



WORKFORCE DEVELOPMENT BOARD MEETING

Thursday, June 20, 2024, 9:30 am

www.work2future.org

Location: Conference Rooms, 1608 Las Plumas Ave, San Jose

This meeting can also be viewed live on computer, smartphone, and tablet at
<https://sanjoseca.zoom.us/j/97597855268?pwd=Vzc0c2R0anVvZTNub3NBSUMwaktXQT09>

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 8:00 am the day of the meeting. The e-mails will be posted with the agenda as "Letters from the Public". Please identify the Agenda Item Number in the subject line of your email.

To submit written Public Comment *during* the meeting: Send e-mail during the meeting to Daniel.Nguyen@sanjoseca.gov, identifying the Agenda Item Number in the e-mail subject line. Comments received will be included as a part of the meeting record but will not be read into the record.

WORKFORCE DEVELOPMENT BOARD MEMBERS

June 2024

Board Chair
Priya Smith, MPH*

Chief Employee Human Resources Officer
 The Permanente Medical Group, Inc.
 Kaiser Permanente Northern California

Board Vice Chair
Alan Takahashi*

Senior Vice President and General Manager
 Missile Systems
 CAES

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Louise Auerhahn*
 Director of Economic & Workforce Policy
 Working Partnerships USA 2. Rajiv Batra
 Head of Legal & Compliance
 Arc 3. Ricardo Benavidez
 Director of Social Infrastructure
 Google LLC 4. George Chao
 Director of Strategic Partnerships
 Manex 5. John (Jack) Estill, Youth Committee Chair*
 Partner
 Coactify 6. Joseph A. Flynn
 Vice President of Software Transformation
 CommScope 7. Michael Hill, Business Services Committee Chair*
 Senior Director, Talent & Organizational
 Development
 Applied Materials 8. Van T. Le*
 Agent
 State Farm Insurance
 Trustee and Clerk of the Board
 East Side Union High School District 9. Maria Lucero
 Deputy Division Chief, Region I
 Northern Division, Workforce Services Branch
 Employment Development Department, State of
 California 10. Brian N. Murphy
 Director of Training | <ol style="list-style-type: none"> Pipe Trades Training Center
 UA Local 393 11. Rafaela Perez
 Employment Services Director
 Social Services Agency
 County of Santa Clara 12. Steve Preminger
 Director, Civic and Community Engagement
 County of Santa Clara 13. Mitesh Shah
 Vice-President and Business Unit Head
 Tech Mahindra 14. Traci Williams*
 Co-chair
 South Bay Consortium for Adult Education
 Director
 East Side Adult Education <p><i>Ex officio</i>
 Sangeeta Durrall, Secretary
 work2future Director</p> |
|--|---|

*Members of the Executive Committee

WORKFORCE DEVELOPMENT BOARD

June 20, 2024

9:30 am

Conference Rooms, 1608 Las Plumas Ave, San Jose

View only at: <https://sanjoseca.zoom.us/j/97597855268?pwd=Vzc0c2R0anVvZTNub3NBSUMwaktXQT09>

MEETING AGENDA

- | | |
|---|--------------------------------------|
| I. CALL TO ORDER & ROLL CALL | <i>5 min</i>
<i>9:35 am end</i> |
| II. CONSENT ITEMS {ACTION}
Accept the following: | <i>5 min</i>
<i>9:40 am end</i> |
| A. Minutes of the March 21, 2024, Board meeting | |
| B. Preliminary Financial Status Report as of May 31, 2024 | |
| C. San José Works Report as of May 31, 2024 | |
| III. OPEN FORUM
Members of the public may address the committee on matters not on the agenda. | <i>5 min</i>
<i>9:45 am end</i> |
| IV. BUSINESS ITEMS | |
| A. Chair's Report {Information}
<i>Priya S. Smith, MPH, Board Chair</i>
Report on various matters of interest. | <i>5 min</i>
<i>9:50 am end</i> |
| B. Director's Report {Information}
<i>Sangeeta Durrall, Director</i>
Report on various matters of interest. | <i>5 min</i>
<i>9:55 am end</i> |
| C. FY2024-25 WIOA Program Operating Budget {ACTION}
<i>Lennette Maniaul, Finance Manager</i>
Approve the Proposed WIOA Budget for Fiscal Year (FY) 2024-25, including: | <i>15 min</i>
<i>10:10 am end</i> |
| 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}** 10 min
Lawrence Thoo, Strategic Engagement Manager; Rafaela Perez, Employment Service Director, Santa Clara County Social Services Agency 10:20 am end
 Approve the acceptance of \$2,722,416 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. San José Works 2024-25 Funding {ACTION}** 5 min
Lennette Maniual, Finance Manager 10:25 am end
 Approve the following:
1. Acceptance of \$1,774,980 in City of San José funds to support the San José Works 10.0 program.
 2. Distribution of \$2,124,254 to work2future and \$95,000 to the City’s Parks, Recreation and Neighborhood Services Department.
- F. RFP for WIOA Service Providers {Information}** 10 min
Dat Luu, Contracts Manager 10:35 am end
 Report 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).
- G. WIOA Career Services Report {Information}** 15 min
Rick Robles, Project Director, Equus Workforce Solutions; Kayla Nicholls, Youth Programs Manager, IRC San Jose 10:50 am end
 Report on WIOA career services activity and performance.
- H. Business Services Committee Chair’s Report {Information}** 5 min
Michael Hill, Business Services Committee Chairperson 10:55 am end
 Report on committee-related activity.
- I. Youth Committee Chair’s Report {Information}** 5 min
Jack Estill, Youth Committee Chairperson 11:00 am end
 Report on committee-related activity.
- J. Labor Market Update {Information}** 10 min
Lawrence Thoo, Strategic Engagement Manager 11:10 am end
 Update on the labor market in Santa Clara County and the San Jose-Sunnyvale-Santa Clara Metropolitan Statistical Area.
- V. OTHER** 5 min
 Announcements, agenda suggestions for future meetings, other housekeeping. 11:15 am end
- VI. ADJOURNMENT**

Please note: *Times to the right of agenda items are estimates only of the duration of each 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 Board member(s) will attend the work2future Board meeting by teleconference from the indicated location(s):

Board member: George Chao

Location: 7908 Farina Ct., Sarasota, FL

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.
- b. No sticks, posts, poles or other such items will be attached to the signs or other symbolic materials.
- c. The items cannot create a building maintenance problem or a fire or safety hazard.
- d. 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.
- e. 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.

