



EXECUTIVE COMMITTEE MEETING

Friday, June 7, 2024, 8:00 am

Rescheduled from May 16, 2024

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

www.work2future.org

This meeting can also be viewed live on computer, smartphone, and tablet at
<https://sanjoseca.zoom.us/j/96214231327?pwd=Mm8zZmlhQjN3bVgxYitSTzBjMzF3Zz09>

PUBLIC COMMENT

To provide Spoken Public Comment *during* the meeting, please be present at the meeting location above. Fill in an available blue card and provide it to a meeting staff person.

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

To submit written Public Comment *before* the committee meeting: Send by e-mail to Lawrence.Thoo@sanjoseca.gov by 6:00 pm on Thursday, June 6, 2024. 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 Daniel.Nguyen@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 | June 2024

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

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

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

Michael Hill, *Business Services Committee Chair*
Senior Director, Organizational and Talent Development
Applied Materials

Louise Auerhahn
Director of Economic & Workforce Policy
Working Partnerships USA

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

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

ex officio
Sangeeta Durrall, *Secretary*
work2future Director

EXECUTIVE COMMITTEE MEETING

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AGENDA (REVISED 06-04-24)

- | | |
|--|--------------------|
| I. CALL TO ORDER & ROLL CALL | <i>5 min</i> |
| | <i>8:05 am end</i> |
| II. CONSENT ITEMS {ACTION} | |
| Approval of the acceptance of: | <i>5 min</i> |
| | <i>8:10 am end</i> |
| A. Minutes of the April 18, 2024, Executive Committee meeting | |
| B. Staff report on the transfer of funds from the Dislocated Worker Program to the Adult Program | |
| III. OPEN FORUM | <i>5 min</i> |
| Members of the public can address the committee on matters not on the agenda. Comment is limited to two minutes unless modified by the Chair. | <i>8:15 am end</i> |
| IV. BUSINESS ITEMS | |
| A. Chair's Report {Information} | <i>5 min</i> |
| <i>Priya Smith, Executive Committee Chair</i> | <i>8:20 am end</i> |
| Report on various matters of interest | |
| B. Director's Report {Information} | <i>5 min</i> |
| <i>Sangeeta Durrall, work2future Director</i> | <i>8:25 am end</i> |
| Report on various matters of interest. | |
| C. FY2024-25 WIOA Program Operating Budget {ACTION} | <i>20 min</i> |
| <i>Lennette Maniaul, Finance Manager</i> | <i>8:45 am end</i> |
| Recommend Board Approval of Proposed WIOA Budget for Fiscal Year (FY) 2024-25, including: | |
| 1. WIOA Program Operating Budget of \$7,987,053 | |
| 2. WIOA Administrative Budget in the amount of \$797,863 | |
| 3. Proposed WIOA estimated Rapid Response Funding of \$412,911 | |
| 4. Authorization for staff to transfer funds without additional Board approval, but with notification after the fact to the Executive Committee of any such transfers at the Committee's next available meeting: | |

- a) Between budget line items, if there is no change to the overall amount of the WIOA budget.
- b) Between the Adult and Dislocated Worker Programs, as needed to accommodate changes in the numbers of clients served by the two programs, if the total of the combined budgets is not changed.

D. Pathway to Self-Sufficiency Grant {ACTION}

Lynn Lee, Program Services Manager; Lawrence Thoo, Strategic Engagement Manager 10 min
8:55 am end

Recommend Board approval to accept \$2.7 million in revenue from the County of Santa Clara to establish the Subsidized Employment Pathway to Self-Sufficiency Project to be run by work2future for a span of two years.

E. RFP for WIOA Service Providers {Information}

Dat Luu, Contracts Manager 10 min
9:05 am end

Update on the process and timeline for the procurement of WIOA Adult, Dislocated Worker and Youth program service providers for Program Years 2025 (2025-26) through 2030 (2030-31).

F. Business Services Committee Report {Information}

Michael Hill, Business Services Committee Chair 5 min
9:10 am end

Report on activities related to the Business Services Committee.

G. Youth Committee Report {Information}

Jack Estill, Youth Committee Chair 5 min
9:15 am end

Report on activities related to the Youth Committee.

