



EXECUTIVE COMMITTEE MEETING

Thursday, December 15, 2022, 11:30 am

www.work2future.org

COVID-19 NOTICE

Consistent with AB 361 and City of San Jose Resolution Nos. 80628, 80659, 80685, 80724 and 80758, this meeting will not be physically open to the public. Committee members will be videoconferencing from remote locations.

Members of the public can observe the meeting by computer, smartphone, and tablet at <https://zoom.us/j/98219951412?pwd=dHIYL0tCMGEzMGxFWklueHlxMzFqUT09>

To provide Spoken Public Comment *during* the meeting:

a) **Phone** (669) 219-2599, Meeting ID 982 1995 1412, Passcode 233554. **Press *9** to Raise a Hand to let the Chair know that you'd like to speak. **Press *6** to Mute and Unmute yourself.

b) **Online** using the [Zoom link](#) above: 1) Use an up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer. Mute all other audio before speaking. Using multiple devices can cause audio feedback. 2) Enter an email address and name. The name will be visible online and will be used to notify you that it is your turn to speak. 3) When the Chair calls for the Agenda Item on which you wish to speak, click on the "Raise Hand" icon or command. Speakers will be notified shortly before they are called on to speak.

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

To submit written Public Comment *before* the committee meeting: Send by e-mail to Lawrence.Thoo@sanjoseca.gov by 9:30 am 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 Deanna.Walter@sanjoseca.gov, identifying the Agenda Item Number in the e-mail subject line, to have the comments verbally read into the record, with a maximum of 250 words, which corresponds to approximately 2 minutes per individual comment, subject to the Chair's discretion. Comments received after the agenda item is heard but before the close of the meeting will be included as a part of the meeting record but will not be read into the record.

EXECUTIVE COMMITTEE

MEMBERS | 2022

Susan Koepf-Baker, *Board Chair*
Principal
Enviro-Tech Services

Priya Smith, MPH, *Board Vice-Chair*
Medical Group Administrator
The Permanente Medical Group
Kaiser Permanente

Louise Auerhahn
Director of Economic & Workforce Policy
Working Partnerships USA

Rajiv Batra
Associate General Counsel
Fundbox

Chad Bojorquez
Chief Program Officer
Destination: Home

George Chao, *Business Services Committee Chair*
Director of Strategic Partnerships
Manex

Rafaela Perez
Employment Services Director
Santa Clara County Social Services Agency

Ex Officio

Monique Melchor
work2future Director

EXECUTIVE COMMITTEE MEETING

December 15, 2022

11:30 am

AGENDA

- | | |
|---|--------------------------------------|
| I. CALL TO ORDER & ROLL CALL | <i>5 min</i>
<i>11:35 am end</i> |
| II. CONSENT ITEMS {Action}
Approval of the acceptance of: | <i>5 min</i>
<i>11:40 am end</i> |
| A. Financial Status Report as of October 31, 2022 | |
| B. Minutes of the October 20, 2022, Executive Committee meeting | |
| 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>11:45 am end</i> |
| IV. BUSINESS ITEMS | |
| A. Director's Report {Information}
<i>Monique Melchor, Director</i>
Reports on various matters of interest. | <i>10 min</i>
<i>11:55 am end</i> |
| B. Appointment of Youth Committee Members {Action}
<i>Lawrence Thoo, Strategic Engagement Manager</i>
Make and receive nominations for and appoint four individuals who are not work2future Board members as additional members to the Youth Committee. | <i>15 min</i>
<i>12:10 pm end</i> |
| C. Appointment of Lydia Mar-Chan to the Business Services Committee {Action}
<i>Lawrence Thoo, Strategic Engagement Manager</i>
Appoint Lydia Mar-Chan, Vice President of Human Relations, Regional Medical Center, as a community member of the Business Services Committee effective January 1, 2023, through December 31, 2024, and amend the end date of Mitesh Shah's appointment to December 31, 2024. | <i>5 min</i>
<i>12:15 pm end</i> |
| D. 2023 Board Retreat {Discussion}
<i>Lawrence Thoo, Strategic Engagement Manager; Monique Melchor, Director</i>
Discuss a possible work2future Board retreat and a workplan for planning the retreat. | <i>15 min</i>
<i>12:30 pm end</i> |
| E. RFP Process Recommendations Report {Discussion}
<i>Dat Luu, Contracts Manager</i>
Report on the status of the staff review of the ad hoc committee's recommendations for improving the RFP process. | <i>5 min</i>
<i>12:35 pm end</i> |

F. Labor Market Update {Information}

Lawrence Thoo, Strategic Engagement Manager
Labor market report for October 2022.

15 min
12:50 pm end

V. OTHER

Announcements, suggested business for future meetings, other housekeeping

5 min
12:55 pm end

VI. ADJOURNMENT

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

CITY OF SAN JOSE CODE OF CONDUCT FOR PUBLIC MEETINGS

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

Novel Coronavirus (COVID-19) Precautions

Consistent with the California Governor's Executive Order No. N-29-20, Resolution No. 79450 from the City of San José and the Santa Clara County Health Officer's March 16, 2020 Shelter in Place Order, the meeting will not be physically open to the public. Instead, the meeting will be conducted via video teleconference open to the public. The Code of Conduct will apply to the extent possible in a video teleconference setting.

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 always required in the meeting room.
 - 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 meeting room, except as otherwise pre-approved by City staff.
 - g. All persons entering the meeting room, 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 meeting room, with the following restrictions:
 - i. No objects will be larger than 2 feet by 3 feet.
 - ii. No sticks, posts, poles or other such items will be attached to the signs or other symbolic materials.
 - iii. The items cannot create a building maintenance problem or a fire or safety hazard.
 - b. 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.
 - c. 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 meeting room 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 Board or Committee:

- 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 administrative staff at the meeting.
- b. Meeting attendees are usually given two (2) minutes to speak on any agenda item and/or during open forum; the time limit is in the discretion of the Chair of the meeting and may be limited when appropriate. Applicants and appellants in land use matters are usually given more time to speak.
- c. Speakers should discuss topics related to work2future business on the agenda, unless they are speaking during open forum.
- d. Speakers' comments should be addressed to the full body. Requests to engage Board or Committee Members 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 administrative staff at the meeting.
- g. Speakers and any other members of the public will not approach the dais at any time without prior consent from the Chair of the meeting.

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

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at work2future's Business and Administrative Services Center at the Almaden Winery Community Center, 5730 Chambertin Drive, San Jose, California at the same time that the public records are distributed or made available to the legislative body.

I

**Call to Order
& Roll Call**

II

Consent Items

Approval of the acceptance of:

A. Financial Status Report as of October 31, 2022

B. Minutes of the October 20, 2022, Executive Committee meeting

{Action}

PRELIMINARY FINANCIAL STATUS AS OF OCTOBER 31, 2022

Key Highlights

- WIOA PY21-22 formula and PY22-23 Rapid Response funding is projected to be fully spent by June 30, 2023.
- For the PY21-22 Rapid Response funding carry-over that was extended by the State to spend by September 30, 2022, only \$193,393 of the \$361,588 were spent.
- As of October 31, 2022, work2future has \$1.90 million from the current Adult, Dislocated Worker, and Youth allocations to be carried over to FY 2023-24 representing:
 1. Board-mandated Reserve Account: \$1,053,521
 2. Unallocated Reserve Account: \$829,029
 3. Projected savings of \$17,836 which comprised of the following:
 - a. Savings from personnel costs for vacancies: \$77,836
 - b. Unanticipated security services cost: (\$60,000)

Other Discretionary Funding

- work2future received \$5,000 from the City of San Jose to assist WIOA clients in gathering information and documents (e.g., birth certificate, social security card, etc.) needed for program enrollment.
- A total of \$25,000 was awarded to work2future from the RPI 4.0 grant to the Bay-Peninsula RPU. The joint project's goal is to facilitate community conversations, engagement, and/or training on issues of race, equity, and high road principles for the purpose of promoting improved service delivery, income mobility for individuals with barriers to employment, and growth in the regional economy. The original grant period was April 1, 2021, to September 30, 2022, but was extended to December 31, 2022. In addition, funded amount was reduced from \$25,000 to \$2,768.
- work2future was granted \$600,000 of National Dislocated Worker Grant funds to the COVID-19 Employment Recovery NDWG Project in grant code 1194. The grant is focused to provide occupational skills training to individuals affected by COVID-19. The original term of these funds is from April 10, 2020, through March 31, 2022, but was extended to March 31, 2023. As of October 31, 2022, 68% of the grant were spent.
- NOVA Workforce Development Board (lead agency), in collaboration with work2future and San Francisco Workforce Development Board, was awarded funds to structure a program under Comprehensive and Accessible Reemployment through Equitable Employment Recovery (CAREER) National Dislocated Worker Grants (DWG). work2future was allotted \$500,000 to help implement the grant. The goal of the CAREER DWG is to help reemploy dislocated workers most affected by the COVID-19 pandemic. Grants will focus on serving those from historically marginalized communities, and/or those who have been unemployed for a prolonged period or have exhausted Unemployment Insurance (UI) or other Pandemic UI programs. Regionally, the project's primary aim is to promote equity in the pursuit of high-wage, high-growth jobs by specifically focusing job training and placement opportunities on Silicon Valley's Latino and Southeast Asian communities. The term of the

grant is from October 1, 2021, to September 30, 2023. work2future program implementation starts on April 1, 2022. As of October 31, 2022, approximately 56% of the funds were spent.