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 online at www.work2future.org and 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

Accept the following:

- A. Minutes of the March 21, 2024, Board meeting
- B. Preliminary Financial Status Report as of May 31, 2024
- C. San José Works Report as of May 31, 2024

{ACTION}

WORKFORCE DEVELOPMENT BOARD

March 21, 2024
MINUTES

Staff: Melchor, Durrall, Thoo, Walter

Guests: Leanne Bolaño, Deputy City Attorney, City of San José; Rick Robles, Project Director, Equus Workforce Solutions; Kayla Nicholls, Youth Programs Manager, IRC San Jose

I. CALL TO ORDER & ROLL CALL

The meeting was called to order in memory of Susan Koepp-Baker at 9:40 am by Vice Chair and Chair Pro Tempore Priya Smith.

Roll Call

Present: Chao (attended via Zoom in compliance with the Brown Act), Estill, Hill, Le, Lucero (left meeting at 10:24 am), Murphy, Perez, Shah, Smith, Takahashi, Williams

Absent: Auerhahn, Batra, Benavidez, Flynn, McGrath, Preminger, Teixeira

All votes by roll call.

II. CONSENT ITEMS

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

A. Minutes of the November 16, 2023, Board meeting

B. Preliminary Financial Status Report as of December 31, 2023

C. San Jose Works Program Report as of March 8, 2024

III. OPEN FORUM

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

IV. BUSINESS ITEMS

A. Election of Officers

Due to the untimely passing of the work2future Board Chairperson, Lawrence Thoo, Strategic Engagement Manager, recommended the Board conduct an immediate election for Chairperson of the work2future Board and, should the office of Vice Chair become vacant as a result, for Vice Chairperson of the work2future Board.

ACTION: Ms. Lucero moved, Mr. Estill seconded, and the Board voted unanimously to conduct an election.

Election of Board Chair to serve the remainder of the two-year term that began January 1, 2024, and will end at midnight December 31, 2025.

ACTION: Mr. Estill nominated Ms. Priya Smith. There were no other nominations. Board members unanimously elected Ms. Smith to serve with immediate effect as Board Chair through December 31, 2025.

Election of Board Vice Chair to serve the remainder of the two-year term that began January 1, 2024, and will end at midnight December 31, 2025.

ACTION: Mr. Shah nominated Mr. Alan Takahashi. Ms. Perez nominated Mr. Michael Hill. There were no other nominations. On an eight-to-three vote, Board members elected Mr. Takahashi to serve with immediate effect as Board Vice Chair through December 31, 2025.

B. Director's Report

Monique Melchor, Director, thanked the Board for their shared efforts over her years of service at work2future and introduced incoming Director Sangeeta Durrall. Ms. Durrall noted her excitement for her new role and meeting the challenges ahead. Board members offered appreciation for both Directors.

C. Form 700, Required Trainings, and Open Government Laws

Leanne Bolaño, Deputy City Attorney for the City of San José, provided an annual refresher training on State and City requirements to submit conflict-of-interest information, periodic ethics and harassment training requirements, and Board and committee members' obligations under the State's Ralph M. Brown Act and California Public Records Act.

D. RFP Process Revisions

Ms. Durrall recommended that the Board accept staff's report on the implementation of revisions, based on prior recommendations of an ad hoc committee and the Executive Committee, to the City's Request for Proposals (RFP) process as applied to the procurement of WIOA Adult, Dislocated Worker, and Youth program services.

ACTION: Mr. Estill moved, Ms. Perez seconded, and the Board voted unanimously to accept staff's report on the implementation of revisions to the RFP process.

E. WIOA Career Services Report

Rick Robles, Project Director, Equus Workforce Solutions, reported on the Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, and Youth (out-of-school) Programs for Program Year 2023-24 (PY 2023) to date.

Kayla Nicholls, Youth Programs Manager, IRC San Jose, reported on the WIOA Youth (in-school) Program for PY 2023 to date.

Both presentations included year-to-date enrollment statistics, aggregated demographic details for current clients, and new partnership agreements that support growing needs within the client base.

F. Business Services Committee Chair's Report

Alan Takahashi, Board Vice Chair and Business Services Committee Chairperson, reported on recent committee-related activity, including registered apprenticeships in semiconductor manufacturing, upcoming career fairs, and the regional healthcare sector partnership initiative.

G. Healthcare Sector Partnership Initiative

Board Chair and Business Services Committee member, Priya Smith, reported on work to date related to a work2future initiative to convene South Bay healthcare leaders to identify and prioritize sector workforce challenges and promote the development of local solutions. The initiative is expected to bring together more than a dozen leaders for a launch meeting scheduled for April 16, 2024.

H. Youth Committee Chair's Report

Jack Estill, Youth Committee Chairperson, reported on recent committee-related activity. He noted that the outcomes and recommendations from Youth Forum 2.0 were discussed at length in a recent committee meeting, as well as related follow-up actions that committee members will undertake, including three demonstration projects.

I. Labor Market Update

Mr. Thoo reported on regional labor market conditions. He noted that the unemployment rate in the San Jose-Sunnyvale-Santa Clara Metropolitan Statistical Area (MSA) was 4.4 percent in January 2024, up from a revised 4.0 percent in December 2023, and above the year-ago estimate of 3.1 percent, the California Employment Development Department announced March 8, 2024. This compares with an unadjusted unemployment rate of 5.7 percent for California and 4.1 percent for the nation during the same period. The unemployment rate was 4.3 percent in Santa Clara County and 7.5 percent in San Jose. It was 7.5 percent in San Benito County which, together with Santa Clara County, makes up the MSA. Total employment in the MSA held on for the year, losing 1,400 jobs (-0.1%) between January 2023 and January 2024 to reach 1,152,800. Board members discussed historical unemployment and layoff trends as well as ongoing pandemic effects on employment.

