



WORKFORCE DEVELOPMENT BOARD MEETING

Thursday, September 19, 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 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 at www.work2future.org/ 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

September 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 | <ol style="list-style-type: none"> 10. Daniel Mangan
 Local 483 Organizer
 Sprinkler Fitters U.A Local 483 11. Brian N. Murphy
 Director of Training
 Pipe Trades Training Center
 UA Local 393 12. Rafaela Perez
 Employment Services Director
 Social Services Agency
 County of Santa Clara 13. Steve Preminger
 Director, Civic and Community Engagement
 County of Santa Clara 14. Mitesh Shah
 Vice-President and Business Unit Head
 Tech Mahindra 15. Traci Williams*
 Co-chair
 South Bay Consortium for Adult Education
 Director
 East Side Adult Education <p><i>Ex officio</i>
 Sangeeta Durrall, Secretary
 work2future Director</p> |
|--|---|

*Members of the Executive Committee

WORKFORCE DEVELOPMENT BOARD

September 19, 2024

9:30 am

Conference Rooms, 1608 Las Plumas Ave, San Jose

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

MEETING AGENDA

- I. CALL TO ORDER & ROLL CALL** 5 min
9:35 am end
- II. CONSENT ITEMS {ACTION}** 5 min
9:40 am end
Accept the following:
- A. Minutes of the June 20, 2024, Board meeting**
 - B. Preliminary Financial Status Report as of June 30, 2024**
 - C. San Jose Works Program Report as of August 31, 2024**
- III. OPEN FORUM** 5 min
9:45 am end
Members of the public may address the committee on matters not on the agenda.
- IV. BUSINESS ITEMS**
- A. Chair's Report** 5 min
9:50 am end
Priya Smith, Board Chair
Introduction of new Board member and reports on other matters of interest.
 - B. Director's Report {Information}** 5 min
9:55 am end
Sangeeta Durrall, work2future Director
Reports on various matters of interest.
 - C. Amend Annual Board Meeting Schedule {ACTION}** 5 min
10:00 am end
Priya Smith, Board Chair
Approve the rescheduling of the November 21, 2024, Board meeting to December 12, 2024, and recommend that the fourth meeting of each future calendar year be scheduled for the second Thursday of December.
 - D. WIOA Programs Report {Information}** 30 min
10:30 am end
Sangeeta Durrall, work2future Director; work2future staff
Updates on the Workforce Innovation and Opportunities Act Adult, Dislocated Worker and Youth Programs, including, without limitation:
 - 1. Client successes
 - 2. The client journey
 - 3. Program performance

- E. Special Projects Report {Information}** 10 min
Lawrence Thoo, Strategic Engagement Manager 10:40 pm end
Report on the status of various special projects, including, without limitation, the Subsidized Employment Pathway to Self-Sufficiency project.
- F. Youth Committee Report {ACTION}** 10 min
Jack Estill, Youth Committee Chair 10:50 am end
Approve an amendment to the stipulated age range for certain Youth Committee members appointed from the community.
- G. Business Services Committee Report {Information}** 10 min
Michael Hill, Business Services Committee Chair 11:00 am end
Report of the Business Services Committee Chair.
- H. WIOA Service Provider Procurement Update {Information}** 5 min
Dat Luu, Contracts Manager 11:05 am end
Report on the status of the development of a Request for Proposals for WIOA service providers.
- I. Labor Market Update {Information}** 10 min
Lawrence Thoo, Strategic Engagement Manager 11:15 am end
Report on the labor market in and around Santa Clara County.
- J. Board Elections Preview {Information}** 5 min
Lawrence Thoo, Strategic Engagement Manager 11:20 am end
Preliminary information regarding elections at the final Board meeting in 2024.

V. OTHER

Announcements, suggested agenda items for a future meeting, other housekeeping.

