the Board and Councilman Ortiz.

D. Youth Committee Chair's Report

Youth Committee Chair Estill reported on the focus of the Youth Committee to have clients

develop job readiness skills prior to being placed in youth work experience sites. Chair Estill addressed questions and suggestions from the Board.

E. Business Services Committee Chair's Report

Business Services Committee Chair Hill reported that the Committee has not officially met since 2024, but envisions that future discussions of the Committee will revolve around how to assist with work2future's Local Plan.

F. Labor Market Update

Strategic Engagement Manager Thoo reported on the labor market in and around Santa Clara County and answered questions from the Board and Councilman Ortiz.

V. OTHER

Mr. Smith opened the floor for announcements. There were none.

VI. ADJOURNMENT

Mr. Smith adjourned the meeting at 11:14 am.

Draft: H Morado; Review: D Luu

**FINANCIAL STATUS REPORT
as of September 30, 2025**

Key Highlights

- WIOA FY24-25 formula and FY24-25 Rapid Response (and Layoff Aversion) is projected to be fully spent by June 30, 2026.
- As of September 30, 2025, work2future has estimated \$2.7 million from the current FY2025-26 Adult, Dislocated Worker and Youth allocation to be carried over to FY2026-27 representing:
 1. Board-mandated Reserve Account: \$1,324,065
 2. Unallocated Reserve Account of \$1,392,631
- FY2025-26 Rapid Response (and Layoff Aversion) funding is projected to have a carry over of \$227,633 to FY2026-27.

Other Discretionary Funding

- work2future received an allocation from the City's General Fund of \$1,398,100 for San Jose Works 11.0 program, in addition to the carry over funding of \$1,135,501 from FY 2024-25, a total funding of \$2,533,601 is available for FY 2025-26. As of September 30, 2025, \$1,030,921 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.
- In August 2025, Wells Fargo made a check payable to San Jose Works program in the amount of \$34,000 for paid internship summer work experience program. The contract is extended to August 30, 2028.
- Phase 2 contract of Google's paid work experience and occupational skills training program with Goodwill was executed. As of September 30, 2025, out of the total of \$208,115 remaining fund balance, \$46,103 was 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. The program started to incur expenditures in October 2025.

- work2future received a donation of \$1,000 from Gilroy Foundation. This fund will be used for clients at the CBA event.

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WORK2FUTURE
FINANCIAL STATUS REPORT AS OF 9/30/2025