- work2future received \$250,000 from the State of California as one of the recipients of the Workforce Accelerator 9.0 grant. The project's primary aim is to promote equity in the pursuit of high-wage, high-growth jobs by specifically focusing job training and placement opportunities on Silicon Valley's Latino and Southeast Asian communities. Specifically, this initiative's development and assessment of multiple gateways to jobs in the advanced manufacturing sector will measure effectiveness of interventions with these specific populations. Original term of the grant is from June 1, 2021, to December 31, 2022, but was extended to March 31, 2023. Approximately 84% of the funds were spent as of October 31, 2022.
- NPower, a national a national non-profit organization that creates pathways to economic prosperity by launching digital careers for military veterans and young adults from underserved communities sub-awarded \$57,200 to work2future to help implement a project under the Veterans' Employment Related Assistance Program grants. The project named "The NPower Veteran Patriot Project" targets low-income veterans who make no more than 200% of the federal poverty level. Its aim is to co-enroll Veterans in both NPower and work2future's programs, capitalizing on WIOA eligibility and leveraging other training funds whenever possible with the goal of improving the careers and lives of local Veterans and engineer a better system to upskill underrepresented people for in-demand tech jobs. The term of the grant is from April 1, 2021, to March 31, 2023. As of October 31, 2022, approximately 25% of the funds were spent. On November 30, 2022, NPower informed work2future that the State has discontinued their funding until further notice. work2future is waiting for an official letter from NPower.
- work2future received an allocation from the City's General Fund of \$1,647,000 for San Jose Works 8.0, in addition to the carry over funding, net of adjustment of \$1,035,070 from FY 2021-22 for a total funding of \$2,682,070. As of October 31, 2022, 376 participants have been served where 350 students are expected to complete the program. In addition to recruitment, placement, and onboarding services, youth also were also provided career counseling, job readiness training, supportive services (e.g., bus passes), and financial literacy education.
- EDPR CA Solar Park, one of renewable energy developers of the City's Community Energy Department is required to perform certain obligations related to workforce development and community investment as stated in the Renewable Power Purchase Agreement with the City of San Jose. In relation to this, EDPR agreed to contribute \$275,000 in three annual installments - \$91,667 on or before May 31, 2020, \$91,667 on or before May 31, 2021, and \$91,666 on or before May 31, 2022. The funds will be used to support the San Jose Work program aimed for participant placements in partner companies related to clean energy and sustainability. First and second rounds of funding were fully spent.
- Cities of Financial Empowerment (CFE) pledged to provide work2future \$30,000 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. The grant term will begin on May 1, 2022, and end on April 30, 2023. As of October 31, 2022, 75% of funds are spent. It is expected that money will be fully spent before the term end date.

- work2future foundation awarded us \$197,400 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	-	\$84,900
Wells Fargo	\$7,500	-
Amazon	\$100,000	-
Flagship	\$5,000	-

- BusinessOwnersSpace (BOS) and CA Workforce Development Board (CWDB) funds are unrestricted funds that have been sourced from various agencies and have been carried forward year after year until funding is fully exhausted.
- Wells Fargo donated \$25,000 for San Jose Works 8.0 Work Experience program.
- Google donated \$300,000 for moving costs, tenant site improvements, and technology upgrades to the new work2future San Jose Job Center location. The donation is in relation to Google's commitment to partner with work2future in its efforts to help Santa Clara County residents get the skills and coaching they need to find a new job, get a promotion, or start a new career and to support provision of client services at the new job center.
- 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 will manage \$625,000 which is allotted for paid work experience and occupational skills training program. An "Earn and Learn" approach will be implemented in this program with a focus on high growth, high wage careers in advanced manufacturing, information technology, health care, or construction and trades. There is also \$600,000 that work2future will help manage to provide subsidies for participants of workforce development programs to cover childcare costs required for their participation in the program

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Attachments

WIOA Formula Funds	Adult	Dislocated Worker	Youth	RR	TOTAL WIOA FORMULA FUNDS
I. Actual as of June 30, 2022					
Grant Period	07/01/21-06/30/23	07/01/21-06/30/23	07/01/21-06/30/23	07/01/21-06/30/23	
Available Funds for FY2021-2022 PD 14 Stat 3	2,472,320	1,528,157	1,975,827	505,829	6,482,133
<i>Actual Expenditures as of June 30, 2022</i>	(938,673)	(285,170)	(455,272)	(144,241)	(1,823,356)
<i>Encumbrances/Spending Plan as of June 30, 2022</i>	(2,921)	(2,435)	(40,625)	0	(45,981)
<i>Total Actual Expenditures/Encumbrances/Spending Plan as of June 2022</i>	(941,594)	(287,605)	(495,897)	(144,241)	(1,869,337)
Available Funds for FY2022-2023	1,530,726	1,240,552	1,479,931	361,588	4,612,796
<i>% Remaining</i>	62%	81%	75%	71%	71%
II. Actual Expenditures/Encumbrances					
(a) Available Funds from FY2021-2022 Carry over for FY2022-2023 (remaining plus enc.)	1,533,647	1,242,987	1,520,555	361,588	4,658,777
Transfer between Adult and Dislocated Worker	0	0	0	0	0
Rescission				(168,195)	(168,195)
<i>Expenditures as of October 31, 2022</i>	(687,415)	(407,501)	(625,169)	(193,393)	(1,913,479)
<i>Encumbrances as of October 31, 2022</i>	(846,232)	(563,765)	(604,252)	0	(2,014,249)
Total Actual Expenditures/Encumbrances as of October 31, 2022	(1,533,647)	(971,266)	(1,229,422)	(193,393)	(3,927,728)
\$ Remaining	0	271,720	291,134	(0)	562,854
% Remaining	0%	22%	19%	0%	12%
(b) Current Allocation for FY 2022-2023	2,181,118	2,586,974	2,255,378	512,371	7,535,841
Additional Funding	0	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 2022-2023	2,181,118	2,586,974	2,255,378	512,371	7,535,841
<i>Expenditures as of October 31, 2022</i>	(66,060)	(94,994)	(16,830)	(70,018)	(247,902)
<i>Encumbrances as of October 31, 2022</i>	(834,385)	(175,676)	(177,210)	(30,750)	(1,218,021)
Total Actual Expenditures/Encumbrances as of October 31, 2022	(900,446)	(270,670)	(194,039)	(100,768)	(1,465,923)
\$ Remaining	1,280,673	2,316,304	2,061,339	411,603	6,069,918
% Remaining	59%	90%	91%	80%	81%
Total Available Funds for FY2022-2023	3,714,765	3,829,961	3,775,933	873,959	12,194,618
<i>Total Cumulative Expenditures/Encumbrance as of October 31, 2022</i>	(2,434,093)	(1,241,937)	(1,423,461)	(294,161)	(5,393,651)
\$ Remaining	1,280,673	2,588,024	2,352,472	579,798	6,800,967
% Remaining	34%	68%	62%	66%	56%
III. Projected Expenditures/Carry Over through June 30, 2023					
<i>Projected Expenditures through June 2023</i>	(2,691,597)	(2,397,401)	(2,611,188)	(512,371)	(8,212,557)
<i>Projected Carry Over through June 2023 (\$)</i>	335,753	1,025,058	539,576	0	1,900,387
<i>Projected Carry Over through June 2023 (%) with Rapid Response</i>	15%	40%	24%	0%	25%
<i>Projected Carry Over through June 2023 (%) without Rapid Response</i>	15%	40%	24%	0%	27%

Other Discretionary Funds	Emerging Needs - Local Assistance Funds	SlingShot/Regional Plan Implementation (NOVA)	National Dislocated Worker Grant Funds to COVID-19 Employment Recovery NDWG Project	Career NDWG	Workforce Accelerator Fund 9.0	Veterans' Employment-Related Assistance	Total
I. Actual as of June 30, 2022							
Grant Period		10/1/2021 - 12/31/2022	4/10/2020 - 3/31/2023	04/1/2022- 12/31/2023	06/01/2021 - 03/31/2023	10/14/2021 - 03/31/2023	
Original Allocation/Available Funds for FY21-22	5,000	25,000	493,424	500,000	250,000	57,200	1,330,624
Increase/(Decrease)	0	0	0	0	0	0	0
Adjusted Allocation	5,000	25,000	493,424	500,000	250,000	57,200	1,330,624
Expenditures as of June 30, 2022	0	(768)	(334,734)	(25,816)	(36,999)	(509)	(398,827)
Encumbrance as of June 30, 2022	0	0	(21)	0	0	0	(21)
Total Actual Expenditures/Encumbrances as of June 2022	0	(768)	(334,755)	(25,816)	(36,999)	(509)	(398,848)
Available Funds for FY 2022-2023	5,000	24,232	158,669	474,184	213,001	56,691	931,776
% Remaining	100%	97%	32%	95%	85%	99%	70%
II. Actual Expenditures/Encumbrances							
Available Funds for FY2022-2023	5,000	24,232	158,690	474,184	213,001	56,691	931,797
Funding 22-23	0	0	0	0	0	0	0
Adjustment	0	(22,232)	0	0	0	0	(22,232)
Total Available Funding for FY 2022-2023	5,000	2,000	158,690	474,184	213,001	56,691	909,565
Expenditures as of October 31, 2022	0	0	(34,494)	(33,969)	(20,604)	(13,919)	(102,986)
Encumbrances as of October 31, 2022	0	0	(73,719)	(231,470)	(158,392)	0	(463,581)
Cumulative Expenditures/Encumbrances as of October 31, 2022	0	0	(108,213)	(265,439)	(178,996)	(13,919)	(566,567)
Remaining	5,000	2,000	50,477	208,745	34,005	42,772	342,998
% Remaining	100%	100%	32%	44%	16%	75%	38%
III. Projected Expenditures/Carry Over							
Projected Expenditures through June 2023	0	0	(158,690)	(316,122)	(213,001)	(56,691)	(744,504)
Projected Carry Over through June 2023 (\$)	5,000	0	0	158,062	(0)	(0)	163,061
Projected Carry Over through June 2023 (%)	100%	0%	0%	33%	0%	0%	18%