- A. Fall job fair in collaboration with San Jose City College, November 14, 2024.
- B. Annual Community Builder Awards
- C. Other

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: Rajiv Batra

Location: 761 Farringdon Ln, Burlingame

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 June 20, 2024, Board meeting
- B. Preliminary Financial Status Report as of June 30, 2024
- C. San José Works Program Report as of August 31, 2024

Note: Consent items should be acted on as a group without discussion. If a Board member wishes to ask questions or discuss any of the items, s/he should ask for it to be taken out of Consent before a motion is made or there is a vote. The selected item can then be discussed on acted on separately.

{ACTION}

WORKFORCE DEVELOPMENT BOARD

June 20, 2024

9:34 am

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

MINUTES

Staff: Durrall, Handzar, Luu, Maniaul, Nguyen, Thoo, Walter

Guest: Rosemary Kamei, Vice Mayor, City of San José

I. CALL TO ORDER & ROLL CALL

The meeting was called to order at 9:34 am by Chairperson Priya Smith.

Roll Call

Present: Benavidez, Chao (attended via Zoom in compliance with the Brown Act), Estill, Hill, Le, Perez, Preminger (left meeting at 11:00 am), Shah, Smith, Takahashi, Williams

Absent: Auerhahn, Batra, Flynn, Lucero, Murphy

All votes by roll call.

II. CONSENT ITEMS

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

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

III. OPEN FORUM

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

IV. BUSINESS ITEMS

A. Chair's Report

Priya Smith, Board Chair, reported that she and work2future Director Durrall have discussed new ways of sharing data with the Board including the sharing of client success stories.

B. Director's Report

Director Durrall noted that staff have been focused on wrapping up the current program year and preparing for Program Year 2024-25.

C. FY2024-25 WIOA Program Operating Budget

Finance Manager Maniaul presented the Executive Committee-approved proposed WIOA Budget for Fiscal Year 2024-25 for the Board's consideration, as follows:

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
5. notification after the fact to the Executive Committee of any such transfers at the

6. 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

Director Durrall pointed out that despite the significant reduction in funds for direct client services, staff and partners would be working to keep the impact as small as possible and are hoping not to have any.

ACTION: Mr. Estill moved, Ms. Williams seconded, and the Board voted unanimously to approve the proposed WIOA Budget for FY 2024-25 as proposed.

D. Pathway to Self-Sufficiency Grant

Strategic Engagement Manager Thoo and Board member Perez, Employment Services Director for Santa Clara County Social Services Agency, presented information and answered questions on the Executive Committee-approved recommendation to accept \$2,722,416 in revenue from the County of Santa Clara to establish the Subsidized Employment Pathway to Self-Sufficiency Project to be operated by work2future for a span of two years.

ACTION: Mr. Estill moved, Mr. Preminger seconded, and the Board voted unanimously to approve the acceptance of \$2,722,416 in revenue from the County of Santa Clara as recommended. Ms. Perez abstained.

E. San José Works 2024-25 Funding

Finance Manager Maniaul presented the Executive Committee-approved recommendation that the Board approve proposed San Jose Works 2024-25 funding, including:

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.

ACTION: Mr. Hill moved, Mr. Takahashi seconded, and the Board voted unanimously to approve the acceptance and distribution of San José Works 2024-25 Funding as recommended.

F. RFP for WIOA Service Providers

Contracts Manager Luu reported 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

Adult and Dislocated Worker Program Project Manager Walter and Youth and Training Project Manager Handzar reported on WIOA career services activity and performance.

H. Business Services Committee Chair's Report

Business Services Committee Chairperson Hill reported that the committee had elected him to complete the term as committee chairperson following the election of Alan Takahashi to be Board Vice-Chair. He reported on the status of the partnership advancing Registered Apprenticeships in semiconductor manufacturing, which has 30 apprentices hired to date. At Mr. Hill's request, Board Chair Smith reported on the Health Care Sector Partnership initiative which she co-chairs.

I. Youth Committee Chair's Report

Youth Committee Chairperson Estill provided information on several action goals the committee has adopted, including an online community resource database partnership with San José Public Library.

J. Labor Market Update

Mr. Thoo provided an update through April on the local labor market. He noted that the Employment Development Department was scheduled to release May employment and unemployment data the day after the Board meeting.