WIOA FORMULA FUNDS	Adult Appn 2505	Dislocated Worker Appn 2530	Youth Appn 2364	RR Appn 2983	TOTAL WIOA FUNDS
I. FUND BALANCE AS OF 6/30/25					
ALLOCATION FOR FY2024/2025 PD 14 Stat 3	2,529,234	1,658,676	1,984,670	753,703	6,926,283
<i>Less: Actual Expenditures as of 6/30/25</i>	<i>(1,660,666)</i>	<i>(977,209)</i>	<i>(1,181,249)</i>	<i>(593,226)</i>	<i>(4,412,350)</i>
<i>Less: Encumbrances/Spending Plan as of 6/30/25</i>	<i>(144,555)</i>	<i>(186,046)</i>	<i>(135,557)</i>	<i>0</i>	<i>(466,158)</i>
Total Actual Expenditures (with Encumbrances) as of 6/30/25	(1,805,221)	(1,163,256)	(1,316,806)	(593,226)	(4,878,509)
Remaining Funds as of 6/30/25 (\$) - Allocation minus (Actuals + Encumbrances)	724,013	495,420	667,864	160,477	2,047,774
Remaining Funds as of 6/30/25 (%)	29%	30%	34%	21%	30%
II. Actual Expenditures/Encumbrances (Funded with balance from FY24/25)					
(a) Remaining Funds for FY24/25 (Include Encumbrance)	868,568	681,467	803,421	160,477	2,513,933
Transfer between Adult and Dislocated Worker		0	0	0	0
Rescission				0	0
<i>Less: Actual Expenditures as of 9/30/2025</i>	<i>(310,306)</i>	<i>(194,867)</i>	<i>(301,940)</i>	<i>(55,565)</i>	<i>(862,678)</i>
<i>Less: Actual Encumbrances as of 9/30/2025</i>	<i>(558,262)</i>	<i>(486,600)</i>	<i>(94,920)</i>	<i>0</i>	<i>(1,139,782)</i>
Total Actual Expenditures/Encumbrances as of 8/31/25	(868,568)	(681,467)	(396,860)	(55,565)	(2,002,460)
Actual Remaining Funds (\$) from FY24/25 Allocation	(0)	(0)	406,561	104,912	511,473
Actual Remaining Funds (%)	0%	0%	51%	65%	20%
(b) ALLOCATION FOR FY2025/2026	2,621,094	3,320,677	2,885,329	601,928	9,429,028
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 2025-2026	2,621,094	3,320,677	2,885,329	601,928	9,429,028
<i>Less: Actual Expenditures as of 9/30/2025</i>	<i>(31,609)</i>	<i>(70,880)</i>	<i>0</i>	<i>(55,320)</i>	<i>(157,809)</i>
<i>Less: Actual Encumbrances as of 9/30/2025</i>	<i>(240,386)</i>	<i>(107,352)</i>			<i>(347,738)</i>
Total Actual Expenditures/Encumbrances as of 9/30/25	(271,995)	(178,232)	0	(55,320)	(505,547)
Actual Remaining Funds (\$) from FY25/26 Allocation	2,349,099	3,142,445	2,885,329	546,608	8,923,481
Actual Remaining Funds (%)	90%	95%	100%	91%	95%
FISCAL YEAR 24/25 & FY25/26:					
Total Available Funds (FY24/25 balance + FY25/26 Adjusted Allocation)	3,489,662	4,002,144	3,688,750	762,405	11,942,961
<i>Less: Total Cumulative Expenditures/Encumbrance as of 06/30/2025</i>	<i>(1,140,563)</i>	<i>(859,699)</i>	<i>(396,860)</i>	<i>(110,885)</i>	<i>(2,508,007)</i>
REMAINING FUNDS (\$) (Exclude Encumbrance)	2,349,099	3,142,445	3,291,890	651,520	9,434,954
REMAINING FUNDS (%)	67%	79%	89%	85%	79%
III. Projected Expenditures/Carry Over through June 30, 2026					
<i>Projected Expenditures through 6/30/26</i>	<i>(2,552,329)</i>	<i>(2,356,378)</i>	<i>(2,748,040)</i>	<i>(479,207)</i>	<i>(8,135,954)</i>
<i>Projected Carry Over through June 2026 (\$)</i>	<i>627,027</i>	<i>1,450,899</i>	<i>638,770</i>	<i>227,633</i>	<i>2,944,329</i>
<i>Projected Carry Over through June 2026 (%) with Rapid Response</i>	<i>24%</i>	<i>44%</i>	<i>22%</i>	<i>38%</i>	<i>31%</i>

WORK2FUTURE
FINANCIAL STATUS REPORT AS OF 9/30/2025

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 (Wells Fargo)	w2f - San Jose Works (Shipt)	w2f - San Jose Works (Amazon)	w2f - San Jose Works (Flagship)
I. Actual as of June 30, 2025	General Fund	Contributions	Contributions	Contribution	Contribution	Contribution	Contribution	Contribution	Contribution
	APPN 203W	APPN 209E	APPN 212G	APPN 219B	APPN 219B		APPN 226J	APPN 217J	APPN 217K
Grant Period	5/1/25-4/30/26	Execution - 12/31/25	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 8/30/25- 8/30/28	Execution 1/1/23- 8/30/26	No Agreement	No Agreement
Original Allocation/Available Funds for FY24-25	2,917,908	47,500	153,000	28,750	85,000		21,250	100,000	5,000
Increase/(Decrease)	0		0		0		0	0	0
Adjusted Allocation	2,917,908	47,500	153,000	28,750	85,000		21,250	100,000	5,000
Less: Expenditures as of 6/30/25	(1,782,407)	(7,500)	0	0	0		0	0	0
Less: Encumbrance as of 6/30/25	(1,135,501)	0	0	0	0		0	0	0
Total Actual Expenditures/Encumbrances as of June 2025	(2,917,908)	(7,500)	0	0	0		0	0	0
Available Funds for FY 2024-2025	0	40,000	153,000	28,750	85,000		21,250	100,000	5,000
% Remaining	0%	84%	100%	100%	100%		100%	100%	100%
II. Actual Expenditures/Encumbrances									
Available Funds for FY2025-2026	1,135,501	40,000	153,000	28,750	85,000	34,000	21,250	100,000	5,000
Funding 25-26	1,398,100	0		0	0		0	0	0
Adjustments	0			0	0		0	0	0
Total Available Funding for FY 2025-2026	2,533,601	40,000	153,000	28,750	85,000		21,250	100,000	5,000
Less: Expenditures as of 9/30/2025	(1,030,921)		0	0	0		0	0	0
Less: Encumbrances as of 9/30/2025	(147,565)	0	0	0	0		0	0	0
Cumulative Expen/Encumb as of 9/30/25	(1,178,486)	0	0	0	0		0	0	0
\$ Remaining	1,355,115	40,000	153,000	28,750	85,000		21,250	100,000	5,000
% Remaining	53%	100%	100%	100%	100%		100%	100%	100%