V. OTHER

Announcements, suggested business for future meetings, other housekeeping 5 min
9:20 am end

Board meeting: Thursday, June 20, 2024

Next Executive Committee meeting: Thursday, July 18, 2024.

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(s) will attend the meeting by teleconference from the indicated publicly accessible location(s):

Committee member: Alan Takahashi

Location: 10487 Anson Avenue, Cupertino

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

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

1. Public Meeting Decorum:

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

2. Signs, Objects or Symbolic Material:

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

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

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

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

I

**Call to Order
& Roll Call**

II

Consent Items

Approve the acceptance of:

- A. Minutes of the April 18, 2024, Executive Committee meeting
- B. Staff report on the transfer of funds from the Dislocated Worker Program to the Adult Program

{ACTION}

EXECUTIVE COMMITTEE MEETING

April 18, 2024
11:30 am

MINUTES

STAFF: Durrall, Thoo, Lee, Galvez, Walter, Sanchez, Nguyen

GUESTS: Melville, Coffaro

I. CALL TO ORDER & ROLL CALL

Chair pro tempore Takahashi called the meeting to order at 11:32 a.m.

Roll Call

Present: Auerhahn, Estill, Le (arrived at 11:40am), Takahashi (attending via Zoom in compliance with the Brown Act.), Williams

Absent: Smith

All votes were taken by roll call.

II. CONSENT ITEMS

ACTION: Ms. Auerhahn moved, Mr. Estill seconded, and the Committee unanimously approved the acceptance of the minutes of the February 15, 2024, Executive Committee Meeting.

III. OPEN FORUM

There were no public comments.

IV. BUSINESS ITEMS

A. Director's Report

Sangeeta Durrall, Director, reported on various matters of interest, including the success of initial efforts to co-locate career services staff at a number of partner sites, which is prompting staff to consider additional co-location arrangements.

B. Fiscal Year 2025 WIOA Program Budget Preliminary Report

Director Durrall reported that staff are working to reconcile current-year accounts while waiting for information from the state on WIOA formula funding allocations for FY 2025. She said that staff should have a full report by the time the committee meets in May.

C. Healthcare Sector Partnership Launch Meeting

Strategic Engagement Manager Lawrence Thoo introduced Jo Coffaro, Regional Vice President of the Hospital Council of Northern and Central California and co-chair of the Healthcare Sector Partnership initiative, and John Melville, CEO of Collaborative Economics and consultant for the initiative, who, together, reported that more than a dozen representatives from hospitals, clinics and other health care provider organizations

participated in the initiative's launch meeting on April 16, 2024, and agreed to form action teams around three priorities: career awareness, talent development, and care coordination. The launch meeting was observed by an equivalent number of representatives from various training providers and workforce development organizations.

D. Business Services Committee Report

Mr. Takahashi requested staff report on his behalf, and Project Manager Deanna Walter shared that the Business Services Committee has received updates on layoffs, career fairs, the healthcare sector initiative, a Google-funded training and work experience special project in partnership with Goodwill Industries, and a partnership advancing semiconductor manufacturing apprenticeships.

E. Youth Committee Report

Mr. Estill invited staff to make the report. Program Services Manager Lynn Lee shared information recent program development efforts.

F. Labor Market Update

Strategic Engagement Manager Thoo shared his latest analysis of the local labor market strengths and vulnerabilities.

V. OTHER

Staff announced that there will be a large job fair in collaboration with San Jose City College on April 23, 2024.

VI. ADJOURNMENT

Mr. Takahashi adjourned the meeting at 12:40 pm.

Drafted: D. Nguyen. Reviewed: L. Thoo.

TRANSFER OF FUNDS REPORT

On May 7, 2024, staff transferred \$700,000 from the FY 2023-24 Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker Program budget to the FY 2023-24 WIOA Adult Program budget in order to align better the availability of program funds with the actual number of clients enrolled in each program and their respective service needs. The combined total of the Adult Program and Dislocated Worker Program remained the same following the transfer.

This transfer was made in consultation with and between the work2future Director and the Finance Manager and was in keeping with state and federal rules regulating the administration and use of WIOA funds, as well as the authority granted by the work2future Board when it approved the FY 2023-24 WIOA operating budget on June 26, 2023.