V. OTHER

Ms. Smith opened the floor for announcements. Mr. Thoo informed the Board that a job fair is scheduled for August 7, 2024, at Mexican Heritage Plaza and a specialized recruiting event at the San José Career Center in the afternoon following the Board meeting. Vice Mayor Rosemary Kamei offered thanks and recognition to the Board and work2future staff on behalf of the San José City Council. Board Member Le, announced a Moon Festival celebration to be held at Andrew Hill High School on September 14, 2024, to raise funds for homeless students on the East Side.

VI. ADJOURNMENT

Meeting adjourned at 11:14 am.

PRELIMINARY FINANCIAL STATUS REPORT AS OF JUNE 30, 2024

Key Highlights

- WIOA formula and Rapid Response carry-over funding from FY2022-2023 is fully spent.
- At the end of the preliminary close as of June 30, 2024, work2future has \$2.8 million from the current Adult, Dislocated Worker, and Youth allocations to be carried over to FY 2023-24 representing:
 1. Board-mandated Reserve Account: \$966,071
 2. Unallocated Reserve Account of \$346,834
 3. Projected estimated overall savings of \$1.5 million

Other Discretionary Funding

- work2future received \$120,000 from the City of San Jose to assist San Jose residents specifically with On-the-Job (OJT) training in high growth, high demand areas. This funding will support employer-sponsored non-traditional apprenticeships through OJTs.
- work2future received an allocation from the City's General Fund of \$1,712,880 for San Jose 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 FY23-24, there were 375 participants that were served. As of June 30, 2024, 361 enrolled participants will be served and complete their internship by August 2, 2024. A pending cohort of 15 participants will take place in September/ October 2024. 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 Jose Works internship program. As of June 30, 2024, 5% has been spent. It is anticipated that the remaining funds will be carried over in FY24-25.

- work2future foundation awarded work2future \$308,000 in grants and contributions from various sources to support the San Jose Works Program. Below is the list of the funding sources and amounts.

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

- 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. As of June 30, 2024, these funds have been fully spent.
- 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 received early payment of \$4.5 million, allocated to various programs. Of the \$4.5 million funding, work2future was allocated \$625,000 for a paid occupational skills training and work experience program. An “Earn and Learn” approach was 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.

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Attachments

WORK2FUTURE
FINANCIAL STATUS REPORT AS OF 6/30/24

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

WIOA FORMULA FUNDS	Adult Appn 2505	Dislocated Worker Appn 2530	Youth Appn 2364	RR Appn 2983	TOTAL WIOA FUNDS
I. FUND BALANCE AS OF 6/30/23					
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				<i>0</i>	<i>0</i>
<i>Less: Actual Expenditures as of 6/30/24</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 6/30/24</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
Total Actual Expenditures/Encumbrances as of 6/30/24	(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 6/30/24</i>	<i>(1,654,341)</i>	<i>(927,904)</i>	<i>(1,000,715)</i>	<i>(434,643)</i>	<i>(4,017,604)</i>
<i>Less: Actual Encumbrances as of 6/30/24</i>	<i>(181,294)</i>	<i>(94,423)</i>	<i>(412,763)</i>		<i>(688,480)</i>
Total Actual Expenditures (with Encumbrances) as of 6/30/24	(1,835,635)	(1,022,327)	(1,413,478)	(434,643)	(4,706,084)
Projected Remaining Funds (\$) from FY23/24 Allocation	843,805	698,047	627,181	0	2,169,032
Projected Remaining Funds (%)	31%	41%	31%	0%	32%
				\$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
Less: Total Cumulative Expenditures/Encumbrance as of 6/30/24	<i>(3,223,617)</i>	<i>(2,816,533)</i>	<i>(2,951,449)</i>	<i>(434,643)</i>	<i>(9,426,242)</i>
REMAINING FUNDS (\$)	843,805	698,047	627,180	0	2,169,032
REMAINING FUNDS (%)	21%	20%	18%	0%	19%
III. Projected Expenditures/Carry Over through June 30, 2024					
<i>Actual Expenditures through June 2024</i>	<i>(3,042,323)</i>	<i>(2,722,110)</i>	<i>(2,538,685)</i>	<i>(434,643)</i>	<i>(8,737,762)</i>
<i>Actual Carry Over through June 2024 (\$)</i>	<i>1,025,099</i>	<i>792,470</i>	<i>1,039,944</i>	<i>(0)</i>	<i>2,857,512</i>
<i>Actual Carry Over through June 2024 (%) with Rapid Response</i>	38%	46%	51%	0%	42%
<i>Actual Carry Over through June 2024 (%) without Rapid Response</i>	38%	46%	51%	0%	44%