Other Discretionary Funds	City of San Jose Youth Summer Program Initiative	San Jose Works (EDP Renewables)	San Jose Works (CFE)	w2ff - San Jose Works (Bank of America)	w2ff - San Jose Works (Wells Fargo)	w2ff - San Jose Works (Amazon)	w2ff - San Jose Works (Flagship)	Total
I. Actual as of June 30, 2022								
			Execution - 4/30/2023	Execution - 6/30/2023	Contribution	Contribution	Contribution	
Grant Period	04/30/2022 - 4/30/2023	Execution - 5/31/2023			N/A	N/A	N/A	
Original Allocation/Available Funds for FY21-22	1,141,908	183,333	25,000	55,250	15,000	100,000	5,000	1,525,491
Increase/(Decrease)	1,500,000	0	0	0	0	0	0	1,500,000
Adjusted Allocation	2,641,908	183,333	25,000	55,250	15,000	100,000	5,000	3,025,491
Expenditures as of June 30, 2022	(1,505,554)	(91,667)	(25,000)	(55,250)	(7,500)	0	0	(1,684,971)
Encumbrance as of June 30, 2022	(1,035,070)	0	0	0	0	0	0	(1,035,070)
Total Actual Expenditures/Encumbrances as of June 2022	(2,540,624)	(91,667)	(25,000)	(55,250)	(7,500)	0	0	(2,720,041)
Available Funds for FY 2022-2023	101,284	91,666	0	0	7,500	100,000	5,000	305,450
% Remaining	4%	50%	0%	0%	50%	100%	100%	10%
II. Actual Expenditures/Encumbrances								
Available Funds for FY2022-2023	1,035,070	91,666	0	0	7,500	100,000	5,000	1,239,236
Funding 22-23	1,647,000	0	30,000	84,900	0	0	0	1,761,900
Adjustment	0	0	0	0	0	0	0	0
Total Available Funding for FY 2022-2023	2,682,070	91,666	30,000	84,900	7,500	100,000	5,000	3,001,136
Expenditures as of October 31, 2022	(896,748)	(91,666)	(22,502)	0	0	0	0	(1,010,916)
Encumbrances as of October 31, 2022	(319,666)	0	0	0	0	0	0	(319,666)
Cumulative Expenditures/Encumbrances as of October 31, 2022	(1,216,414)	(91,666)	(22,502)	0	0	0	0	(1,330,582)
Remaining	1,465,656	0	7,498	84,900	7,500	100,000	5,000	1,670,554
% Remaining	55%	0%	25%	100%	100%	100%	100%	56%
III. Projected Expenditures/Carry Over								
Projected Expenditures through June 2023	(2,011,033)	(91,666)	(30,000)	(84,900)	0	0	0	(2,217,599)
Projected Carry Over through June 2023 (\$)	671,037	0	0	0	7,500	100,000	5,000	783,537
Projected Carry Over through June 2023 (%)	25%	0%	0%	0%	100%	100%	100%	26%

work2future
Preliminary Financial Status Report as of 10/31/2022
PD 4 Status 3

Other Funds	CWDB	BOS	Total
I. Actual as of June 30, 2022			
Grant Period	N/A	N/A	
Original Allocation/Available Funds for FY21-22	4,042	8,900	12,942
Expenditure/Encumbrances as of June 2022	0	(1,062)	(1,062)
<i>Total Actual Expenditures/Encumbrances as of June 2022</i>	0	(1,062)	(1,062)
Available Funds for FY 2022-2023	4,042	7,838	11,880
% Remaining	100%	88%	92%
II. Actual Expenditures/Encumbrances			
Available Funds for FY 2022-2023	4,042	7,838	11,880
<i>Expenditures as of October 31, 2022</i>	0	0	0
<i>Encumbrances as of October 31, 2022</i>	0	0	0
Cumulative Expenditures as of October 31, 2022	0	0	0
\$ Remaining	4,042	7,838	11,880
% Remaining	100%	100%	100%
III. Projected Expenditures/Carry Over			
Projected Carry Over through June 2023	4,042	7,838	11,880
Projected Carry Over (%) through June 2023	100%	100%	100%

EXECUTIVE COMMITTEE**October 20, 2022****11:30 am****MINUTES**

STAFF: Alvarez, Melchor, Thoo, Walter

NOTE: All votes were by roll call unless otherwise indicated.

I. CALL TO ORDER & ROLL CALL

Chair Koepp-Baker called the Zoom meeting to order at 11:34 am.

Roll Call

Present: Auerhahn, Batra (joined at 11:36), Bojorquez, Koepp-Baker, Perez and Smith

II. CONSENT ITEMS

ACTION: Ms. Auerhahn moved, Ms. Smith seconded, and the committee unanimously approved the acceptance of:

A. Financial Status Report as of August 31, 2022

B. Minutes of August 18, 2022, Executive Committee meeting

III. OPEN FORUM

Chair Koepp-Baker asked for any public comments. None were noted.

IV. BUSINESS ITEMS**A. Director's Report**

Director Melchor gave a general update about work2future programs, noting upcoming improvement projects at the San Jose Career Center (Las Plumas Ave). She also highlighted two key staffing changes: the addition of responsibilities to an existing staff member to serve as new Partner Coordinator to liaise with workforce partners, and an employment offer made to a new Finance Manager. She announced an upcoming Fall Career Fair in partnership with San Jose City College scheduled for November 9, 2022.

B. FY 2022-23 Budget Reconciliation

Accountant Katty Alvarez recommended that the Board approve staff's proposed adjustments to the Fiscal Year 2022-23 Program Operating Budget as follows: i) Adjust the Program Operating Budget to reflect a \$132,264 decrease in funding due to actual savings being less than the projected carry-over amount in the June 2022 Board-approved budget; ii) Decrease carry-over administrative funding by \$5,525; iii) Increase funding by \$215,226 in the WIOA Rapid Response operating budget; iv) Adjust the Summary of Discretionary Funding sources, both new and carry-over, to \$3,944,814.

There was a brief discussion about various line items.

ACTION: Mr. Batra moved, Mr. Bojorquez seconded, and the committee unanimously approved the recommendation that the Board approve the staff's proposed adjustments to the Fiscal Year 2022-23 Program Operating Budget.

C. Amendments to Article VI of the By-laws

Strategic Engagement Manager Thoo recommended that committee recommend that the Board approve amendments to Article VI of the work2future By-laws, which addresses work2future committees, to provide for the formation of additional standing committees.

ACTION: Ms. Perez moved, Mr. Batra seconded, and the committee unanimously approved recommending Board approval the amendments to Article VI of the work2future By-laws.

D. Formation of a Youth Committee

Strategic Engagement Manager Thoo recommended that the Board, should it approve amendments to Article VI of the work2future By-laws to provide for such, approve the formation of a Youth Committee as a standing committee of the Board, including stipulated provisions for the membership and duties of such a committee.

ACTION: Ms. Perez moved, Mr. Batra seconded, and the committee unanimously approved an amendment to the Youth Committee membership provisions: line item b) e. – regarding committee term limits – was removed from the recommendation.

ACTION: Ms. Perez moved, Ms. Smith seconded, and the committee unanimously approved an amendment to the Youth Committee membership provisions: line item b) c. was revised to include a stipulation that the Youth Committee shall include two youth members who begin their terms while they are between 16-24 years of age.

ACTION: Ms. Auerhahn moved, Mr. Bojorquez seconded, and the committee unanimously approved an amendment to the Youth Committee duty provisions: line item a) a. was revised to clarify that that stipulation regarding Youth Committee's recommendations to staff includes input on the development of RFPs related to the Youth Program.

ACTION: Ms. Auerhahn moved, Ms. Smith seconded, and the committee unanimously approved the recommendation to approve the formation of a Youth Committee as a standing committee of the Board, including stipulated provisions for the membership and duties of such a committee, as amended.

E. Appointment of Mitesh Shah to the Business Services Committee

Strategic Engagement Manager Thoo recommended that the Executive Committee appoint Mitesh Shah, Vice-President and Business Unit Head, Tech Mahindra, as a community member of the Business Services Committee effective November 1, 2022 through December 23, 2024.