**WORK2FUTURE
FINANCIAL STATUS REPORT AS OF 9/30/2025**

Other Funds	Google	Google	Total
	Goodwill	Child Care	Total
I. Actual as of June 30, 2025	APPN 222A	APPN 222A	
Grant Period	N/A	N/A	
Original Allocation/Available Funds for FY24-25	281,233	600,000	881,233
<i>Less: Expenditure/Encumbrances as of 6/30/25</i>	<i>(73,118)</i>	<i>0</i>	<i>(73,118)</i>
<i>Less: Encumbrance</i>	<i>(53,718)</i>	<i>(600,000)</i>	<i>(653,718)</i>
<i>Total Actual Expenditures/Encumbrances as of June 2025</i>	<i>(126,836)</i>	<i>(600,000)</i>	<i>(726,836)</i>
Available Funds for FY 2024-2025	154,397	0	154,397
% Remaining	55%	0%	18%
II. Actual Expenditures/Encumbrances			
Available Funds for FY 2025-2026	208,115	600,000	808,115
<i>Less: Expenditures as of 9/30/2025</i>	<i>(46,103)</i>	<i>0</i>	<i>(46,103)</i>
<i>Less: Encumbrances as of 9/30/2025</i>	<i>(137,256)</i>	<i>(600,000)</i>	<i>(737,256)</i>
Cumulative Expenditures as of 9/30/25	(183,360)	(600,000)	(783,360)
\$ Remaining	24,755	0	24,755
% Remaining	12%	0%	3%

**WORK2FUTURE
FINANCIAL STATUS REPORT AS OF 9/30/2025**

Other Funds			
	Pathway to Self Sufficiency	Gilroy Foundations	Emerging Needs - Local Assistance Funds
I. Actual as of June 30, 2025	APPN 229C	APPN 230V	APPN 217I
Grant Period			N/A
Original Allocation/Available Funds for FY24-25	2,949,157	1,000	5,000
<i>Less: Expenditure/Encumbrances as of 6/30/25</i>	<i>(976,563)</i>	<i>0</i>	<i>0</i>
<i>Less: Encumbrance</i>	<i>(1,165,512)</i>	<i>0</i>	<i>0</i>
<i>Total Actual Expenditures/Encumbrances as of 6/30/25</i>	<i>(2,142,075)</i>	<i>0</i>	<i>0</i>
Available Funds for FY 2025-2025	807,082	1,000	5,000
% Remaining	27%	0%	100%
II. Actual Expenditures/Encumbrances			
Available Funds for FY 2025-2026	1,972,594	1,000	5,000
Adjustments			<i>0</i>
Total Available Funds	1,972,594	1,000	5,000
<i>Less: Expenditures as of 9/30/2025</i>	<i>(225,027)</i>	<i>0</i>	<i>0</i>
<i>Less: Encumbrances as of 9/30/2025</i>	<i>(1,089,093)</i>	<i>0</i>	0
Cumulative Expenditures as of 9/30/25	(1,314,121)	0	0
\$ Remaining	658,473	1,000	5,000
% Remaining	33%	100%	100%

WORK2FUTURE
FINANCIAL STATUS REPORT AS OF 9/30/2025

Other Funds	California Workforce Assoc	Business Owners Space.com network	Total
I. Actual as of June 30, 2025	APPN 3903	APPN 3620	
Grant Period	N/A	N/A	
Original Allocation/Available Funds for FY24-25	4,042	2,334	6,376
<i>Less: Expenditure/Encumbrances as of June 2025</i>	0	(999)	(999)
Total Actual Expenditures/Encumbrances as of June 2025	0	(999)	(999)
Available Funds for FY 2024-2025	4,042	1,335	5,377
% Remaining	100%	57%	84%
II. Actual Expenditures/Encumbrances			
Available Funds for FY 2025-2026	4,042	1,335	5,377
<i>Expenditures as of 9/30/25</i>	0	(139)	(139)
<i>Encumbrances as of 9/30/25</i>	0	0	(139)
Cumulative Expenditures as of 9/30/25	0	(139)	5,099
\$ Remaining	4,042	1,196	5,240
% Remaining	100%	90%	97%