J. Regional Initiatives

Mr. Thoo gave a brief update on three regional initiatives: 1) Bay Area Jobs First, the local implementation of CERF, the California Economic Resilience Fund Program, now known as California Jobs First; 2) local activity related to the CHIPS & Science Act; and 3) the Bay-Peninsula Regional Planning Unit implementation of the California Workforce Development Board's Regional Equity Recovery Partnership Grant (RERP).

V. OTHER

Ms. Smith opened the floor for announcements, suggested agenda items for a future meeting, or other housekeeping items. Ms. Le suggested that evening hours be considered on occasion for future career fair events. No other comments were noted.

VI. ADJOURNMENT

Meeting adjourned at 11:33 am.

FINANCIAL STATUS REPORT AS OF MAY 31, 2024

Key Highlights

- WIOA Program Year (PY) 2022-23 formula and PY 2023-24 Rapid Response funding is projected to be fully spent by June 30, 2024.
- As of May 31, 2024, work2future is projecting an estimated \$3.3 million from the current Adult, Dislocated Worker, and Youth allocations will be carried over to FY2024-25 representing:
 1. Board-mandated Reserve Account: \$966,071
 2. Projected estimated overall savings of \$2.3 million

Other Discretionary Funding

- work2future received \$120,000 from the City of San José to assist San Jose residents with On-the-Job (OJT) training in high growth, high demand occupations. This funding is supporting non-traditional Registered Apprenticeships in semiconductor manufacturing through OJTs.
- work2future received an allocation from the City’s General Fund of \$1,712,880 for San José Works 9.0, in addition to the carry over funding, net of adjustment of \$955,616 from FY 2022-23 for a total funding of \$2,668,496. For PY23-24, as of April 30, 2024, 375 enrolled participants have been served, including 355 students who have successfully completed their paid internship. In addition to recruitment, placement and onboarding services, youth also accessed career counseling, supportive services (e.g., bus passes), and entrepreneurship training. Workshops provided included communication etiquette, anti-sexual harassment, anti-discrimination, emotional intelligence, and job readiness.
- Cities for Financial Empowerment (CFE) pledged to provide work2future \$50,000 to support a Summer Jobs Connect Program. This will provide banking access and financial empowerment training to participants in municipal Summer Youth Employment Programs. A portion of the grant will also be used to support the participant wages for the San José Works program. As of April 30, 2024, 5% has been spent. It is anticipated that the remaining funds will be carried over to FY24-25.
- work2future Foundation awarded work2future \$308,000 of grants and contributions from various sources to support the San José Works Program. Below is a list of the funding sources and amounts.

Funding Source	Sponsorship/Contributions	Sub grants
Bank of America		\$153,000
Wells Fargo	\$28,750	
Amazon	\$100,000	
Flagship	\$5,000	
Shipt	\$21,250	

- Google donated \$300,000 for moving costs, tenant site improvements, and technology upgrades at 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. As of April 30, 2024, approximately 99.8% of the funds were spent with anticipation to spend the remaining balance by fiscal year end.
- Google’s Downtown West Mixed-Use Plan approved by the City Council on May 25, 2021, includes a Development Agreement stipulating a \$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 José then received a \$4.5 million early payment which is allocated to various programs. Of the \$4.5 million funding, work2future was allocated \$625,000 for paid work experience and occupational skills training program. An “Earn and Learn” approach has been implemented in this program with a focus on high growth, high wage careers in advanced manufacturing, information technology, health care, or construction and trades. Additionally, \$600,000 was allocated to work2future to provide subsidies for participants of workforce development programs to cover childcare costs required for their participation in the program.