ACTION: Ms. Smith moved, Ms. Perez seconded, and the committee unanimously approved the appointment of Mr. Shah to the Business Services Committee.

F. WIOA Performance Report

Deferred to the upcoming Board meeting scheduled for November 17, 2022.

G. 2022 Board Elections Preview

Strategic Engagement Manager Thoo reminded the committee that elections to fill at-large seats on the Executive Committee will be held at the upcoming Board meeting scheduled for November 17, 2022.

H. 2023 Schedule of Meetings

Strategic Engagement Manager Thoo proposed a schedule of Board and committee meetings for 2023. The committee discussed a possible Board retreat in March 2023.

I. Labor Market Update

Strategic Engagement Manager Thoo reported on the status of the labor market in Santa Clara County and the San Jose-Sunnyvale-Santa Clara Metropolitan Statistical Area (MSA). He noted many mixed signals about the overall national economy. Unemployment rates rose slightly: the reported unemployment rate for the MSA in August was 2.4%, up from a revised rate of 2.2% in July; the reported unemployment rate for the County in August was 2.3%, up from a rate of 2.1% in July. Within the County, labor force participation rates have now surpassed pre-pandemic numbers in February 2020 and total employment numbers within the MSA continue to increase. Mr. Thoo discussed employment numbers within work2future's priority industry sectors and indicated ongoing evaluation to determine if changes should be made to reflect local trends. Regarding employer demand, Mr. Thoo detailed statistics comparing unique job postings in 2021 and 2022. He noted a decrease in unique job postings for the first time in 12 months, indicating a possible softening of the job market.

V. OTHER

Chair Koepp-Baker asked for any announcements or housekeeping items. None were noted.

VI. ADJOURNMENT

Chair Koepp-Baker adjourned the Zoom meeting at 1:25 pm.

Drafted: D. Walter. Reviewed: L. Thoo.

III

Open Forum

IV.A

Director's Report

{Information}

DIRECTOR'S REPORT

Director Monique Melchor will report on progress of improvements construction at the San Jose Career Center on Las Plumas Avenue and other matters of interest.

###

IV.B

Appointment of Youth Committee Members

{Action}



Memorandum

TO: EXECUTIVE COMMITTEE

FROM: Lawrence Thoo

SUBJECT: Appointment of Youth Committee
Members

DATE: December 12, 2022

Approved

Date:

RECOMMENDATION

Receive nominations for and vote to appoint four individuals who are not work2future Board members as additional members of the Youth Committee, in accordance with the membership provisions of the November 17, 2022, Board resolution that established the Youth Committee.

BACKGROUND AND ANALYSIS

On November 17, 2022, the work2future Board, in a regular meeting, approved a resolution that established a new standing committee of the Board, a Youth Committee. The resolution stipulated that the new committee would have nine members, each serving two-year terms.

The resolution further stipulated that a majority of Youth Committee members would be appointed by the Board Chair from among members of the work2future Board, while "The Executive Committee, by majority vote, shall appoint as (Youth) Committee members, qualified individuals who are not members of the work2future Board, including no fewer than two who are between the ages of 16 and 24 at the time of appointment." To stagger the terms of Youth Committee members, the resolution stipulated that half of the Executive Committee's initial appointments would serve one-year terms, and the other half would serve two-year terms.

The Board Chair has appointed five Board members to serve as inaugural members of the Youth Committee. The Executive Committee, therefore, has four members to appoint to the initial Youth Committee, two for one-year terms and two for two-year terms.

Any member of the Executive Committee or of the work2future Board, in general, may nominate non-Board member candidates for the committee's appointment to the Youth Committee.

At a special meeting on December 12, 2022, the Youth Committee, comprised presently only of five Board members, agreed by consensus to nominate four individuals for the Executive Committee's consideration for appointment to the Youth Committee:

- Deryk Clark
- Joseph K. Herrity
- Sophia Jaquez
- Maria Vans

EXECUTIVE CMTE

Date: 12-12-22

Subject: Appointment of Youth Cmte Members

Page 2 of 2

Ms. Jaquez and Ms. Vans satisfy the requirement for at least two members who are between the ages of 16 and 24. Brief biographies or resumes for each of the individuals above are attached.

The Executive Committee Chair will call for nominations and staff will conduct the election.

/s/

LAWRENCE THOO

Strategic Engagement Manager

Attached: biographies for Ms. Jaquez and Ms. Vans, resumes for Mr. Clark and Mr. Herrity

Deryk Clark

SEASONED ADMINISTRATOR

- ❖ **30 years of distinguished leadership** in non-profit management in developing, strategic planning, implementing, and overseeing a cumulative budget of 19M+ dollars for youth and family programs.
- ❖ **Excellent relationship and team building accomplishments:** ability to identify strategic partners to work collaboratively to develop and implement strategic initiatives.
- ❖ **Proven strong leadership and mentoring skills** in having the highest employee retention rate
- ❖ **Demonstrated effective communication skills** to create inclusive environment and to communicate with all levels of external executive management.
- ❖ **Established ability to obtain funding** based on contract performances

Professional Experience

Bill Wilson CA

Division Director of Youth Development 2017-Present

- ❖ Administered over \$15M dollars in government contracts for youth and families programs
- ❖ Obtained 537,000 dollars through contract performance outcomes and pilot programs. Acquired 200,000 dollars in in-kind services.
- ❖ Developed, planned, implemented and raised \$36,000 a combination of in-kind services and cash for the Amity youth leadership summit.
- ❖ Created, implemented, and oversee the BWC Youth Advisory Council. Piloted program from 0 dollars to obtaining \$75,000 dollars.
- ❖ Supervise 120 employees which includes 12 program managers and 2 program supervisors.
- ❖ Developing a robust recruitment pool of mental health workers by connecting with Santa Clara County Behavioral Health Contractors Association.
- ❖ Developing a potential collaborative funding of \$190M over 10 year with Lighthouse of Silicon Valley – Joint Venture for secure services for youth and families.
- ❖ Working with California Youth Leadership Corps for BWC to become potential major employment site for their project for youth to be community organizers, further their education, gain experience working at local nonprofits/community organizations, while earning a living which will be funded out of \$60M approved in state budget.
- ❖ Developed and implemented a new Host Home Program for LGBTQ Youth and Transitional Living Program for LGBTQ Youth,
- ❖ Developed and implemented Santa Clara County's (HUD) Homeless Management Information System for the agency's Drop in Center program for homeless youth
- ❖ Public Relations Liaison to assure BWC programs and services are promoted county wide.
- ❖ Manage employee recruitment and retention through trainings and mentorship.
- ❖ Conduct annual performance reviews and initial 6 month reviews for new hires for managers & select staff

Bill Wilson Center

Director of Youth Development Programs 2000-2005 / 2013-2017

- ❖ Administered over 2.8 million dollars in government contracts for youth programs and Contact Cares.
- ❖ Supervised 80 employees, 3 program managers, 2 program supervisors, 1 AmeriCorps intern.
- ❖ Obtained \$330,000 dollars in additional funding through contract performance outcomes.
- ❖ Co-Developed an employee mentor/mentee Leadership Development Program to increase employee retention.
- ❖ Created an innovative department employee training program: cross training.
- ❖ Public Relations Liaison to assure BWC programs and services are promoted county wide.

- ❖ Manage employee recruitment and retention through trainings and mentorship.
- ❖ Conduct annual performance reviews and initial 6 month reviews for new hires for managers & select staff
- ❖ Prepared reports to Chief Program Officer on the status of programs.

Contact Cares

- ❖ Assisted with the merger of Contact Cares
- ❖ Supervised, trained & scheduled a corps of 40 multi-cultural volunteers to ensure that the Contact phones will be answered 24/7 and appropriate support for the caller will be provided.
- ❖ Successfully Implemented a 24/7 Teen Help Line
- ❖ Managed a variety of help support lines that served a variety of callers in crisis, need of support, or are seeking information and referral.

Education and Prevention Department

- ❖ Developed six successful programs and improved two existing programs to increase education and job readiness for youth/young adults
- ❖ Doubled program goals and objectives by 50%.
- ❖ Planned and implemented an evaluation tool to monitor progress of programs.
- ❖ Rebranded the Peer Counselor certification training.
- ❖ Created a work environment that has nurtured employees' self-confidence, which has increased their skill level and productivity.

Bill Wilson Center 2005- 2013

Program Manager of Youth Services

- ❖ Administered over \$460,000 dollars in government contracts for youth programs
- ❖ Supervised 5 employees, 420 youth volunteers, and 70 adult volunteers.
- ❖ Developed an award winning county wide revolutionary youth life skills/leadership training camp for High-Risk/Gang impacted that was featured local media outlets.
- ❖ Raised \$210,000 in-kind services over 5 years for the leadership training program.

Bill Wilson Center 1998-2000

Program Coordinator for Foster Care/Group Home Services

- ❖ Administered over \$275,000 in government contracts for youth programs.
- ❖ Researched and developed a proposal for Transitional Housing for Foster youth, which led to collaboration between Bill Wilson Center and Santa Clara County Social Services Agency
- ❖ Received \$200,000 dollars from Santa Clara County Social Services Agency for the Transitional Housing for Foster youth proposal.
- ❖ Supervised 6 Bachelor of Social Worker interns and 1 AmeriCorps intern.
- ❖ Site monitor for California Department of Health Services pregnancy prevention program at Community Solutions Counseling Agency.
- ❖ Started a college tour program for the Bill Wilson Community School.
- ❖ Created Career Day. Obtained \$5,000 dollars in in-kind services over two years.
- ❖ Coordinated the development of a Foster Care Youth Web Site for Santa Clara County Social Services Agency.