SAN JOSE WORKS PROGRAM REPORT
as of November 30, 2025
Ruby Carrasco, Program Manager

Overview

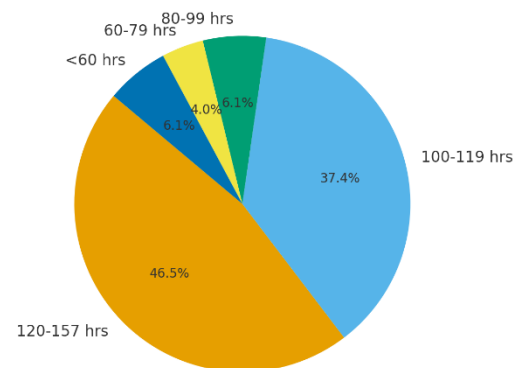
San Jose Works (SJ Works) is a City of San José–funded partnership between work2future and the City’s Parks, Recreation, and Neighborhood Services Department (PRNS). The program provides youth with meaningful work experiences through two tracks:

1. **Subsidized Employment** – The City covers stipends/wages for youth.
2. **Unsubsidized Employment** – Employers cover stipends/wages directly.

SJ Works 11.0 – Subsidized Program Update

- **Applications Received:** 460
- **Youth Placements:** 345
- **Retention Rate:** 98%
 - Retention was especially high because of the program’s flexibility, which allowed youth to count training hours as Work Experience (WEX). This structure supported completion
- **Work Hours Completion:** 83% completed 100+ hours
- **Participant Earnings:**
 - 46% earned 120–157 hours
 - 37% earned 100–119 hours
 - 6% earned 80–99 hours
 - 4% earned 60–79 hours
 - 6% earned fewer than 60 hours

Subsidized Program – Participant Hours Completed

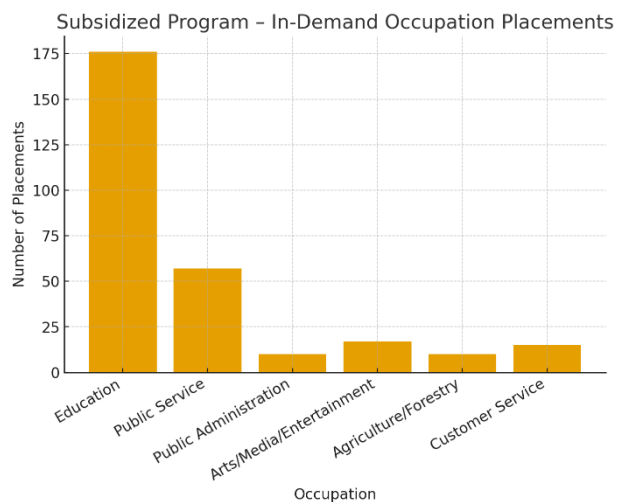
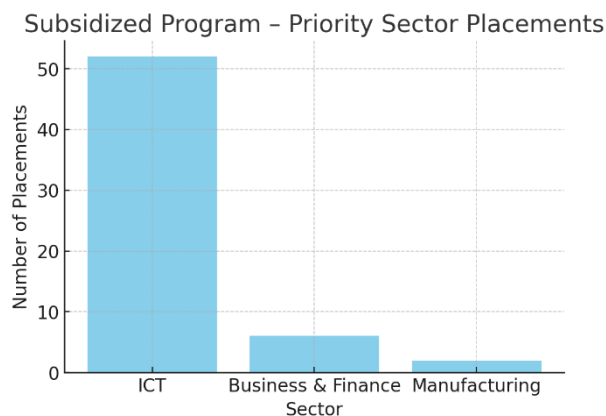


Priority Populations Served:

- Low-Resource Neighborhoods: 92%
- Priority Neighborhoods: 89%
- BIPOC Participants: 85%
- Youth with Offender Backgrounds: 7%
- Youth with Unstable Housing: 2%

Placement by Sector:

- **In-Demand Occupations (285 total):**
 - Education – 176
 - Public Service (SJPL/Community Centers) – 57
 - Public Administration (City Gov't) – 10
 - Arts/Media/Entertainment – 17
 - Agriculture/Forestry – 10
 - Customer Service – 15
- **Priority Sectors (60 total):**
 - ICT – 52
 - Business & Finance – 6
 - Manufacturing – 2



Examples of Employer Partners:

Roku, JP Graphics, City of San José (multiple departments), CreaTV, Intrepid Electronics, Jacob's Ladder Therapies, NK Technologies, Our City Forest, Boys & Girls Clubs of Silicon Valley, Ignited Education.