###

Attachment

**WORK2FUTURE
 FINANCIAL STATUS REPORT AS OF MAY 31, 2024**

GRANT PERIOD 7/1/2023-6/30/2024

WIOA FORMULA FUNDS	Adult 010000	Dislocated Worker 020000	Youth 030000	RR 050000	TOTAL WIOA FUNDS
I. FUND BALANCE AS OF 6/30/23					
ALLOCATION FOR FY2022/2023 PD 14 Stat 3	2,181,118	2,598,599	2,255,378	512,371	7,547,466
<i>Less: Actual Expenditures as of 6/30/23</i>	<i>(1,193,136)</i>	<i>(404,393)</i>	<i>(717,408)</i>	<i>(512,371)</i>	<i>(2,827,308)</i>
<i>Less: Encumbrances/Spending Plan as of 6/30/23</i>	<i>(307,060)</i>	<i>(149,445)</i>	<i>(480,328)</i>	<i>0</i>	<i>(936,833)</i>
Total Actual Expenditures (with Encumbrances) as of 6/30/23	(1,500,196)	(553,838)	(1,197,736)	(512,371)	(3,764,141)
Remaining Funds as of 6/30/23 (\$) - Allocation minus (Actuals + Encumbrances)	680,922	2,044,761	1,057,642	0	3,783,325
Remaining Funds as of 6/30/23 (%)	31%	79%	47%	0%	50%
II. Actual Expenditures/Encumbrances (Funded with balance from FY22/23)					
(a) Remaining Funds for FY22/23 (exclude encumbrances)	987,982	2,194,206	1,537,970	0	4,720,158
Transfer between Adult and Dislocated Worker	400,000	(400,000)	0	0	0
Rescission				0	0
<i>Less: Actual Expenditures as of 5/31/24</i>	<i>(1,387,982)</i>	<i>(1,794,206)</i>	<i>(1,537,970)</i>	<i>0</i>	<i>(4,720,158)</i>
<i>Less: Actual Encumbrances as of 5/31/24</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
Total Actual Expenditures/Encumbrances as of 5/31/24	(1,387,982)	(1,794,206)	(1,537,970)	0	(4,720,158)
Projected Remaining Funds (\$) from FY22/23 Allocation	0	0	(0)	0	(0)
Projected Remaining Funds (%)	0%	0%	0%	0%	0%
(b) ALLOCATION FOR FY2023/2024	1,979,440	2,420,374	2,040,659	434,643	6,875,116
Additional Funding			0	0	0
Transfer between Adult and Dislocated Worker	700,000	(700,000)	0	0	0
Rescission	0	0	0	0	0
Adjusted Allocation for FY 2023-2024	2,679,440	1,720,374	2,040,659	434,643	6,875,116
<i>Less: Actual Expenditures as of 5/31/24</i>	<i>(1,119,844)</i>	<i>(549,984)</i>	<i>(650,170)</i>	<i>(410,163)</i>	<i>(2,730,161)</i>
<i>Less: Actual Encumbrances as of 5/31/24</i>	<i>(385,885)</i>	<i>(363,486)</i>	<i>(889,728)</i>	<i>0</i>	<i>(1,639,099)</i>
Total Actual Expenditures (with Encumbrances) as of 5/31/24	(1,505,729)	(913,470)	(1,539,898)	(410,163)	(4,369,260)
Projected Remaining Funds (\$) from FY23/24 Allocation	1,173,711	806,904	500,761	24,480	2,505,856
Projected Remaining Funds (%)	44%	47%	25%	6%	36%
				\$66,101	
FISCAL YEAR 22/23 & FY23/24:					
Total Available Funds (FY22/23 balance + FY23/24 Adjusted Allocation)	4,067,422	3,514,580	3,578,629	434,643	11,595,274
<i>Less: Total Cumulative Expenditures/Encumbrance as of 5/31/24</i>	<i>(2,893,711)</i>	<i>(2,707,676)</i>	<i>(3,077,868)</i>	<i>(410,163)</i>	<i>(9,089,418)</i>
REMAINING FUNDS (\$)	1,173,711	806,904	500,761	24,480	2,505,856
REMAINING FUNDS (%)	29%	23%	14%	6%	22%
III. Projected Expenditures/Carry Over through June 30, 2024					
<i>Projected Expenditures through June 2024</i>	<i>(1,397,663)</i>	<i>(728,918)</i>	<i>(954,181)</i>	<i>(434,643)</i>	<i>(3,515,405)</i>
<i>Projected Carry Over through June 2024 (\$)</i>	<i>1,281,777</i>	<i>991,457</i>	<i>1,086,478</i>	<i>0</i>	<i>3,359,711</i>
<i>Projected Carry Over through June 2024 (%) with Rapid Response</i>	<i>48%</i>	<i>58%</i>	<i>53%</i>	<i>0%</i>	<i>49%</i>
<i>Projected Carry Over through June 2024(%) without Rapid Response</i>	<i>48%</i>	<i>58%</i>	<i>53%</i>	<i>0%</i>	<i>52%</i>

WORK2FUTURE
FINANCIAL STATUS REPORT AS OF MAY 31, 2024

BOARD: 06-2024
 AGENDA ITEM: II.B attachment

Other Discretionary Funds	City of San Jose Youth Summer Program Initiative	San Jose Works (CFE)***	w2f - San Jose Works (Bank of America)	w2f - San Jose Works (Wells Fargo)	w2f - San Jose Works (Amazon)	w2f - San Jose Works (Flagship)	w2f - San Jose Works (Shipt)	Total
I. Actual as of June 30, 2022	<i>General Fund</i>	<i>Contributions</i>	<i>Contributions</i>	<i>Contribution</i>	<i>Contribution</i>	<i>Contribution</i>	<i>Contribution</i>	
	<i>APPN 203W</i>	<i>APPN 209E</i>	<i>APPN 212G</i>	<i>APPN 219B</i>	<i>APPN 217J</i>	<i>APPN 217K</i>	<i>APPN 226J</i>	
Grant Period	04/30/2022 - 4/30/2023	Execution - 4/30/2023	Execution - 6/30/2023	N/A	N/A	N/A	N/A	
Original Allocation/Available Funds for FY22-23	2,682,070	37,500	84,900	7,500	100,000	5,000	0	2,916,970
Increase/(Decrease)	0	0	0	0	0	0	0	0
Adjusted Allocation	2,682,070	37,500	84,900	7,500	100,000	5,000	0	2,916,970
<i>Less: Expenditures as of 6/30/22</i>	(1,597,918)	(37,500)	(84,900)	0	0	0	0	(1,720,318)
<i>Less: Encumbrance as of 6/30/22</i>	(955,616)	0	0	0	0	0	0	(955,616)
Total Actual Expenditures/Encumbrances as of June 2022	(2,553,534)	(37,500)	(84,900)	0	0	0	0	(2,675,934)
Available Funds for FY 2023-2024	128,536	0	0	7,500	100,000	5,000	0	241,036
% Remaining	5%	0%	0%	100%	100%	100%	0	8%
II. Actual Expenditures/Encumbrances								
Available Funds for FY2023-2024*	955,616	0	0	7,500	100,000	5,000	0	1,068,116
Funding 23-24	1,712,880	50,000	76,500	0	0	0	21,250	1,839,380
Adjustments	0	0	76,500	21,250	0	0	0	97,750
Total Available Funding for FY 2023-2024	2,668,496	50,000	153,000	28,750	100,000	5,000	21,250	3,005,246
<i>Less: Expenditures as of 5/31/24</i>	(1,413,320)	(2,500)	0	0	0	0	0	(1,415,820)
<i>Less: Encumbrances as of 5/31/24</i>	(296,041)	0	0	0	0	0	0	(296,041)
Cumulative Expen/Encumb as of 5/31/24	(1,709,361)	(2,500)	0	0	0	0	0	(1,711,861)
\$ Remaining	959,135	47,500	153,000	28,750	100,000	5,000	21,250	1,293,385
% Remaining	36%	95%	100%	100%	100%	100%	100%	43%
III. Actual Expenditures/Carry Over								
<i>Actual Expenditures through 5/31/24</i>	(1,413,320)	(2,500)	0	0	0	0	0	(1,415,820)
<i>Actual Carry Over through 5/31/24</i>	296,041	47,500	153,000	28,750	100,000	5,000	21,250	630,291
<i>Actual Carry Over through 5/31/24 (%)</i>	11%	95%	100%	100%	100%	100%	100%	21%