Bill Wilson Center 1992–1998

Independent Living Skills (ILP) Coordinator

- ❖ Tripled the recruitment of Foster Youth/Probation Youth to ILP at Bill Wilson Center.
- ❖ Developed Excellence in Project Developments.
- ❖ Expanded name recognition statewide of Santa Clara County's ILP program, which tripled funding for ILP program.
- ❖ Co-coordinated a state wide Foster Care Youth Conference in Santa Clara County and mentored the Santa Clara County Chapter of California Youth Connection with fellow adult supporters.

Professional Involvement

Review panelist for First Five of Santa Clara County's Grant Proposals	1998
Board of Directors for Lighthouse of Hope Counseling Center	2008 - present
Juvenile Justice Santa Clara Prevention & Programs Workgroup	2015 - present
Opportunity Youth Partnership (OYP): Design, Implementation, Steering Committee	2015 – 2021

Opportunity Youth Academy Advisory Committee	2018 - 2021
Created a network/partnership group Silicon Valley	2019 - 2020
Opportunity Youth Academy (OYA) Governance Board Member	2020 – present
Board of Directors San Jose Conservation & Charter School	2021

Education

B.A Business
University of Notre Dame De Namur Belmont, CA

Masters of Counseling Psychology program completion
University of Notre Dame De Namur Belmont, CA

JOSEPH K. HERRITY

PROFESSIONAL EXPERIENCE

Groundwork Social Sector Consulting - San Jose, CA
Principal

June 2020 – Current

Own and operate a boutique social sector consultancy that helps organizations focus on what's right, so they can do more of it. Groundwork cares about the organizational development work that forms the bedrock of all successful organizations: routines and processes of good management and governance, the ability to listen deeply to beneficiaries and stakeholders, and the practices of culture creation and maintenance which sustain the team.

CLIENTS & PROJECTS

LEADERSHIP ENGAGEMENTS

California Opportunity Youth Network (COYN)
Co-Founder turned Convenor

July 2021 - Current

COYN works to transform systems, policies, investments, and narratives to ensure all youth and young adults in California have the opportunity to flourish in adulthood.

- As a volunteer, co-founded a statewide practice-to-policy network in 2014 to improve the workforce development systems for system impacted youth. Now serving as co-convenor.
- Grew from an all-volunteer group to a \$1M organization with a policy presence in Sacramento that has successfully moved regulatory reform and sponsored legislation.
- Co-convenor tasked with network development, including outreach to and engagement of new communities and members to grow collaborative sites by 50% by end of 2023.

Society for the Advancement of Chicanos/Hispanics and Native Americans in Science
Managing Director (Interim Executive Director)

June 2020 – November 2022

SACNAS is an inclusive organization dedicated to fostering the success of Chicanos/Hispanics and Native Americans, from college students to professionals, in attaining advanced degrees, careers, and positions of leadership in STEM. SACNAS hosts the largest multicultural multidisciplinary STEM diversity event in the country, the National Diversity in STEM conference.

- Oversee all administration and operations for a \$6M national nonprofit; lead a team of 19 staff and nearly \$1M in contractors to serve more than 8,500 members and 133 chapters. Lead all operations, fund development, and board engagement.
- Increased revenue by 35% by diversifying sources, including a 6x increase in private industry partnerships, designing and launching the organization's inaugural private industry talent development event.
- Engage a national Board of Directors to navigate through total staff leadership transition and the pandemic while developing an ambitious new 5-year strategic plan; partner with the past and current president to move the Board toward "Governance as Leadership" model and realign all committees, while slimming down and optimizing structure.

DESIGN & DEVELOPMENT ENGAGEMENTS

San Jose Conservation Corps & Charter School Organizational Design Consultant

December 2021 – March 2022

- € Partnered with the leadership team to conduct an organizational assessment of the Back on Track model and Positive Youth Development framework implementation.
- € Partner with leadership team and the Board of Directors to explore mission critical questions and priorities in support of the development of a new strategic plan.

Side by Side Organizational Design Consultant

July 2021 – December 2021

- € Designed an employment program for non-minor dependent foster youth.
 - € Partnered with the development team to incorporate into existing pitches and funding strategies.
-

Opportunity Youth Partnership – San Jose, CA Director

Sept 2014 - June 2020

The Opportunity Youth Partnership is a cross-sector collective impact partnership committed to building a seamlessly integrated opportunity ecosystem that ensures young people can easily get from wherever they are to wherever they want to be.

- Facilitated and guided a county-wide, cross-sector collective impact partnership; shaped strategic dialogue with executive-level leaders in public systems, secondary and postsecondary education, workforce development entities, nonprofits, social enterprises, and policy organizations; drove tactical dialogue with management teams and direct service staff across diverse partners with unique interests.
 - Developed and secured annual budget. Leveraged initial three-year Aspen Institute investment of \$130K/year to secure more than \$3M, including \$810K federal Social Innovation Fund sub-award, \$700k in county contracts, and \$1M in philanthropic resources.
 - Developed and implemented a three-year Social Innovation Fund pilot program, including conducting a quasi-experimental analysis, and established evidence-based proof points for our homegrown model that achieved 3x impact over a comparison group.
 - Managed three project staff and four contract positions, including data evaluation services and multiple consultant engagements; negotiated and monitored contracts with partners and vendors.
-

Venture Leadership Consulting – Mountain View, CA Consultant

June 2018 - Feb 2021

VLC specializes in serving human service nonprofits through interim executive services, theory of change development and implementation, and executive search.

PROJECTS

Pivotal Theory of Change Implementation Consultant

July 2020 - February 2021

- € Supported Pivotal through programmatic elements of the Theory of Change process. Supported program department in redesign of primary assessment tools, process, and evaluation and learning systems.

Venture Search
Executive Search Lead

February 2020 - June 2020

- € Created and launched the Venture Leadership Consulting executive search business line and executed successful search for the Executive Director of Redwood City 2020.

National Mentoring Partnership
MENTOR CA Launch Consultant

Sept 2019 - March 2020

- € Supported the development and launch of the statewide MENTOR CA affiliate; built and seated the Program Leadership Council (the organization's key advisory group representative of the constituency) with diverse membership representing all regions of California.

Educare California at Silicon Valley
Interim Executive Director

June 2018 - August 2019

- € Stewarded a \$7.5M+ organization with 64 team members, serving more than 1,100 children and families via 12 classrooms and a Family Resource Center through a period of leadership and operational change.

Fresh Lifelines for Youth (FLY) – San Jose, CA
Mentor Programs Manager (previously Lead Case Manager and Case Manager)

March 2008 - May 2014

FLY's mission is to prevent juvenile crime and incarceration through legal education, leadership training, and one-on-one mentoring.

- Created and managed services across Santa Clara and San Mateo counties serving over 1,100 youth.
- Led a team of eight FTEs and 120 highly engaged volunteers and managed a budget of \$650,000.
- Cultivated and managed stakeholder relationships with judges, public defenders, district attorneys, probation managers, and school principals.
- Developed and implemented program theory of change and performance measurement system.
- Developed an expansive annual volunteer recruitment strategy capable of annually yielding 150 volunteers.

AmeriCorps – Madison, WI & San Jose, CA
Corps Member

Sept 2004 - August 2006

The mission of AmeriCorps is to improve lives, strengthen communities, and foster civic engagement through service and volunteering.

- Successfully completed two terms of service in the AmeriCorps program for national and community service.

EDUCATION

San Jose State University

2018

Master of Public Administration

University of Wisconsin - Madison

2004

Bachelor of Arts Political Science and History

CERTIFICATIONS / CONTINUING EDUCATION

- Project Management certification | Coursera + Google | Current
- Foundations of Human Centered Design | IDEO U | July 2022
- Mobilizing Your Board | Harvard Kennedy School - Executive Education | May 2022
- Certified Nonprofit Board Consultant | BoardSource | March 2022
- Certified CliftonStrengths Coach | Gallup | February 2022
- Foundations for Systems Leadership: complexity, compassion, and collective well-being | Center for System Awareness | November 2018 & March 2020
- Human Centered Design bootcamp | General Assembly | May 2016
- Design Kit, The Course for Human Centered Design | Acumen + IDEO | April 2016
- Essentials of Nonprofit Strategy | Philanthropy University + UC Berkeley Haas School | Dec 2015
- Summer Institute on Positive Community Norms | Montana State University | July 2014
- Certified Mediator | SCC Office of Human Relations – Dispute Resolution Program | March 2013
- Summer Institute on Youth Mentoring | Portland State University | July 2012