Looking ahead:

Two-Tier Program Structure:

- **First-Year Participants:** Will complete a dedicated **training phase** focused on foundational workplace readiness, job skills, and career development before entering any work placement.
- **Returning Participants:** Will be placed directly into a **Work Experience (WEX)** opportunity, building on prior training and experience.

Training Still Included for All:

- Returning participants will **still receive supplemental training**, ensuring continued growth, skill advancement, and alignment with employer expectations.

Goal of New Structure:

- Strengthen participant preparedness
- Offer a more tailored experience based on the youth's prior involvement
- Improve workplace outcomes by ensuring all youth receive appropriate training and work exposure

SJ Works 11.0 – Unsubsidized Program Update

- **Total Enrollments:** 298
- **Placements:** 180
- **Other Youth Served:** Remaining participants received services including job search assistance, resume building, financial literacy workshops, mock interviews, and job fair/interview participation.

Supportive Services Provided (Both Tracks)

- Career counseling
- Job readiness workshops
- Supportive services (e.g., bus passes)
- Financial education

Key Takeaways

- SJ Works continues to provide robust work experience opportunities for San José youth.
- Strong emphasis on equity: the majority of participants come from priority neighborhoods and underserved populations.
- Employer partnerships across diverse industries continue to expand access to in-demand and priority sector occupations.
- Beyond work placements, the program strengthens youth employability through career readiness training, supportive services, and connecting them to other youth programs.

###

BUSINESS SERVICES COMMITTEE CHAIR’S UPDATE

The Business Services Committee did not have an expected quorum of members present for its scheduled November 17, 2025, meeting. As a result, the meeting was cancelled. Committee Chair Mike Hill will work with committee members and staff to schedule a make-up meeting in January or February 2026.

#

E

LABOR MARKET UPDATE

The preliminary August 2025 unemployment rate in Santa Clara County was 4.6 percent, down from a revised 4.8 percent in July, and unchanged from the August 2024 estimate of 4.6 percent. Unemployment rates for the same periods in the San Jose-Sunnyvale-Santa Clara MSA were 4.7 percent in August, down from a revised 4.9 percent in July, and unchanged from August a year ago, when it was estimated at 4.7 percent. The local unemployment rates for August compare with an unemployment rate of 5.8 percent in California and 4.5 percent in the nation that month.

Local and state data are not currently available beyond August 2025 due to the recent federal government shutdown. However, the preliminary U.S. unemployment rate for September dipped slightly to 4.3 percent. All unemployment rates cited above are not seasonally adjusted.

Preliminary estimates indicate that the county labor force grew by 10,000 people between August 2024 and August 2025, rising from 1,028,500 to 1,038,600, while employment among county residents rose from 981,200 to 990,700. Unemployment among county residents barely increased, going from 47,300 to 47,900 from August to August.

Although the overall employment level remained nearly unchanged for the August-to-August period—total non-farm wage-and-salary jobs in the San Jose-Sunnyvale-Santa Clara MSA, which includes San Benito County, fell just 0.2% to 1,148,900—most industry sectors saw small to moderate declines, with their losses offset by larger gains in a handful of industries. For example, core Health Care subsectors Ambulatory Health Care Services, Hospitals, and Nursing and Residential Care Facilities added 3,900, 5,700 and 700 jobs, respectively. Local Government Educational Services added 1,200 jobs, while Local Government Excluding Education added 1,300 jobs. Construction added 700 jobs.

On the flip side, Professional and Business Services 8,100 jobs, 6,400 of them in Professional, Scientific and Technical Services. Manufacturing saw a loss of 3,900 jobs, including 1,500 lost in Computer and Electronic Product Manufacturing, which includes semiconductors and other electronic components.

In the meantime, staff continue to see anecdotal evidence of long job searches and reluctance among many employers to add headcount due to perceived economic/business uncertainty.