**WORK2FUTURE
 FINANCIAL STATUS REPORT AS OF MAY 31, 2024**

Other Funds	Google	Google	Google	Total
	work2future Relocation	WEX and Training	Child Care	Total
	APPN 218Q	APPN 222A	APPN 222A	
I. Actual as of June 30, 2023				
Grant Period	N/A	N/A	N/A	
Original Allocation/Available Funds for FY22-23	224,251	625,000	600,000	1,449,251
<i>Less: Expenditure/Encumbrances as of June 2023</i>	<i>(132,353)</i>	<i>0</i>	<i>0</i>	<i>(132,353)</i>
<i>Less: Encumbrance</i>	<i>(300)</i>	<i>0</i>	<i>0</i>	<i>(300)</i>
<i>Total Actual Expenditures/Encumbrances as of June 2023</i>	<i>(132,653)</i>	<i>0</i>	<i>0</i>	<i>(132,653)</i>
Available Funds for FY 2023-2024	91,598	625,000	600,000	1,316,598
% Remaining	41%	100%	100%	91%
II. Actual Expenditures/Encumbrances				
Available Funds for FY 2023-2024	91,898	625,000	600,000	1,316,898
<i>Less: Expenditures as of 5/31/24</i>	<i>(91,497)</i>	<i>(374,713)</i>	<i>0</i>	<i>(466,210)</i>
<i>Less: Encumbrances as of 5/31/24</i>	<i>0</i>	<i>(231,139)</i>	<i>0</i>	<i>(231,139)</i>
Cumulative Expenditures as of 5/31/24	(91,497)	(605,852)	0	(697,349)
\$ Remaining	401	19,148	600,000	619,549
% Remaining	0%	3%	100%	47%
		See notes		
III. Actual Expenditures/Carry Over				
<i>Actual Carry Over through 5/31/24</i>	401	19,148	600,000	619,549
<i>Actual Carry Over (%) through 5/31/24</i>	100%	100%	100%	100%

SAN JOSE WORKS REPORT AS OF MAY 31, 2024

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

SJ Works SUBSIDIZED program 10.0:

- SJ Works received over 400+ subsidized applications for youth aged 14–18. To date, SJ Works has onboarded 388 youth.
- Orientation begins the week of June 3rd with training week to follow. Youth will have from June 3rd-August 2nd to complete 120 hours.
- There will be a Kick-Off SWAG BAG Event for all participants on June 20th.
- 100% of placed youth will successfully complete onboarding, attended orientation, and training which includes soft skills, emotional intelligence, financial literacy, career exploration, entrepreneurship, wage theft & prevention and mentoring.
- The subsidized model focused increasingly on Priority-Sector and In-Demand Occupation internships for high school youth.
- Youth were recruited from High School Career Technical Education classes focusing on the priority sectors and related in-demand occupations, PRNS (YEA programs), probation, and other youth agencies.
- About 95% of the internship positions are in person or a hybrid of virtual.
- In addition, 75 mentors and mentees will be matched and participate in our one-on-one mentoring and group sessions.
- Alumni group of mentees and mentors continue to meet once a month
- Mentors recruited from different companies such as TATA, Western Digital, BofA, HPE, Intel, City departments, and others.

SJ Works UNSUBSIDIZED program 9.0:

Staff have continued to work on the Unsubsidized component of SJ Works 9.0. Currently, there are 640 enrollments, of which 438 are placements. The remaining clients have received a service or multiple services such as assistance in job searching, job applications, resume, financial literacy workshop, mock interview, or attended a job fair or interview.

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

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

Subsidize program goal will remain the same at 375. If budget permits, we can increase the number of students served.

III

Open Forum

IV

Business Items

IV.A

Chair's Report

{INFORMATION}

CHAIR'S REPORT

Board Chair Priya S. Smith will report on various matters of interest.

###

IV.B

Director's Report

{INFORMATION}

DIRECTOR'S REPORT

Director Sangeeta Durrall will report on various matters of interest.

###

IV.C

FY2024-25 WIOA Program Operating Budget

{ACTION}



Memorandum

TO: work2future BOARD

FROM: Lennette Maniaul

SUBJECT: FY 2024-25 WIOA Budget

DATE: June 11, 2024

Approved

DATE

RECOMMENDATION

Approve as recommended by the Executive Committee at its June 7, 2024, meeting the proposed WIOA Budget for Fiscal Year (FY) 2024-25, including:

- a. **WIOA Program Services Budget** of \$7,987,053
- b. **WIOA Administrative Budget** in the amount of \$797,863
- c. **Proposed WIOA estimated Rapid Response Funding** of \$412,911
- d. Authorization for staff to transfer funds without additional Board approval, but with notification after the fact to the Executive Committee of any such transfers at the Committee's next available meeting:
 - Between budget line items without changing the overall WIOA budget.
 - Between the Adult and Dislocated Worker Programs, as needed, to accommodate changes in the numbers of clients served by the two programs, without changing the combined budget between Adult and Dislocated Worker.

OVERVIEW

The State of California Employment Development Department (EDD) has released its allocations for WIOA Adult, Dislocated Worker, and Youth Programs for FY 2024-25 with an approximately 4.2% overall decrease from the FY 2023-24 allocations. Given this circumstance, work2future plans to leverage new grants and will continue to set aside savings to help reduce the impact of decreased funding and rising operating costs. The realities of funding decreases make it challenging for work2future to continue at its current service level. However, work2future will continue to make progress in serving our most vulnerable job seekers by:

1. Identifying cost savings and efficiencies that do not negatively affect service deliveries.
2. Eliminating vacant positions with minimal service impacts.
3. Identifying new grants that could be used to offset these service reductions, including new contributions from state and regional partners.