This report is made in satisfaction of the Board's direction to staff when it approved the FY 2023-24 WIOA operating budget to report such fund transfers to the Executive Committee at the next available Executive Committee meeting following a fund transfer.

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III

Open Forum

IV.A

Chair's Report

{INFORMATION}

CHAIR'S REPORT

Board and Executive Committee Chair Priya S. Smith will report on various Board- and committee-related matters of interest.

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IV.B

Director's Report

{INFORMATION}

DIRECTOR'S REPORT

Director Sangeeta Durrall will report on various work2future-related matters of interest.

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IV.C

FY2024-25 WIOA Program Operating Budget

{ACTION}

4. Providing quality career services, whereby the service providers will receive an estimated amount of \$2,548,014, a decrease of *only* \$134,999.

PROPOSED FY 2024-25 REVENUES AND RESERVES

The table below is based on EDD’s FY 2024-25 allocations and work2future Board requirements:

Proposed Sources	FY23-24 Adjusted Budget (\$)	FY24-25 Budget (4.2% Decrease)	Increase/Decrease
Formula Allocation	6,440,473	6,169,790	(270,683)
15% Board Mandated Reserve from prior year allocation	1,055,265	966,071	(89,194)
Projected Savings (includes carryover and unallocated contingency reserve)	3,473,732	2,393,640	(1,080,092)
Total	10,969,470	9,529,501	(1,439,969)

PROPOSED OPERATING BUDGET

The proposed Operating Budget for FY 2024-25 is a balanced budget based on proposed sources and uses of WIOA funds.

Adult Client-related training service levels will be impacted by the approximately 4.2% reduction in the formula allocation. However, a revision in the estimated carryover savings in training funds from FY 2022-23 to FY 2023-24 resulted in a reduction of \$750,000 in carryover funds, which is the major contributor to the significant decline in the Adult Client-related training services line item between the FY23-24 Adjusted Budget and the FY24-25 Proposed Budget. Should the need arise for additional training services, work2future will be able to draw on the unallocated contingency reserves/savings to make up all or part of the difference.

The Youth Program allocation requires that at least 20% of the allocation be used for paid work experience programs. The amount of \$454,502 includes 100% of the WIOA requirement and an estimated year-to-date carryover amount of \$97,450. Youth Client-related service levels will be impacted *only* due to reduction in the allocation and the increase in the work-experience cost per participant to \$7,000 from \$6,000.

The tables below describe in detail work2future’s proposed operating budget and are distributed in accordance with WIOA requirements.

Proposed Operating Budget	FY23-24 Adjusted Budget	FY24-25 Proposed Budget (Decrease)	Increase/(De crease)
Personnel Costs	2,418,772	2,238,346	(180,426)
Non-Personnel Costs	528,263	528,545	252
Adult Client-Related Training Services	2,250,301	1,345,803	(904,498)
Youth Client-Related (WEX) Services	1,112,048	547,000	(565,048)
One Stop Operator	30,000	30,000	0

WIOA Adult and Dislocated Worker SB-734 Training	Proposed Budget
Adult and Dislocated Worker Program Allocation FY 24-25	4,186,167
Training Requirement (30% of Allocation) met through the following:	1,255,850
20% through cash expenditures	837,233
10% through Leverage Funds	418,616
Total 30% Training Requirement	1,255,850
FY 2023-24 Estimated Carry-Over Training Amount	318,570
FY 2024-25 100% of the 20% Training Allocation	837,233
Total Proposed Adult/Dislocated Worker Training Expenditures	1,155,803

WIOA Youth Training	Proposed Budget
Youth Program Allocation FY24-25	1,983,623
Less: 10% Administration	(198,362)
Youth Program Allocation @ 90%	1,785,261
Total Youth Work Experience Funds Requirement from FY24-25 Allocation (100% of 20% of Youth Program Allocation)	357,052
FY 2023-24 Estimated Carry-Over Youth Job Readiness/WEX Amount	97,450
FY 2024-25 WEX Allocation	357,052
Total	454,502

Service Provider Funding	Equus	IRC	Total
WIOA Base Budget	2,062,946	485,067	2,548,014
Adult/DW OJT	100,000	0	100,000
Youth Work-Experience	315,000	217,000	532,000
Supportive Services (SUS)	40,000	5,000	45,000
Administrative	41,337	20,360	61,698
Total	2,559,283	727,427	3,286,710

PROPOSED ADMINISTRATIVE BUDGET

The proposed Administrative Budget is estimated at 10% of total WIOA allocation and the carry-over savings from FY23-24. The table below shows how the administrative funding is distributed.