**WORK2FUTURE
FINANCIAL STATUS REPORT AS OF 6/30/24**

BOARD: 09-19-24
AGENDA ITEM: II.B Attachment 2 lof 3

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>	<i>(1,597,918)</i>	<i>(37,500)</i>	<i>(84,900)</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>(1,720,318)</i>
<i>Less: Encumbrance as of 6/30/22</i>	<i>(955,616)</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>(955,616)</i>
Total Actual Expenditures/Encumbrances as of June 2022	<i>(2,553,534)</i>	<i>(37,500)</i>	<i>(84,900)</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>(2,675,934)</i>
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		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 6/30/24</i>	<i>(1,571,548)</i>	<i>(2,500)</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>(1,574,048)</i>
<i>Less: Encumbrances as of 6/30/24</i>	<i>(1,093,691)</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>(1,093,691)</i>
Cumulative Expen/Encumb as of 6/30/24	<i>(2,665,239)</i>	<i>(2,500)</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>(2,667,739)</i>
\$ Remaining	3,257	47,500	153,000	28,750	100,000	5,000	21,250	337,507
% Remaining	0%	95%	100%	100%	100%	100%	100%	11%
III. Actual Expenditures/Carry Over								
Actual Expenditures through 6/30/24	(1,571,548)	(2,500)	0	0	0	0	0	(1,574,048)
Actual Carry Over through 6/30/24	1,093,691	47,500	153,000	28,750	100,000	5,000	21,250	1,427,941
Actual Carry Over through 6/30/24 (%)	41%	95%	100%	100%	100%	100%	100%	48%

**WORK2FUTURE
 FINANCIAL STATUS REPORT AS OF 6/30/24**

Other Funds	Google	Google	Google	Total
	work2future Relocation	WEX and Training	Child Care	Total
I. Actual as of June 30, 2023	APPN 218Q	APPN 222A	APPN 222A	
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 6/30/24</i>	<i>(91,898)</i>	<i>(397,745)</i>	<i>0</i>	<i>(489,643)</i>
<i>Less: Encumbrances as of 6/30/24</i>	<i>0</i>	<i>(128,469)</i>	<i>0</i>	<i>(128,469)</i>
Cumulative Expenditures as of 6/30/24	(91,898)	(526,214)	0	(618,112)
\$ Remaining	0	98,786	600,000	698,786
% Remaining	0%	16%	100%	53%
III. Actual Expenditures/Carry Over				
<i>Actual Carry Over through 6/30/24</i>	0	98,786	600,000	698,786
<i>Actual Carry Over (%) through 6/30/24</i>	0%	100%	100%	100%

SAN JOSE WORKS REPORT AS OF AUGUST 31, 2024

San Jose Works (SJ Works) is a City of San Jose-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 has provided:

- To date, 361 subsidized employment opportunities for youth aged 14–18 years who began orientation on June 5, 2024. Youth had from June 5–August 2, 2024, to complete 120 hours of work experience.
- A pending cohort of 14 youth will partake in a pilot program being launched in the fall/spring.
- Of the 361 participants, 100% of placed youth successfully completed onboarding, attended orientation, and training which includes soft skills, emotional intelligence, financial literacy, career exploration, entrepreneurship, wage theft and prevention, and mentorship.
- A total of 22 non-custodial checking and savings accounts opened through credit union partnership.
- The subsidized model focused increasingly on Priority-Sector industry and In-Demand Occupation internships for high school youth.
- Of the 361 subsidized placements, 131 were in priority sectors—information and communications technology, health care, construction, advanced manufacturing, and business and finance—or in-demand occupations outside those sectors.
- Youth were recruited from High School Career Technical Education classes focusing on the priority sectors and related in-demand occupations.
- The remaining 230 subsidized placements were with community centers, libraries, City departments and Council offices, or with nonprofit agencies.
- In addition, 65 mentors and 65 mentees were matched and have participated 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 Group, Western Digital, BofA, HPE, Intel, City departments, Boys & Girls Club, and others.

SJ Works UNSUBSIDIZED program 10.0 has provided:

- Currently, there are 156 enrollments, of which 60 have been placed.
- 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.
 - Next SJ Works Job Fair will be in partnership with Eastridge Mall for our annual holiday job fair on November 7, 2024.

###

Prepared Sep 3, 2024, by Ruby Carrasco, San Jose Works Program Manager

III

Open Forum

IV

Business Items

Each of the following items will be taken up separately. Unless otherwise indicated, each is an information and discussion item:

- A. Chair's Report**
- B. Director's Report**
- C. Amend Annual Board Meeting Schedule {ACTION}**
- D. WIOA Programs Report**
- E. Special Projects Report**
- F. Youth Committee Report**
- G. Business Services Committee Report**
- H. WIOA Service Provider Procurement Update**
- I. Labor Market Update**
- J. Board Elections Preview**

CHAIR'S REPORT

work2future Board Chair Priya Smith will address various matters of interest and introduce newly appointed Board member Daniel Mangan of Sprinkler Fitters UA Local 483. Mr. Mangan was nominated as a representative of labor by the South Bay AFL-CIO Labor Council and appointed by Mayor Matt Mahan to a four-year term ending December 31, 2028.

###

DIRECTOR'S REPORT

work2future Director Sangeeta Durrall will report on various matters of interest not itemized on the agenda.

###



Memorandum

TO: WORK2FUTURE BOARD
SUBJECT: Board Meeting Schedule

FROM: Priya Smith
DATE: September 12, 2024

Approved

Date:

RECOMMENDATION

Approve rescheduling the November 21, 2024, Board meeting to December 12, 2024, while retaining the meeting start time as 9:30 am, and recommend that in preparing annual meeting schedules for Board consideration, staff propose the fourth and/or final regular meeting of each calendar year generally take place on the second Tuesday of December in future years, barring extenuating circumstances.

BACKGROUND AND ANALYSIS

In 2019, the work2future Board moved its final meeting of the calendar year, which also served as the Board's annual meeting, from December, when it had traditionally been held, to the third Thursday of November, in keeping with the third Thursday rhythm of regular Board meetings at other times of the year. However, as the third Thursday of November falls a week before Thanksgiving, it has sometimes made it challenging to have a quorum of Board members present. In keeping with this practice, in November last year, the Board approved a 2024 meeting schedule that included the final regular meeting of the year on November 21, 2024, the third Thursday of the month.

In consultation with staff, and after staff conducted an informal poll that indicates that a majority of Board members would be available to meet on that date, I recommend that the Board reschedule the November 21, 2024, meeting Thursday, December 12, 2024, without changing the start time of the meeting.

Community Builder Awards

Annual presentation of the Community Builder Awards, when work2future recognizes exemplary achievements and contributions of individuals, companies and other organizations, including work2future clients and partners, normally takes place immediately before or after the last Board meeting of the calendar year. Moving the meeting from before Thanksgiving to between Thanksgiving and Christmas will inject an even more celebratory air into the Awards presentation, a bonus.

/s/
PRIYA S. SMITH, MPH
work2future Chairperson

cc: Sangeeta Durrall, work2future Director

WIOA PROGRAMS REPORT

Updates related to the Adult, Dislocated Worker, and Youth programs. The presentation will include the following:

- **Client Journey:** Provide an overview of a typical job seeker client journey with work2future, from initial engagement to program exit.
- **Client Stories:** Staff will share impactful stories from clients participating in the Youth and Adult Programs.
- **PY 2023-24 Career Services:** Youth, Adult, and Dislocated Worker Program reports on year-end performance and other areas.