COMMUNITY INVOLVEMENT

- Member, Board of Directors | School for Integrated Academics & Technology | September 2022 - Current
- Member, Citizens Bond Oversight Committee | San Jose Evergreen Community College District | October 2021 - Current
- Founding Chair, Ally Advisory Council | Youth Liberation Movement | May 2021 - Current
- Member, Steering Committee & Co-Chair, Employer Engagement Work Group | Bridge to Recovery, Joint Venture Silicon Valley | May 2020 - October 2021
- Member, Community Advisory Committee | Santa Clara County Office of Education, Opportunity Youth Academy | September 2015 - December 2019
- Co-Founder & Chair | South Bay Mentoring Coalition | 2012 – 2016

Sofia Jaquez

Sofia attended James Lick High school freshman and sophomore year, after becoming pregnant she switched schools and started going to Foothill Continuation School that provided onsite child care for student parents. She had to move out of San Jose in 2017 because she and her partner were renting a room in someone's home, but the tenant was evicted. She was then forced to move to Coalinga, California near Fresno with her grandparents rather than become homeless since neither her nor her partner's parents were able to house them. This kept her from school until she was seventeen. Instead, she got a job at the local McDonalds in order to pay rent. In 2018 she and her partner finally found another place to live in San Jose. Sofia re-enrolled in Foothill but she was unable to complete her diploma due to an abusive relationship and postpartum depression. This meant she was unable to finish her academic work within the 5 years required by the high school district, so she was forced to find another way to finish. The San Jose Conservation Corps was her final resort. Conservation Corps provided her the opportunity to graduate. She became valedictorian in 2019. She then enrolled into Mission College to study Sociology. She is currently applying to transfer to a university to earn her Bachelor's Degree in Sociology.

There is more to Sophia's story, though. She has not only experienced teen pregnancy and an abusive relationship, she has also experienced multiple episodes of bullying that made it difficult to stay in school. These dramatically affected her mental health and led to postpartum depression, substance abuse, and attempted suicide. She found it hard to bond with her child because she was going through so much of her own pain and trauma. This made her initial relationship with her daughter dysfunctional. She had lost hope until one day at Foothill child care center there were two advocates from a program called Teen Success Inc. This is when her life really began to change. She finally found friends, other teen moms who understood her and a safe place to just talk and let things out. She no longer felt alone and started to become more grateful after hearing stories from other moms who were going through much worse. She became an ambassador for the program, speaking and advocating for her community such as speaking at board meetings to save the child care program at her continuation school. She earned scholarships and was publicly recognized by many adult allies, as well as featured in newspaper articles for her advocacy and academic achievement. She had finally found herself and her purpose.

Her goal for participating in w2f is to advocate for young people, especially other opportunity youth by sharing her insights and lived experiences to help the w2f programs increase its success for the next generation. She is passionate about serving her community. Education and career pathways for youth is her main focus. She believes she will be a perfect fit to the committee and a valuable asset who is ready to participate in any way!

Maria Vans

Born and raised in Nicaragua, Maria migrated to Sunnyvale when she was 12 years old and has lived in Santa Clara County since. She attended Fremont High School in Sunnyvale, but was unable to continue with college due to the high cost of housing. She has worked two jobs to try to make ends meet, but struggles with housing security. Maria wishes to pursue a degree in Sociology and Criminal Justice in order to become a lawyer.

Maria is currently a Fellow with the Youth Liberation Movement interning with Lighthouse. She has been a leader with the Youth Forum over the last two years. Her responsibilities with the Youth Forum included leading focused discussion in the bi-monthly meetings, recruiting additional lived-experience youth to participate, working with other young leaders running interviews and surveys about youth concerns and needs, as well as Forum goal-setting.

Maria loves to work with others by connecting them to resources that will help them thrive. When she is passionate about something, she gives 100%. That includes making her community better by using her voice and personal experiences to represent those who cannot represent themselves. She is particularly interested in serving on the work2future Youth Committee because she wants to ensure that youth and young adults in San Jose and Santa Clara County have equitable access to good jobs and have the income and resources needed for stable housing and food security that allow them to thrive.

IV.C

Appointment of Lydia Mar-Chan to the Business Services Committee

{Action}



Memorandum

TO: EXECUTIVE COMMITTEE

FROM: Lawrence Thoo

SUBJECT: See below

DATE: December 12, 2022

Approved

Date:

SUBJECT: Appointment of Lydia Mar-Chan to the Business Services Committee

RECOMMENDATION

Elect Lydia Mar-Chan, Vice-President of Human Resources, Regional Medical Center, to the Business Services Committee as a community member effective January 1, 2022, through December 31, 2024, and amend the term-end date of Mitesh Shah's appointment to December 31, 2024.

BACKGROUND AND ANALYSIS

Article VI, Section 6.10 of the work2future By-laws, as amended November 2022, stipulates, "The Chair shall appoint Board members to the Committee and the Executive Committee shall elect Committee members who are not on the Board."

Pursuant to Section 6.10, therefore, staff requests that the Executive Committee elect Mitesh Shah to serve an initial one-year term on the Business Services Committee.

Ms. Mar-Chan is Vice President of Human Resources at Regional Medical Center-San Jose, a subsidiary of Hospital Corporation of America (HCA). She leads the hospital's Human Resources (HR) team, provides strategic HR and talent consulting/advising to the hospital's executive team, and works collaboratively with other HCA regional HR leaders. She has been recommended for Business Services Committee membership by work2future Board member Kenneth West, President & CEO of Regional Medical Center-San Jose.

At its October 20, 2022, meeting, the Executive Committee appointed Mitesh Shah, Vice President and Business Unit Head, Tech Mahindra, to the Business Services Committee for an initial one-year term. Staff recommends that terms be standardized at two years for simplicity and that Mr. Shah's appointment be adjusted accordingly.

/s/

LAWRENCE THOO

Strategic Engagement Manager

Attachment: Lydia Mar-Chan Bio and Resume

Enclosed Bio Summary:

Lydia's background summary includes 28 years of comprehensive Human Resources strategic and tactical managerial experiences in multiple healthcare settings including acute care hospitals, health insurance, and home health care corporations in the San Francisco Bay Area. As a seasoned leader, she has provided oversight for Human Resources, Employee Health, Payroll, and for the Education Departments. She has provided oversight for the full range of HR functions to include employee relations, recruitment and retention, union labor relations, legal compliance, compensation and benefits, and diversity initiatives.

As the Vice President of HR at Regional Medical Center, she is actively engaged with the Employee Activities Group (EAG), Diversity Equity and Inclusion (DEI), and the Health-Well-Being committees. She also has extensive industry knowledge of HR hospital operations at various hospitals to include San Francisco General Hospital, Doctors Medical Center, Chinese Hospital, and El Camino Healthcare-Mountain View and Los Gatos Hospitals. For Regional Medical Center, she is committed to help strengthen employee engagement and culture, help mentor and coach employees with their career paths, and to provide excellent customer service relations taking care of the employee workforce. She holds weekly job career fairs in the lobby of the hospital, not only for external candidates exploring careers, but also provides for promotive growth opportunities and job shadowing experiences for internal candidates.

Her educational background includes a Bachelor's Degree in Health Science and an MBA in Business Administration. In addition, she holds a Diversity and Inclusion certification from Cornell, and has been an active leader within the hospital organization to advocate for cultural and diversity initiatives. She is proud to represent Regional in the East Side of San Jose, whereby 80% of the workforce is minority represented, and reflective of the patient care population that are provided for the local community. She helps to oversee and provide mentorship for the DEI colleague networks to include Asian, Black, Hispanic, LGBTQ, Veterans, Women's, and Young professional groups to highlight cultural awareness, to celebrate various ethnic holidays, and to advocate for inclusivity and belonging within the organization.

LYDIA MAR-CHAN, MBA, CLRM

Human Resources Management Summary:

Twenty eight years of management experience in Human Resources (HR) leadership with majority emphasis in the healthcare industry to include hospital, health insurance, and home health care organizations. Strong leadership, management, operational and technical knowledge to manage HR Departments, to help mitigate and protect liability for organizations. Led multiple HR teams at various directorship level positions, and served on Executive Leadership Committees to help strategically plan, budget, and forecast organizational goals. Full comprehensive range of HR functional areas to include recruitment and retention, employment law, labor relations, risk management, compliance, compensation and benefits, organizational development, and educational training. Extensive experience with labor relations in a unionized environment to include contract negotiations, union bargaining, grievances, and disciplinary proceedings. Administered HR programs, policies and procedures, enforced Federal and State laws, and city ordinances. Prepared team for external health care audits, EEOC and DFEH investigations, and TJC / CDPH / CMS survey readiness. Implemented automation of HR, Payroll and Educational Training systems to include Oracle-Peoplesoft, Workday, Lawson, Kronos, Optimum, ADP, GE-API Staffing and Scheduling Systems, Healthstream and Relias platforms.