WIOA Proposed Administrative Budget	Proposed Budget
FY 2024-25 Allocation	6,169,790
10% of Allocation	616,979
FY 2023/24 Estimated Carry-Over	180,884
Total	784,460
Cost Distribution	
Personnel Costs (2.50 FTEs)	489,540
City Attorney’s Office	135,659
Non-Personnel Cost	35,865
City Overhead @ effective rate of 3.06%	75,101
Distribution to Service Providers	61,698

PROPOSED RAPID RESPONSE BUDGET

The proposed Rapid Response Budget is *estimated* at \$412,911, reflecting a possible 5% decrease from the FY 2023-24 allocation for Rapid Response. Once the final Rapid Response allocation is received from EDD, work2future will present a final Rapid Response Budget to the Board for approval.

Proposed Rapid Response	Proposed Budget
Total Estimated Rapid Response Allocation	412,911
Cost Distribution	
Personnel Costs (3.02 FTEs)	345,267
Non-Personnel Cost	39,487
City Overhead	28,157
Total	412,911

/s/
 LENNETTE MANIAUL
 Finance Manager

Cc: Sangeeta Durrall

IV.D

Pathway to Self-Sufficiency Grant

{ACTION}



Memorandum

TO: EXECUTIVE COMMITTEE

FROM: Lynn Lee

SUBJECT: Pathway to Self-sufficiency Grant

DATE: May 29, 2024

Approved

Date:

RECOMMENDATION

Recommend Board approval to accept \$2,700,000 in revenue from the County of Santa Clara to establish the Subsidized Employment Pathway to Self-sufficiency Project to be run by work2future for a span of two years.

BACKGROUND AND ANALYSIS

In partnership with the County of Santa Clara Social Services Agency (SSA), work2future will implement the Subsidized Employment Pathway to Self-Sufficiency Project. This project was developed through an agreement wherein the County is sub-granting to work2future funding from the U.S. Department of Labor. The project objective is to obtain subsidized temporary employment for 40 clients for up to six months, leading to 70% of these individuals securing unsubsidized permanent employment in a high-wage occupation. This program can support the recently approved Homelessness Implementation Plan, as many, if not most, of the clients are expected to be unstably housed. Through this experience, participants can enhance their job skills, ultimately paving the way to secure permanent direct placements with employers offering a livable wage. Potential employment opportunities include priority sectors such as information technology, advanced manufacturing and health care, among others. In preparation for subsidized employment, participants may also engage in other activities to improve their overall employability.

Case managers will facilitate the placement of eligible participants into suitable positions and maintain a comprehensive system to track and monitor participant employment through the program period. Clients served will receive a paid work experience through temporary employment featuring a living wage for up to six months. work2future will collaborate with the SSA's Department of Employment and Benefits Services, as well as other County departments, including the Office of Supportive Housing and Diversion and Reentry Services, to implement the program. work2future will provide a wide variety of workforce services to eligible participants spanning a wide range of ages, languages, and cultures. Participants will receive intensive case management assistance, including, but not limited to, the following:

- Initial face-to-face contact and enrollment alongside a case manager;
- Job readiness workshops, such as resume development and interviewing techniques;
- Up to six months of temporary employment in high-wage occupations;
- Case management and retention support for eligible participants, including comprehensive occupational assessments and referrals to agencies that provide wrap-around services;

- Supportive services, if needed, such as transportation, interview clothes, tools and materials, licensing fees, etc.