###

SPECIAL PROJECTS REPORT

Strategic Engagement Manager Lawrence Thoo will report on the status of various special projects, including, without limitation, the Subsidized Employment Pathway to Self-Sufficiency project funded by a U.S. Department of Labor Community Projects grant to the County of Santa Clara Social Services Agency, which will test the effectiveness of extended subsidized employment as a platform for long-term unsubsidized employment that supports economic self-sufficiency.

The Social Services Agency has sub-granted \$2.9 million to work2future to support approximately five months of fully subsidized employment at \$25 an hour for 40 people who face at least one of these barriers to employment:

- Such low income as to qualify for and receive assistance through the Social Services Agency
- Transitioning from homelessness
- Involvement with the criminal justice system requiring intervention and oversight from the County Department of Re-Entry Services
- Refugee resettlement

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YOUTH COMMITTEE REPORT

Youth Committee Chair Jack Estill will report on various matters in relation to the Youth Committee, including a discussion to propose amending the stipulation in the November 2022 Board resolution establishing the Youth Committee that its members include at least two individuals who are between the ages of 16 and 24 years at the time of appointment. The matter was included incorrectly as an Action Item on the agenda of this Board meeting. However, Mr. Estill plans to bring a recommendation first to the Executive Committee for discussion and possible recommendation to the Board at a later meeting.

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BUSINESS SERVICES COMMITTEE REPORT

Business Services Committee Chairperson Michael Hill will report on activities related to the committee and to work2future business services.

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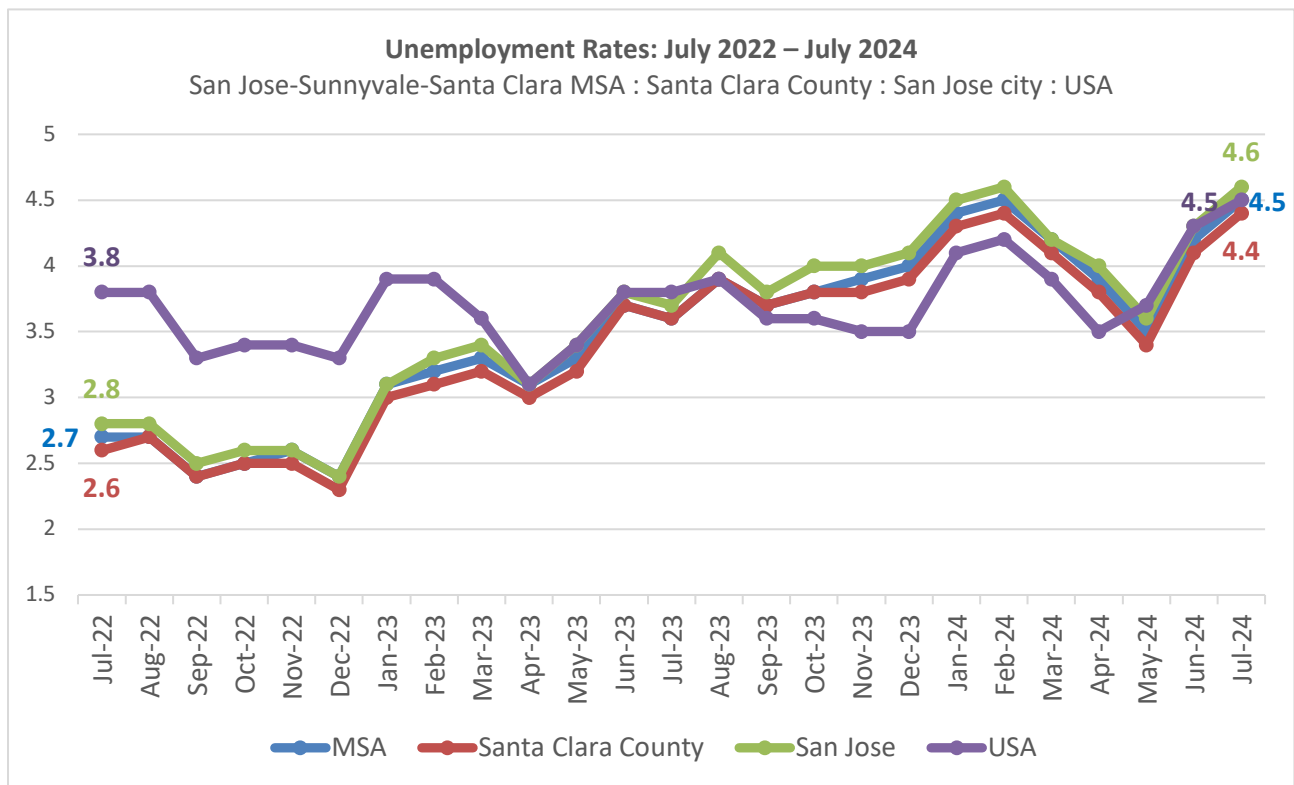
WIOA SERVICE PROVIDER PROCUREMENT UPDATE