Professional Experiences:

Regional Medical Center-San Jose / HCA-Hospital Corporation of America

Vice President of Human Resources / January 2022 to Present

- Provides strategic HR and talent consulting/advising to the executive team at an HCA facility creating the desired workplace culture and an engaged and productive workforce through HCA's policies, programs and practices.
- Lead the facility HR team to deliver strategic and operational HR support within the facility.
- Partner with the executive leadership team to analyze and prioritize the critical business challenges faced by the organization, and deploy appropriate HR interventions.
- Work collaboratively with other Region HR leaders, the HR Centers of Excellence and HR Service Centers to provide feedback and improve the enterprise-wide programs and services for the employee and leader population.
- Ensure operational excellence, monitoring and measuring the effectiveness and efficiency of the HR team.
- Lead the HR response to emergencies, disasters, and other time-sensitive events, as well as routine employee issues regarding performance, compensation, employee relations, engagement, and other areas.
- Align Business and HR Strategy for the facility to execute HCA-wide and location-specific HR initiatives.
- Advise Business Leaders on People Issues to include change management, performance issues, responding to employee or community concerns, compliance or ethics investigations, etc.
- Deploy Talent and Development programs. Support executives and managers with advice and HCA tools for employee coaching, mentoring, multi-rater feedback processes, high-potential development, career development counseling, etc.
- Lead Employee Engagement Efforts. Interpret and drive action planning as a result of employee engagement surveys; assess population "temperature" through formal and informal sensing and report results/plan actions with executive team.
- Conduct ongoing position budgeting review and ensure that staffing plans are aligned with span of control, productivity metrics, budgeted allocations, etc. Understand local and regional healthcare talent market; revise and localize job descriptions and compensation with Recruiting and Compensation Centers of Excellence.

El Camino Health - Mountain View Hospital / Los Gatos Hospital

Senior Human Resources Business Partner / March 2021 to January 2022

- Serves as an innovative and strategic business partner to Management to provide creative HR initiatives and solutions that improve performance, profitability, and growth for the Hospital Departments.
- Adept at leading organizational transformation, aligning organizational performance with business objectives, leveraging core competencies, enhancing employee commitment, and improving operating efficiencies.
- Directly responsible for providing human resources leadership and expertise in organizational and workforce planning, staff development, change management, Labor & Employee Relations, HR services, building cross functional teamwork and communications.
- Actively partnered with clinical directors and senior executives to develop business initiatives, foster employee engagement, establish training programs, and provide guidance/HR leadership on organizational-wide change management initiatives ensuring alignment with hospital's mission, vision, and core values.
- Provided direction and guidance for Managers and Directors on HR policies, collective bargaining agreements, federal and state employment laws on a myriad of operational, employment and labor issues.
- Provided excellent customer service and proactive employee/labor relations communications that resolved labor and management issues, reducing Union grievances and external complaints from EEOC and DFEH.
- Made recommendations for restructure and reorganization of operations to maintain parameters within the Department's FTE (Full Time Equivalents) and financial budget, to streamline operational workflow.
- Worked with Management to provide for operational efficiencies to include recruitment strategies, retention plans, build career ladders, and plans of action to improve employee engagement scores.
- Worked with Departments in the area of Labor Relations to conduct investigations, mediated disputes, resolved grievances, and prepared arbitration cases.
- Cultivated a work environment that supports and sustains a diverse and inclusive culture of belonging, engagement, and active participation throughout the organization.
- Translated mission, vision, and strategic plans into tactical operational work plans, and value-added measurable goals and metrics.
- Collaborated with Management to ensure forward-thinking, cost effective, market competitive strategies, initiatives and programs aligned with the organizational pillars.
- Promoted change initiatives and introduced Process improvement programs utilizing lean methodologies.

Chinese Hospital and Chinese Community Health Plan-San Francisco

Human Resources Director / October 2012 to March 2021

- Acted as the CHRO overseeing the Chinese Health System as listed on the organization's financial tax reporting Form 990. Responsible for leadership and management of the HR Department for the Hospital and for the Health Insurance Plan, an integrated healthcare delivery system providing services for the Asian population in San Francisco and San Mateo counties.
- Served as an executive senior leader, advised and reported directly to the CEO and to the Personnel Board.
- Strong experience with turnaround plans, restructure, and reorganization of hospital departments to improve operational efficiencies and to manage productivity for the labor workforce.
- Provided management and oversight for the HR, Education, and Payroll teams. Responsible for the full range of HR functions to include recruitment and retention, compensation and benefits, leaves of absence, workers compensation, labor relations, education and organization training programs.
- Extensive experience with Federal, State, the Joint Commission (TJC), Centers for Medicaid (CMS), California Department of Public Health (CDPH) surveys to prepare personnel files, license and credentials, competencies, and educational training materials.
- Extensive experience with hospital and health plan audits, and provided for reporting of information to regulatory agencies. Responsible for the enforcement and interpretation of personnel policies, procedures, and programs to ensure compliance for new and revised laws and regulations.
- Responsible for administration of the compensation and benefits program, and participates in the Hospital and Health Plan salary surveys to maintain salary administration benchmarks.

- Strong negotiation experience working with a unionized laborforce to mediate grievances and settle arbitrations.
- Managed and implemented HR automated data base system, time and attendance, payroll, and educational training systems for employee workforce.
- Provided robust educational training programs to include New Employee Training, Harassment and Workplace Violence, Emergency Disaster planning and clinical educational courses for departments.
- Administered employee and patient satisfaction surveys, employee quarterly recognition, and event planning to promote employee engagement and morale.

Doctors Medical Center / West Contra Costa Healthcare District-San Pablo

Human Resources Director/ Director of Employment & Labor Relations / March 2009 –October 2012

- Responsible for the leadership and management of the HR Department for Recruitment and Labor Relations, as direct report to the Vice President of Human Resources. HR Management leader for Federal and State audits, Joint Commission preparation, and reporting to Federal and State Labor and Employment Agencies.
- Responsible for Talent Acquisition, the recruitment and retention of hospital employees to include managerial, administrative and clinical staff. Made recommendations to department heads for hire, promotion, transfer, and termination of workforce for 1,000 employees.
- Manages labor relations strategies and programs to include grievances, disciplinary actions, contract negotiations, and arbitration proceedings. Responsible for maintaining satisfactory labor-management relations between Employer and unions. Provide innovative and efficient solutions to resolve labor disputes within the guidelines of the union contracts. Extensive experience working with the labor unions, contract negotiations, mediation and arbitration of cases. Built strong relationships with the union shop stewards and representatives. Direct hands-on experience with numerous collective bargaining agreements from the different union (MOU'S) Memorandum of Understanding, related to employee's wages, working conditions, and workplace changes. Skillful negotiator and very experienced with arbitrations, settlement agreements, letters of understanding, and unfair labor practice disputes, court proceedings, employee strikes, sick outs, and union decertification process.
- Oversight for the Employee Relations Program, to assist with grievances, investigations, and complaints. Managed the progressive disciplinary process to include verbal and written reprimands, suspensions, terminations, represented the Hospital at court hearings alongside corporate counsel.
- Responsible for HR analytics and metrics for internal and regulatory reporting to include hiring and termination, turnover rates, occupational health and workers compensation, salary benchmarks, insurance benefits, and employee related data.
- Provided educational training in performance management, conflict resolution, harassment and violence in the workplace, and employee relations programs.

CCSF – CITY AND COUNTY OF SAN FRANCISCO- Human Services Agency

Human Resources & Staff Development Director / December 2005 – December 2009

- Responsible for the management and oversight of personnel areas to include operations, classification and exams, labor relations, payroll, staff development and training, and the succession planning teams. Provided oversight for 50+ human resource professionals, and one of the largest Departments within the City and County of San Francisco, overseeing approximately 2,000 positions at 20 different location sites.
- Developed and managed personnel policies and procedures for Program Managers, and reported to the Deputy Director of Operations. Represented the Agency with the Civil Service Commission, Labor Unions, and with other departments within the City and County of San Francisco.
- Provided oversight of the Management Policy Task Force Group, comprised to establish and improve internal policies, set goals, strategically plan, and make policy and personnel recommendations.
- Administered a comprehensive human resource program for the Human Services Agency. Managed the full range of functional areas to include payroll, operations (recruitment, referrals, requisitions, and maintenance of personnel files), classification, examinations, compensation studies, Department of Justice (DOJ) review of

criminal histories, grievances, employee and labor relations, leave management, ADA reasonable accommodation program, worker's compensation program, and terminations.

- Provided innovative and efficient solutions to resolve problems within the guidelines of the Civil Service Rules, Human Resource Policies and Procedures, and union labor contracts.
- Responsible for management of the staff development and training teams, to provide training programs and to update curriculum development. Classroom instruction for all Agency employees which included the following courses: New Employee Orientation, Performance Appraisals, Conflict Management, Management Academy series, Admin Pro series for clerical support staff, and the technical programs as mandated for County Social Services Departments. Provide oversight for the Succession Planning team which includes highly specialized projects such as Mentoring Programs, Bilingual Skills Programs, and Social Worker Programs.

CCSF – CITY AND COUNTY OF SAN FRANCISCO – Department of Human Resources

Departmental Personnel Officer / September 2004 – December 2005

- As the Client Services Manager, reporting to the Deputy Director, responsible for the management and oversight of personnel operations at the Department of Human Resources for one third of the City, which comprised of 18 Departments within the City and County of San Francisco. Lead a team to facilitate high quality, effective and efficient services to City departments. Served as a consultant to Deputy Directors, Senior Managers, and Department Heads to provide a comprehensive one-stop service for all human resource related needs. Management team member responsible for the set-up of the Client Services Division, and assisted Departments with strategic planning activities. Solid and strong human resources background that encompasses the full range of personnel functions to include operations, employee and labor relations, leave management, discrimination / EEO issues, layoffs, classification and compensation studies. Supervise and train client service representatives to provide the best practical solutions to resolve transactional processes between operating departments, our workforce, and our labor organizations. Provided effective solutions to resolve issues within the guidelines of the Civil Service Rules, Policies and Procedures, and labor contracts. As the Client Services Manager, I managed a team of representatives to provide a full range of comprehensive personnel services which included the Office of the Assessor-Recorder, Planning, Environment, Adult Probation, Arts Commission, Status of Women and the Rent Board. Served in an advisory capacity to other departments, which included the Airport, Board of Supervisors, Treasurer / Tax Collector, War Memorial, Administrative Services, Municipal Transportation Agency, Parking and Traffic, Recreation and Park, Port, Asian Art Museum, and the Board of Permit Appeals.