4. Providing quality career services, whereby the service providers will receive an estimated amount of \$2,548,014, a minimal reduction of approximately \$135,000.

PROPOSED WIOA BUDGET

The proposed WIOA Budget for FY 2024-25 is a balanced budget based on the following Proposed Sources and Uses of WIOA funds.

SOURCE AND USE	2023-2024	2024-2025	
	Adjusted Budget	4.20% Decrease	Increase/(Decrease)
SOURCE			
Funding Allocation	\$ 6,440,473	\$6,169,790	\$ (270,683)
15% Board Mandated Reserve from Prior Year	1,055,265	966,071	(89,194)
Actual/Projected Savings (includes carry over)	3,473,732	2,393,640	(1,080,092)
PROPOSED TOTAL SOURCE	\$10,969,470	\$ 9,529,501	\$(1,439,969)
USE			
15% Board Mandated Reserve	\$966,071	\$925,469	\$ (40,602)
Administrative Funding	644,047	616,979	(27,068)
Program Services	9,359,352	7,987,054	(1,372,298)
<i>Personnel Costs</i>	2,418,772	2,238,346	(180,426)
<i>Non-Personnel Costs</i>	528,263	528,545	282
<i>Adult Client-Related Services</i>	2,250,301	1,345,804	(904,497)
<i>Youth Client-Related Services and WEX</i>	1,112,048	547,000	(565,048)
<i>Other Client-Related Services (One-Stop Operator)</i>	30,000	30,000	-
<i>Contracted Services</i>	2,683,013	2,548,014	(134,999)
<i>Unallocated Contingency Reserve</i>	336,955	749,345	412,390
PROPOSED TOTAL USE	\$10,969,470	\$9,529,501	\$(1,439,969)
PROPOSED TOTAL SOURCE	\$10,969,470	\$9,529,501	\$ (1,439,969)
PROPOSED TOTAL USE	\$10,969,470	\$ 9,529,501	\$ (1,439,969)
PROJECTED SURPLUS	\$(0)	\$(0)	\$(0)

The projected reduction in the Client-Related Services budget line items results from the 4.2% reduction in the formula allocation and adjustments to the estimated carry over savings from FY22-23 to FY23-24. The reconciliation of the actual expenses from FY22-23 and projections of FY23-24 expenses resulted in estimated lower carry over savings from FY23-24 than previously budgeted. Should the need arise for additional training services, work2future will be able to draw on the unallocated contingency reserve (savings) to make up at least part of the difference.

The tables below describe in detail work2future’s proposed training budget for Adult and Youth training services in accordance with WIOA requirements.

WIOA Adult and Dislocated Worker SB 734 Training	Proposed Budget
Adult and Dislocated Worker Program Allocation FY24-25	4,186,167
Training Requirement (equivalent to 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 2024-25 100% of the 20% Training Allocation	837,233
FY 2023-24 Estimated Carry-Over Training Amount	318,570
Apprenticeship/OJT	100,000
Other Training (Metrix and other client-related training)	90,000
Total Proposed Adult/Dislocated Worker Training Expenditures (exclude Leverage Funds)	1,345,804

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 the reduction in the allocation and an increase in the work-experience cost per participant to \$7,000 from \$6,000.

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 (20% of Youth Program Allocation, less Administration)	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

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	\$797,863
Cost Distribution	
Personnel Costs (2.50 FTEs)	\$489,540
Non-Personnel Cost	35,865
City Attorney's Office	135,659
City Overhead @ effective rate of 3.06%	75,101
Distribution to Service Providers	61,698
Total	\$797,863

PROPOSED RAPID RESPONSE BUDGET

As of this writing, EDD has not announced the Rapid Response allocations for FY 2024-25. The proposed Rapid Response budget of \$412,911 is based on a possible 5% decrease from the FY23-24 allocation. After the State releases the actual Rapid Response actual allocation for FY24-25, staff 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
 Jeff Ruster

IV.D

Pathway to Self-Sufficiency Grant

{ACTION}



Memorandum

TO: work2future BOARD **FROM:** Lynn Lee
SUBJECT: Pathway to Self-sufficiency Grant **DATE:** June 11, 2024

Approved **Date:**

RECOMMENDATION

Approve the acceptance of \$2,722,416 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, as recommended unanimously by the Executive Committee at its meeting on June 7, 2024.

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 approximately 90% of funding awarded to the SSA by the U.S. Department of Labor. The project objective is to obtain subsidized temporary employment at an average wage of \$25 per hour for 40 clients for up to six months, leading to 70% of these individuals securing unsubsidized permanent employment at equal or higher wages. This program can support the recently approved Homelessness Implementation Plan, as many of the clients are expected to be unstably housed. Through this experience, participants can enhance their work 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 project period. Clients served will receive initially 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:

- In-person intake and enrollment with 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;

BOARD

Date: 06-11-24

Subject: Pathway to Self-sufficiency Grant

Page 2 of 2

- 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 by work2future staff in partnership with County staff. 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 approximately \$2.7 million 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.

BUDGET TABLE

Pathway to Self Sufficiency Budget, FY24-25 – FY25-26	
Direct Project Staff <i>Lead Case Manager, Case Manager/TU, Job Developer/TU</i>	\$690,000
Participant Expenses <i>Participant wages @ \$25/hr, payroll taxes &c, Employer of Record fees, training, supportive services, &c</i>	\$1,739,999
Administrative Overhead <i>Contracts support, business services support, fiscal support, &c</i>	\$292,417
TOTAL PROPOSED BUDGET	\$2,722,416

/s/

LYNN LEE

Program Services Manager

IV.E

San Jose Works 2024-25 Funding

{ACTION}



Memorandum

TO: work2future BOARD

FROM: Lennette Maniaul

SUBJECT: **San José Works 2024-25 Funding**

DATE: June 11, 2024

Approved

Date

RECOMMENDATION

Approve the following:

1. Acceptance of \$1,774,980 in City of San José funds to support the San José Works 10.0 program.
2. Distribution of \$2,124,254 to work2future and \$95,000 to the City's Parks, Recreation and Neighborhood Services Department (PRNS).