The target population for this project is low-income individuals who face barriers to employment and lack equitable access to living-wage occupations, recipients of public assistance, and/or individuals who are basic skills deficient. This includes unemployed or underemployed individuals as well as those who are working but are not earning a living wage. Individuals will be pre-screened for program eligibility and program fit to ensure their success in the program. Retention and follow-up support to ensure that the clients' needs are met and are successful in their subsidized placement will also be offered and monitored. This includes weekly check-ins during the first month of subsidized employment, followed by monthly follow-ups for the first three months. Other retention support includes workplace intervention and supportive counseling to strengthen participants' abilities to keep their jobs. Performance will be monitored both by the work2future staff and in partnership with the County. By the end of the two-year program, 70% of the participants will transition from subsidized to unsubsidized employment and earn the equivalent of the County's living wage or higher. Training will also be provided to eligible participants who need additional industry-recognized credentials (e.g., cyber security, cloud computing).

COST SUMMARY/IMPLICATIONS

Acceptance of this funding would provide work2future a total of \$2.7 million upfront to spend over a two-year period, until April 30, 2026. The County will provide this money as a lump-sum amount at the beginning of the contract. The remaining funds will be carried over into subsequent years until two years from the initiation of the project.

BUDGET TABLE

Pathway to Self Sufficiency Budget, FY24-25 – FY25-26	
Personnel Costs <i>Lead Case Manager, Case Manager/TU, Job Developer/TU</i>	\$690,000
Operating Expenses <i>Contract Services, Communication Expenses, Office Supplies, Training, Other</i>	\$1,739,999
Administrative Overhead <i>Analyst I, Business Services Manager, Finance Manager</i>	\$292,417
TOTAL PROPOSED BUDGET	\$2,722,416

**Budget Year 2: Includes Merit Increase for MPP and 3% COLA increases*

***Actual amount from DOL increased by \$23,000*

/s/
LYNN LEE
Program Services Manager

IV.F

RFP for WIOA Service Providers

{INFORMATION}

RFP FOR WIOA SERVICE PROVIDERS

work2future will be releasing Requests for Proposal (RFPs) for WIOA Adult/Dislocated Worker, In-School Youth, and Out of School Youth Providers for PY 2025-2030 in late summer/fall 2024. A timeline of the RFPs with important benchmarks is outlined below:

Benchmark 1: Develop Scope and Evaluation Criteria

Timeframe: 4 weeks, tentative date July - September 2024

Staff involved: Contracts and Program Units

- Conduct two meetings, one during business hours and one after business hours. with relevant community-based organizations and or workforce partners to gather input of methods to improve/add program services to the Scope.
- Report to Board results of meetings and further develop scope with input from Board, Director, and City Attorney

Benchmark 2 Goal: Create and Release RFPs/Provide Technical Assistance

Timeframe: 2-3 weeks, tentative date September-October 2024

Staff involved: Contracts Unit

- Release RFP on WebGrants with information on RFP, submission deadline, and technical assistance conference date.

Benchmark 3: Recruit and Train Review Panel/ Review with Results to Director

Timeframe: 2 weeks, tentative date October-November 2024

Staff involved: Contracts Unit, Program Unit for recruitment of Panel

- Recruit qualified reviewers to be on panel.
- Conduct training for review panelists with WebGrants review and scoring system.
- Conduct meeting with all review panelists after their initial individual reviews to discuss their general thoughts and scoring system before finalizing the scores.
- Notify Director of final scores.

Benchmark 4: RFP Results to Board, Begin Contact Negotiations

Timeframe: November 2024- March 2025

Staff Involved: Contracts Unit

- Present to Board RFP results and seek approval to negotiate contract with winning bidder(s).
- Negotiate and finalize contract with winning bidder(s).
- Process contract(s) in Spring 2025 to ensure continuity of services for clients.

IV.F

Business Services Committee Report

{INFORMATION}

BUSINESS SERVICES COMMITTEE REPORT

At its meeting on May 14, 2024, Alan Takahashi stepped down as the chairperson of the Business Services Committee in deference to his new duties as Board Vice-Chair. The committee elected Michael Hill to serve its new chairperson through December 31, 2024. Chair Hill will report on activities related to the Business Services Committee.

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IV.G

**Youth
Committee Report**

{INFORMATION}

YOUTH COMMITTEE REPORT

Youth Committee Chair Jack Estill will report on activities related to the Youth Committee.

###

V

Other

VI

Adjournment