###

Prepared by Lawrence Thoo

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. FY2024-25 Results of State Monitoring of work2future**
- D. FY 2025-26 Program Operating Budget Reconciliation {ACTION}**
- E. Youth Committee Report**
- F. 2026 Schedule of Meetings {ACTION}**
- G. Board Elections {ACTION}**
 - 1. Board Chair**
 - 2. Board Vice-Chair**
 - 3. Two At-Large Members of the Executive Committee**

CHAIR'S REPORT

Board Vice-Chair Alan Takahashi will report on behalf of Board Chair Priya Smith on matters of interest to the Board, including the recent appointments of Eric Flint from Western Digital to the work2future Board, of Thomas Baity, Manpower Group, to the Business Services Committee, and of Deryk Clark, Advent Group Ministries, and Joseph K. Herrity, Groundwork Social Sector Consulting, to the Youth Committee.

#

DIRECTOR'S REPORT

work2future Director Sangeeta Durrall will report on various matters of interest to the Board.

#

FY 2024-2025 STATE MONITORING OF WORK2FUTURE

work2future Director Sangeeta Durrall will discuss the results of the State of California's recently completed PY 2024-25 WIOA Annual Review of work2future.

###



Memorandum

TO: work2future BOARD

FROM: Tram Luu

SUBJECT: See Below

DATE: December 3, 2025

Approved

Date:

SUBJECT: FY 2025-26 Program Operating Budget Reconciliation for 2024-25 Carry-Over Savings and FY 2025-26 WIOA Formula and Rapid Response Funding Adjustment

RECOMMENDATION

Approve staff's proposed adjustments to the Fiscal Year 2025–26 Program Operating Budget as follows:

- i) Adjust the Program Operating Budget to reflect a \$472,621 increase in the funding due to the actual savings being more than the projected carry-over amount incorporated in the June 2025 Board-approved budget.
- ii) Adjust the Administrative Budget to reflect a \$244,889 increase in the funding due to the actual savings being more than projected carry-over amount.
- iii) Adjust the WIOA Rapid Response Budget to reflect a \$61,141 decrease in funding due to the actual FY2025-2026 formula allocation being less than the projected allocation incorporated in the June 2025 Board-approved budget.
- iv) Approve the Summary of Discretionary funding sources of \$3,755,143, including carry over amount of \$2,386,926 from Fiscal Year 2024-25.

The Executive Committee reviewed the proposed adjustments above at its meeting on November 20, 2025, and voted unanimously to recommend the Board's approval.

BACKGROUND AND ANALYSIS

On May 28, 2025, the State of California Employment Development Department (EDD) released its *planned* allocation 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 and Guidance Letter No. 11-24, dated May 20, 2025. EDD's allocation for work2future reflected approximately 43% overall increase from FY24-25 funding.

On June 26, 2025, work2future staff submitted to the Board the Proposed FY 2024-25 WIOA Program Operating Budget. This included the planned WIOA allocation from the State EDD, estimated Rapid Response funding, and projected WIOA Adult, Dislocated Worker, and Youth programs carry-over funding from FY 2024-25.

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Subject: FY 2025-26 Operating Budget Reconciliation

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On July 17, 2025, work2future received its *planned* allocation for Rapid Response and Layoff Aversion funding of FY 2025-26. Detailed analysis is presented in this memo.

In addition, in the June 2025 Board- approved Program Operating Budget, work2future included \$710,059 projected carry-over as of April 30, 2025. In the FY 2024-25 year-end close as of June 30, 2025, actual savings were determined to be \$1,182,680. The \$472,621 difference will be realigned accordingly in the table below.

Proposed reallocation of the carry-over difference is presented below.

Budget Details	June 2025 Board-Approved Budget	Proposed Budget Adjustment	Adjusted Budget
	A	B	C = (A+B)
Personnel Costs	\$1,544,915	(164,536)	\$1,380,379
Non-Personnel Costs	443,808	(2,544)	441,264
Adult Client Services	2,363,155	(227,255)	2,135,900
Youth Client Services	1,048,718	-	1,048,718
One Stop Operator	30,000	-	30,000
Distribution to Service Provider	2,300,000	-	2,300,000
Unallocated Contingency Reserve (Program)	525,675	866,956	1,392,631
Total Operating Budget	\$ 8,256,271	\$472,621	8,728,892

Personnel/ Non-Personnel Costs

Staff proposed to shift \$164,536 of personnel cost and \$2,544 of non-personnel cost from Program Operating Budget to Administrative Funding due to an increase in the admin carry-over from FY 2024-25.

Adult Client Services

As of June 30, 2025, work2future had finalized its leveraged resources towards adult training costs for program year 2023-2024, resulting in a saving of \$227,255 in Program Operating Budget.