CCSF – CITY AND COUNTY OF SAN FRANCISCO – PLANNING DEPARTMENT

Departmental Personnel Officer / June 1999 – September 2004

- Personnel officer responsible for all the HR administration and activities for the Planning Department. Advised the senior management staff and supervisors on all related human resource matters, and had an active advisory role at the weekly Executive Management meetings. Supervised the preparation of personnel documents and the maintenance of personnel and payroll records. Job duties and responsibilities included the administration of personnel policies and procedures, recruitment and retention, classification and compensation studies, payroll and position control, requisitions and referrals, EEO issues, disciplinary actions and investigation of EEO complaints, and future staff budgetary planning of positions, for incorporation into the (ASO) Annual Salary Ordinance. Represented the Department at grievance hearings and labor disputes. Handled the employee disciplinary and Skelly process in regards to the termination and negative separation of employees. Interpreted the collective bargaining union contract provisions, Civil Service rules, Charter provisions, and other Planning required regulations. Analyzed and interpreted Federal and State regulations such as FLSA, FMLA, and ADA issues. Responsible for tracking of quarterly reports related to worker's compensation, affirmative action plans, sexual harassment reports, violence in the workplace, safety program, payroll-time accounting systems, and related human resource matters.

DEPARTMENT OF PUBLIC HEALTH - SAN FRANCISCO GENERAL HOSPITAL

Assistant Budget Manager / Senior Administrative Analyst / May 1998 – June 1999

- Budget Manager who assisted the CFO, Controller, and Finance teams to develop, manage, and to oversee the \$400 million budget for the Community Health Network. This included San Francisco General Hospital, Forensics, and the Primary Care Clinics. Assisted in the preparation and presentation of the hospital budget to department leaders, and performed financial and operational analyses to support management decision making and business plan development. Allocated and tracked the annual budget for 200 departments within the hospital. Human resource functions included position control tracking for over 10,000 employees, the monitor and tracking of department vacancies, and attrition savings. Managed productive labor and non-labor costs.

INTERCOUNTY TOTAL HOME HEALTH CARE PROVIDERS – Stockton

Executive Director / Chief Operations Officer / October 1995 – January 1998

- Executive Director responsible for 3 multi-site operations in California, direct report to the CEO. Supervised professional and administrative staff of 100 employees, and was responsible for the oversight of the Administration Division. Directly reported to the Executive Nursing Director, CEO, and the governing board for the management of all human resources, marketing and public relations, operations, finance and accounting functions. Management of the Human Resource area to include recruitment, hiring, and termination of all administrative and professional staff.
- Represented the corporation in labor disputes and external governmental audits, and assisted corporate attorneys to represent malpractice lawsuits. Developed and conducted examinations for medical staff, job salary surveys, job classifications, position control tracking, and vacancy reporting for all offices. Responsible for grievance issues, performance evaluations, and disciplinary procedures. Performed comprehensive HR functions, and developed human resource policy and procedures and employee handbooks. Managed training and development for employees.
- Trained and monitored employees on FMLA, ADA, Worker's Compensation, State Disability, and EEO issues. Public Relations / Marketing area included oversight of patient care coordinators. Management of the finance / accounting area included payroll, accounts payable, accounts receivable, bank reconciliation, Medicare, Medi-Cal, and HMO billing functions. Responsible for preparation of financial statements, quarterly cost reporting, budgeting and forecasting to the CEO. Managed and provided staff development training and healthcare in-service programs to clinical professional staff of home health field workers to include nurses, medical social workers, physical-occupational-speech therapists, and home health nursing aides.

CASHA RESOURCE HOME HEALTH SERVICE – Daly City

Executive Director / Regional Operations Officer / March 1994 – October 1995

- Executive Director responsible for 15 multi-site operations in California, direct report to the CEO. Supervised professional and administrative staff of 500 employees, and was responsible for the oversight of the Administration Division. Received national performance award for achievements for overall excellence in managing the Northern California Region, and was rewarded with an automobile for outstanding "Executive Manager of the Year." Directly reported to the Executive Nursing Director, CEO and the governing board for the management of all human resources, marketing and public relations, operations, finance and accounting functions. Management of the Human Resource area to include recruitment, hiring, and termination of all administrative and professional staff.
- Represented the corporation in labor disputes and external governmental audits, and assisted corporate attorneys to represent malpractice lawsuits. Developed and conducted examinations for medical staff, job salary surveys, job classifications, position control tracking and vacancy reporting for all offices. Responsible for all grievance issues, performance evaluations, and disciplinary procedures. Performed comprehensive human resource functions, and developed human resource policy and procedures and employee handbooks. Managed training and development for employees.

- Trained and monitored employees on FMLA, ADA, Worker's Compensation, State Disability, and EEO issues. Public Relations / Marketing area included oversight of patient care coordinators in the fifteen office locations. Management of the finance / accounting area included payroll, accounts payable, accounts receivable, bank reconciliation, Medicare, Medi-Cal, and HMO billing functions. Responsible for preparation of financial statements, quarterly cost reporting, budgeting and forecasting to the CEO. Managed and provided staff development training and healthcare in-service programs to clinical professional staff of home health field workers to include nurses, medical social workers, physical-occupational-speech therapists, and home health nursing aides.

Education and Certifications

NATIONAL UNIVERSITY

Master of Business Administration - April 1990

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE

Bachelors of Science, Health Science – May 1988

Certifications

Cornell University-Diversity and Inclusion HR Certification- July 2021

CLRM- Certified Labor Relations Master Certification-January 2006

Affiliations

CHA-California Hospital Association of Northern California

NCHRA-Northern California Human Resources Association

SHRM-Society of Human Resource Management

IV.D

2023 Board Retreat

{Discussion}

2023 BOARD RETREAT

At its meeting on October 20, 2022, in reviewing the proposed schedule of Board meetings for 2023, members of the Executive Committee suggested that a Board retreat be held in March 2023. Subsequent to the meeting, staff polled Board members on their availability for meetings throughout the day on March 16, 2023, when the Board is scheduled to hold a regular meeting. All Board members polled indicated that they could be available for a retreat following the regular Board meeting.

As March 16, 2023, is only three months away, if the Executive Committee wishes to have a Board retreat on that day, staff will need to begin planning immediately and suggests that the Executive Committee identify two or three committee members—less than a majority—to work with staff to plan the retreat. Staff would then provide a planning update, including the focus or theme of the retreat, to the Executive Committee at its January 19, 2023, and provide a final update at the committee's February 16, 2023, meeting.

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IV.E

RFP Process Recommendations Report

{Discussion}

RFP PROCESS RECOMMENDATIONS REPORT

At the July 17, 2022, Executive Committee meeting, the ad hoc RFP committee reported its draft recommendations for changes to the process work2future staff follow for Requests for Proposals, including:

1. Undergo an intentional and comprehensive process to engage the entire board and staff in strategic planning around the City of San Jose's vision for work2future.
2. Establish formal opportunities for continuous improvement, including debriefs and feedback gathering from community stakeholders (consumers, potential partners, existing partners, review panelists, staff, etc.).
3. Document, share, and add to the existing RFP process to ensure board members have adequate information to make informed decisions.
4. Provide consistent and robust training/orientation and logistical support when needed (e.g., transportation assistance, information, access to technology) to all staff, board members, and volunteers involved in implementing an RFP (including review panelists).
5. Include at least one person with lived experience (e.g., current, prospective, and former participants of Work2Future services) into each RFP selection process. The City's Evaluator Guidelines indicate that reviewers will be "subject matter experts with knowledge of the service or combination of products and services being proposed."

Staff will provide a status report on work2future, City Attorney, and other City staff review of the ad hoc committee on the ad hoc RFP committee report.

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IV.F

Labor Market Update

{Information}

LABOR MARKET UPDATE

According to the Employment Development Department's Labor Market Information Division, the unemployment rate in the San Jose-Sunnyvale-Santa Clara MSA was 2.2 percent in October 2022, unchanged from a revised 2.2 percent in September 2022, but well below the year-ago estimate of 3.7 percent. This compares with an unadjusted unemployment rate of 3.8 percent for California and 3.4 percent for the nation during the same period. The unemployment rate was 2.2 percent in Santa Clara County. Between September 2022 and October 2022, total employment in the San Jose-Sunnyvale-Santa Clara MSA, which also includes San Benito County, increased by 17,300 jobs to reach 1,193,000 jobs. Strategic Engagement Manager Lawrence Thoo will report on and discuss this and other regional labor market conditions.

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V

Other

VI

Adjournment