BACKGROUND

Since 2015, work2future has successfully managed the San José Works program (SJ Works) for the City of San José, funded from the City's General Fund.

SJ Works is a collaboration among work2future, work2future Foundation, the City's Parks, Recreation, and Neighborhood Services Department (PRNS), and the Mayor's Gang Prevention Task Force (MGPTF).

During this past program year, SJ Works provided 375 youth with paid internships supported with General Fund monies provided by the City of San José. As of May 31, 2024, an additional 414 youth were placed in employer-paid job opportunities or received employment and career services. Over 90% of the subsidized youth successfully completed their paid six-week internship and 78% of the unsubsidized youth have completed their job placement period.

The paid internships focused increasingly on private-sector placements with employers in high-growth sectors and in-demand occupations. Of the 375 paid internships, 152 were recruited from high school Career and Technical Education classes and placed with employers in advanced manufacturing, business/financial services, construction, health care and social assistance, and information technology. The remaining 223 youth were placed in internships with community centers, library branches, City departments, Council offices, and nonprofit organizations.

Additionally, some employers are recognizing interns who demonstrate high levels of interpersonal and workforce skills throughout the duration of the 100-hour internship. Upon completion of the internship, our youth have been offered and accepted employment from our worksite partners.

Of the 375 enrolled participants, 355 students have successfully completed their paid internships. All participants have also taken advantage of a variety of workshops to prepare them for real work experiences. These workshops included: Mock Interviews, Personal & Professional Branding with LinkedIn, Financial Literacy provided by Bank of America and MyPath, Communication Etiquette, Anti-Sexual Harassment, Anti-Discrimination Training, wage theft and prevention and Emotional Intelligence.

In addition to recruitment, placement and onboarding services, youth also accessed career counseling, supportive services (e.g., bus passes), and entrepreneurship training. Workshops provided included communication etiquette, anti-sexual harassment, anti-discrimination, emotional intelligence, and job readiness.

ANALYSIS

In partnership with PRNS, work2future has conducted outreach for the upcoming SJ Works 10.0 program. The program will provide 375 youth with internships and serve approximately 375 additional youth with employer-paid job opportunities and or employment and career services. The summer cohort will start June 17, 2024, with participation from employers such as Roku; CreaTV; JP Graphics; Better Business Bureau; Council Districts 1,3,5,8 and 10; the City’s Human Resources Department, OEDCA, Fire Department, and Public Library; Boys & Girls Club of Silicon Valley; Italian American Heritage Foundation; Opportunity Youth Academy; and more. Staff will conduct on-boarding/orientations for SJ Works 10.0 during the months of May and June.

SJ Works continues to partner with Opportunity Youth Academy, East Side Union High School District, and other non-profits that will serve as a pipeline for student recruitment. The mentoring program is scheduled to be conducted from mid-June to the end of August. Two orientation sessions for mentors will be held in June. There will be four weekly group mentoring sessions involving 75 students from June 17 to August 2. Also, there will be 4 one-on-one sessions in which mentors meet with their mentees individually. The mentoring program will be led and facilitated by a San Jose Works Job coach.

The table below shows the projected San José Works 2024-2025 10.0 Program budget:

PROPOSED BUDGET	AMOUNTS
City PRNS	
Program Staff	\$95,000
work2future	
Youth Salaries 14-18 (6-week program-20 hours/week for \$18.0)	810,000
Employer of Record – FCCC Costs (payroll taxes, worker’s compensation, background checks, live scans, onboarding, and program management fees)	399,834
Program Staff (employer and youth recruitment, youth liaisons, city navigator, mentoring, workshops and trainings, performance management, worksite supervision, timecards entry and review and job fairs)	642,432
Administrative Oversight & Management (fiscal, contracts, and overall program oversight)	49,704

Client-related Expenses (supportive services, incentives, employment verification, and marketing events and materials)	99,230
Other Expenses (rent, utilities, supplies, subscriptions, copier rental, and other miscellaneous expenses)	28,054
	\$2,029,254
Total Projected San Jose Works 10. Budget	\$2,124,254
City of San José General Fund 2024-25	1,774,980
City of San José General Fund 23-24 (Projected Carry Over Funding from SJ Works 9.0)	1,033,429
Funding raised from Other Sources (New and Carry Over)	343,000
Total Funding for SJ Works 10.0	\$3,151,409
Projected Carry Over Funding for SJ Works 10.0	\$1,027,155

Note: PRNS FTE represents one dedicated staff person year around (\$95,000). The work2future proposed budget includes staffing for seven dedicated program staff and portions of time for work2future Director and administrative staff, all providing year-round support for the subsidized and unsubsidized programs.

Funding raised from other sources includes:

- 21,250 from Shipt
- 28,750 from Wells Fargo (carry over)
- \$153,000 Bank of America (carry over and new grant for FY24/25)
- \$35,000 for Center for Financial Empowerment
- \$100,000 from Amazon
- \$5,000 carry-overs from Flagship

The total of funding from other sources for SJ Works 10.0 is \$343,000.

Since the proposed funding sources contain projected carry-over funding from SJ Works 9.0 from work2future, staff will reconcile the proposed budget to actuals at the end of the fiscal year in June 2024 and will present a balanced budget to the Executive Committee and full Board in October/November 2024.