Contingency Reserve

As a result of an overall 43% increase in WIOA formula funding for program year 2025-2026, Staff proposed to set aside \$1,392,631 to the Unallocated Contingency Reserve. This is the “balancing” figure

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in the budget which is used to augment the current program operating budget should an unanticipated need arise, or if unspent, bridge the funding gap in the program operating budget for the following fiscal year. None of actions proposed herein require utilizing the Board Mandated 15% Contingency Reserve.

Please note that this reconciliation is still subject to change. Due to personnel changes in the fiscal unit additional time is needed to complete due diligence in reconciling the funds. Please also note that if a change is to be found, this would be an increase to the budget. No other negative adjustments are anticipated currently. Staff's intent if additional funding were to be found is to return to the Executive Committee to replenish the Unallocated Contingency Reserve in its entirety.

WIOA ADMINISTRATIVE FUNDING

The work2future administrative budget increases by \$244,889, from \$882,710 to \$1,127,599. The increase represents carry-over administrative funding from FY 2024-25.

Budget Details	June 2025 Board-Approved Budget	Proposed Budget Adjustment	Adjusted Budget
	A	B	C = (A+B)
Personnel Costs	\$ 534,303	164,536	\$698,839
City Attorney Office	135,659	-	135,659
Non-Personnel Costs	56,618	74,431	131,049
City Overhead	67,859	5,922	73,781
Distribution to Service Providers	88,271	-	88,271
Total Administrative Budget	\$882,710	\$244,889	\$1,127,599

WIOA RAPID RESPONSE FUNDING

Starting program year 2024-2025, Rapid Response funding carries a two-year term, per Workforce Services Information Notice No. 23-56. Therefore, any Rapid Response fund remaining of program year 2024-2025 is now allowed to be carried over to program year 2025-2026. On July 17, 2025, the State of California EDD released the FY 2025-2026 Rapid Response *planned* funding allocation to Local Workforce Development Boards. work2future has been allocated \$601,928, in both *base and lay-off* aversion funding, representing a total funding decrease of \$114,090 compared to the \$716,018 *estimated* funding submitted and approved by the Board in June 2025. work2future was able to mitigate the funding decrease with an increase of \$52,949 in carry-over balance as of June 30, 2025, resulting in a total decrease of \$61,141 in funding.

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

Budget Details	June 2025 Board-Approved Rapid Response Budget	FY 2025-26 Allocation Adjustment	Proposed Revised Rapid Response Budget
	A	B	C = (A+B)
WIOA Rapid Response Allocation FY 2024-25	\$ 716,018	(114,090)	\$ 601,928
WIOA Rapid Response Carry-over funding FY 2024-25	107,528	52,949	160,477
Total Operating Budget	\$823,546	\$(61,141)	\$762,405

The following are the proposed changes to the Rapid Response Operating Budget:

Budget Details	June 2025 Board-Approved Rapid Response Budget	FY 2025-26 Allocation Adjustment	Revised Rapid Response Allocation
	A	B	C = (A+B)
Personnel Costs	\$ 421,622	-	\$ 421,622
Non-Personnel Costs	47,994	4,963	52,957
City Overhead Costs @ 10% of Allocation	71,602	(11,409)	60,193
Unallocated Reserve (Rapid Response)	282,328	(54,695)	227,633
Total Proposed Rapid Response Budget	\$823,546	\$(61,141)	\$762,405

The decrease in the City Overhead Costs line-item budget is reflective of the decrease in funding due to the change in FY25-26 allocation.

DISCRETIONARY CARRY-OVER AND NEW FUNDING

Except for San Jose Works 11.0 program, all other discretionary funds are for a term period that crosses over two or more fiscal years, and fundings have been received. Thus, unspent funding can be carried over to the remaining months of the grant period.

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The following table is a Summary of Discretionary grant funding for FY 2025-26:

Discretionary Grants	Grant Amount
San Jose Works 11.0 Program Initiative ¹	\$2,533,601
San Jose Works (Amazon) ²	100,000
San Jose Works (Bank of America) ²	153,000
San Jose Works (Cities for Financial Empowerment) ²	40,000
San Jose Works (Shipt) ²	21,250
San Jose Works (Wells Fargo) ²	147,750
San Jose Works (Flagship) ²	5,000
Emerging Needs Local Assistance Fund	5,000
California Workforce Development Board	4,042
Business Owner's Space (BOS) Initiative	1,268
Google Earn and Learn	208,115
Google Child Care	600,000
Total Discretionary New and Carry Over Funding	\$3,819,026

¹ Represents the yearly funding of \$1,398,100 available from the City General Fund to support SJ Works 11.0 and \$1,135,501 carry-over funds from SJ Works 10.0.