work2future staff will hold community input meetings in preparation for its solicitation for proposals from qualified organizations to provide Adult, Dislocated Worker and Youth Services within the San Jose-Silicon Valley Workforce Development Area. The input meetings are scheduled at different times on Monday, September 30, 2024, at the San Jose Job Center, 1608 Las Plumas Avenue in San Jose. The meetings will be conducted in two sessions, one in the afternoon and one in the evening, to maximize opportunities for all interested parties to have their voices heard. The afternoon session will be held from 1:30pm–3pm and the evening session will be held from 6pm–7:30pm. Outreach for the meetings began September 9, 2024, through email, social media, newsletter, and the work2future website, www.work2future.org.

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LABOR MARKET UPDATE

The unemployment rate in the San Jose-Sunnyvale-Santa Clara Metropolitan Statistical Area (MSA) was 4.5 percent in July 2024, up from a revised 4.2 percent in June 2024, and above the year-ago estimate of 3.7 percent, the California Employment Development Department announced August 16, 2024. This compares with an unadjusted unemployment rate of 5.8 percent for California and 4.5 percent for the nation during the same period. The unemployment rate was 4.4 percent in Santa Clara County and 4.6 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 saw marginal growth for the year, with a gain of 6,900 jobs (0.6%) between July 2023 and July 2024 to reach 1,164,600. However, the MSA lost 6,200 jobs in the most recent one-month period, June to July 2024. The bulk of job losses came in local government educational services (down 6,400 jobs), coinciding with the end of the school year. Private educational services lost 2,300 jobs in the same period. The large job losses were slightly offset by gains in professional, scientific and technical services (up 1,100 jobs), leisure and hospitality and manufacturing (up 500 each), and healthcare and social assistance (up 300).

Staff will provide a closer look at the labor market’s impact on job seekers.

BOARD ELECTIONS PREVIEW

The work2future Bylaws stipulate that the Executive Committee is comprised of seven Board members: the Board's chairperson and vice-chairperson, the chairpersons of the other standing committees, the Business Services Committee and the Youth Committee, and three additional members elected by the Board to alternating two-year terms, two in one term and one in the other.

At the end of October 2023, the single two-year seat became vacant more than a year early when then Executive Committee member Chad Bojorquez left upon the conclusion of his term on the Board. In November 2023, the Board elected Louise Auerhahn, who was due to complete a two-year term on the Executive Committee at the end of December 2023, to serve the remaining year of the committee seat that had been held by Mr. Bojorquez.

Ms. Auerhahn's current term on the Executive Committee will end on December 31, 2024, and the Board must, at its next meeting, which will be the final regular meeting of this calendar year, elect a member to the two-year term on the Executive Committee that will begin January 1, 2025, and continue through December 31, 2026.

###

V

Other

VI

Adjournment