/s/
 LENNETTE MANIAUL
 Finance Manager

cc: Sangeeta Durrall
 Jeff Ruster

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 key benchmarks is outlined below:

Benchmark 1: Develop Scope and Evaluation Criteria

Timeframe: 4 weeks, tentatively 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, tentatively 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: 4 weeks, tentatively October–November 2024

Staff involved: Contracts Unit, Program Unit for recruitment of Review 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.G

**WIOA Career
Services Report**

{INFORMATION}

WIOA CAREER SERVICES REPORT

Rick Robles, Project Director, Equus Workforce Solutions, and Kayla Nicholls, Youth Programs Manager, International Rescue Committee (IRC), will report on career service activities and performance in the Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, and Youth Programs to date.

###

IV.H

Business Services Committee Chair's Report

{INFORMATION}

BUSINESS SERVICES COMMITTEE REPORT

At its meeting on May 14, 2024, the Business Services Committee elected Michael Hill to succeed Alan Takahashi as chairperson through December 31, 2024, allowing Mr. Takahashi to focus on his new duties as Board Vice-Chair. Chair Hill will report briefly on work2future's Health Care Sector Partnership initiative, its support for non-traditional apprenticeships, and other matters in relation to the Business Services Committee.

###

IV.I

Youth Committee Chair's Report

{INFORMATION}

YOUTH COMMITTEE REPORT

Youth Committee Chair Jack Estill will report on activities related to the Youth Committee, including a community resource partnership with the San Jose Public Library and several action goals which the committee has adopted.

###

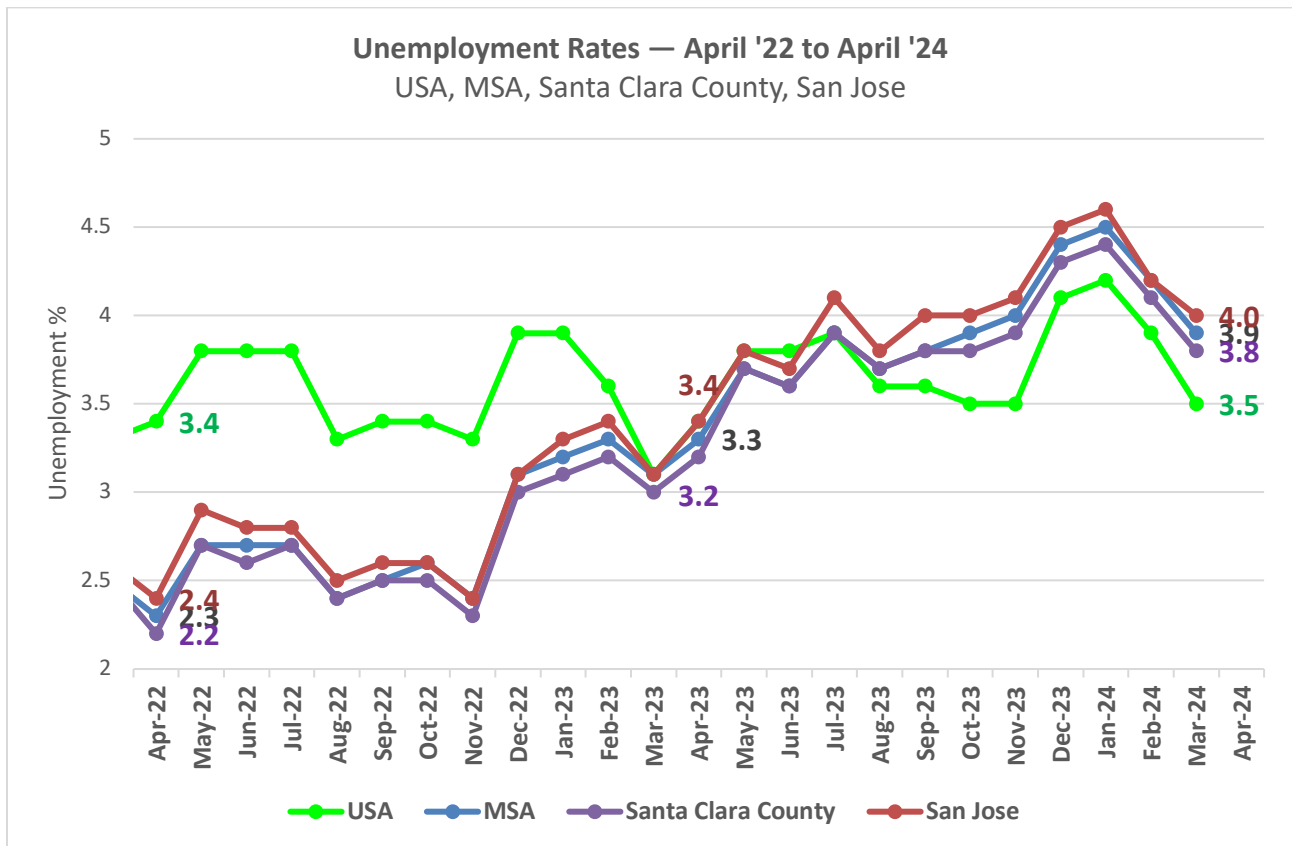
IV.J

Labor Market Update

{INFORMATION}

LABOR MARKET UPDATE

The unemployment rate in the San Jose-Sunnyvale-Santa Clara Metropolitan Statistical Area (MSA) was 3.9 percent in April 2024, down from a revised 4.2 percent in March 2024, and above the year-ago estimate of 2.9 percent, the California Employment Development Department announced May 17, 2024. This compares with an unadjusted unemployment rate of 4.8 percent for California and 3.5 percent for the nation during the same period. The unemployment rate was 3.8 percent in Santa Clara County and 4.0 percent in San Jose. It was 6.7 percent in San Benito County which, together with Santa Clara County, makes up the MSA.



Total employment in the MSA held steady for the year, with a gain of just 1,200 jobs (0.1%) between April 2023 and April 2024 to reach 1,116,600. Private education and health services dominated the year-over growth, with health care and social assistance making the most gains by far. Information had the most year-over job losses, followed by manufacturing.

Staff will provide further analysis of the local labor market.

###

V

Other

VI

Adjournment