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

/s/

Tram Luu

Interim Finance Manager

cc: Sangeeta Durrall
Jeff Ruster

YOUTH COMMITTEE REPORT

Youth Committee Chair Jack Estill will report on various matters related to the Youth Committee including the election of a new committee chairperson.

#



Memorandum

TO: work2future BOARD

FROM: Dat Luu

SUBJECT: 2026 Schedule of Meetings

DATE: November 21, 2025

Approved

Date:

RECOMMENDATION

Adopt the proposed schedule of Board and Executive Committee meetings for 2026 stipulated in the Background and Analysis section below.

At its meeting on November 20, 2025, the Executive Committee reviewed and voted unanimously to recommend Board adoption of the meeting schedule as proposed.

BACKGROUND AND ANALYSIS

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

In keeping with the Board's latest decision, the proposed dates for regular Board meetings in 2026 are:

- | | |
|-----------------------------|---------------------------------|
| 1. Thursday, March 19, 2026 | 3. Thursday, September 17, 2026 |
| 2. Thursday, June 18, 2026 | 4. Thursday, December 10, 2026 |

The Board's regular meetings in 2026 shall be scheduled for a two-hour block beginning at 9:30 am, as is the current practice.

Executive Committee

The Executive Committee regularly meets on the third Thursday of the months in which the Board does not have a regular meeting. Therefore, the proposed dates for the regular Executive Committee meetings in 2026 are:

- | | |
|--------------------------------|--------------------------------|
| 1. Thursday, January 15, 2026 | 5. Thursday, July 16, 2026 |
| 2. Thursday, February 19, 2026 | 6. Thursday, August 20, 2026 |
| 3. Thursday, April 16, 2026 | 7. Thursday, October 15, 2026 |
| 4. Thursday, May 21, 2026 | 8. Thursday, November 19, 2026 |

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

/s/
Dat Luu
Contracts Manager



Memorandum

TO: work2future BOARD

FROM: Lawrence Thoo

SUBJECT: Board Elections

DATE: December 1, 2025

Approved

Date:

RECOMMENDATION

Conduct elections for each of the following, to serve from January 1, 2026, through December 31, 2027:

1. Board Chair
2. Board Vice-Chair
3. Two at-large members of the Executive Committee

BACKGROUND AND ANALYSIS

work2future Board officers, the Board Chair and Board Vice-Chair, are elected by the Board to serve concurrent two-year terms. Additionally, the Board elects a sufficient number of at-large members of the Executive Committee to bring the number of committee members to seven, including the Board Chair and Vice-Chair, and the Chairs of the Business Services and Youth Committees. The at-large Executive Committee members also serve two-year terms which are staggered so that two at-large member terms end one year, and one at-large member term ends in the alternate year.

On December 31, 2025, the current terms of the Board officers, Chair Priya Smith and Vice-Chair Alan Takahashi, and two of the at-large Executive Committee members, Van Le and Traci Williams, will conclude. The succeeding two-years terms will commence on January 1, 2026, and conclude at the end of December 31, 2027.

Elections will take place in the following order:

- **Board Chair**
- **Board Vice-Chair**
- **Two at-large members of the Executive Committee**
(Top two vote getters)

Board members may nominate any qualified Board member in good standing. In addition, Article IV of the work2future By-laws requires that the Chair and the Vice-Chair must be business representatives.

Elections

Staff will administer the elections. Board members will be asked to put member names into nomination for each office separately, beginning with Board Chair.

A Board member who is nominated for Board Chair (or any other office) may accept or decline the nomination. After all nominations have been made and accepted, candidates will have the opportunity,

BOARD

Date: 12-11-25

Subject: Board Elections

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if they choose, to address Board members. Voting will take place after candidate remarks, if any, have concluded. The candidate with the largest number of votes is elected.

The procedure above will be repeated for Board Vice-Chair and then for the two at-large seats on the Executive Committee. The two at-large seats will be voted on concurrently. Each Board member present can cast votes for two candidates. The top two vote-getters will have been elected.

/s/

LAWRENCE THOO

Strategic Engagement Manager

cc: Sangeeta Durrall

V

Other

VI

Adjournment

Next meeting of the Board: March 19, 2026, 9:30 am