



EXECUTIVE COMMITTEE MEETING

Thursday, October 17, 2024, 11:30 am

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

www.work2future.org

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

PUBLIC COMMENT

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

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

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

EXECUTIVE COMMITTEE
MEMBERS | October 2024

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

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

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

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

Louise Auerhahn
Director of Economic & Workforce Policy
Working Partnerships USA

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

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

ex officio
Sangeeta Durrall, *Secretary*
work2future Director

EXECUTIVE COMMITTEE MEETING

October 17, 2024
11:30 am

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

Online at

<https://sanjoseca.zoom.us/j/96214231327?pwd=Mm8zZmlhOjN3bVgxYitSTzBjMzF3Zz09>

AGENDA

- | | |
|---|---------------------|
| I. CALL TO ORDER & ROLL CALL | <i>5 min</i> |
| | <i>11:35 pm end</i> |
| II. CONSENT ITEMS {ACTION} | <i>5 min</i> |
| Approval of the acceptance of: | <i>11:40 am end</i> |
| A. Minutes of the August 15, 2024, Executive Committee meeting | |
| B. Financial Status Report as of August 31, 2024 | |
| III. OPEN FORUM | <i>5 min</i> |
| Members of the public can address the committee on matters not on the agenda. Comment is limited to two minutes unless modified by the Chair. | <i>11:45 am end</i> |
| IV. BUSINESS ITEMS | |
| A. Chair's Report {Information} | <i>5 min</i> |
| <i>Priya S. Smith, Board Chair</i> | <i>11:50 am end</i> |
| Reports on matters of interest. | |
| B. Director's Report {Information} | <i>5 min</i> |
| <i>Sangeeta Durrall, Director</i> | <i>11:55 am end</i> |
| Reports on matters of interest. | |
| C. Appointments to the Business Services Committee {ACTION} | <i>10 min</i> |
| <i>Lawrence Thoo, Strategic Engagement Manager</i> | <i>12:05 pm end</i> |
| Appoint Jake McIntosh, Crisis Response Manager, Cisco, and re-appoint Andy Scott, Senior Learning and Development Specialist, Infinera, as employer community members of the Business Services Committee. | |
| D. 2025 Schedule of Meetings {ACTION} | <i>10 min</i> |
| <i>Lawrence Thoo, Strategic Engagement Manager</i> | <i>12:15 pm end</i> |
| Recommend that the Board accept the proposed schedule of Board and Executive Committee meetings for 2025. | |

- E. Procurement of WIOA Service Providers {Information}** *10 min*
12:25 pm end
Dat Luu, Contracts Manager
Update on the development of a Request for Proposals for Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker and Youth Program service providers, including a report on community input meetings.
- F. Business Services Committee Report {DEFER to next meeting}** *0 min*
12:25 pm end
Michael Hill, Business Services Committee Chair
Business Services Committee Chair's report.
- G. Youth Committee Report {DEFER to next meeting}** *0 min*
12:25 pm end
John "Jack" Estill, Youth Committee Chair
Youth Committee Chair's report.
- V. OTHER** *5 min*
12:30 pm end
Announcements, suggested business for future meetings, other housekeeping.
- VI. ADJOURNMENT**

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

Teleconferencing Notice

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

Committee member: Louise Auerhahn

Location: CreaTV San Jose, 38 S. Second St., San Jose

Committee member: Alan Takahashi

Location: CAES, 5300 Hellyer Ave., San Jose

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

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

1. Public Meeting Decorum:

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

2. Signs, Objects or Symbolic Material:

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

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

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

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

I

**Call to Order
& Roll Call**

II

Consent Items

Approve the acceptance of:

- A. Minutes of the August 15, 2024, Executive Committee meeting
- B. Financial Status Report as of August 31, 2024

{ACTION}

EXECUTIVE COMMITTEE MEETING

Aug 15, 2024
11:30 am

MINUTES

STAFF: Durrall, Handzar, Nguyen, Thoo, Walter

I. CALL TO ORDER & ROLL CALL

Board Vice Chair Alan Takahashi called the meeting to order at 11:35 a.m.

Roll Call

Present: Auerhahn, Estill (11:39am), Hill, Le (11:45am), Takahashi, Williams

Absent: Smith

All votes were taken by voice vote.

II. CONSENT ITEMS

ACTION: Ms. Auerhahn moved, Ms. Williams seconded, and the Committee unanimously approved the acceptance of the minutes of the June 7, 2024, Executive Committee Meeting and the Preliminary Financial Report as of June 30, 2024.

III. OPEN FORUM

There were no public comments.

IV. BUSINESS ITEMS

A. Chair's Report

Board Vice Chair Takahashi did not have anything to report.

B. Director's Report

Work2future Director Sangeeta Durrall provided a quick overview of the 2023-24 program year and reported that enrollment goals for the 2024-25 program year are 900 for the Adult and Dislocated Worker Programs and 250 for the Youth Program, comprised of 150 out-of-school youth and 100 in-school youth. She mentioned that staff expects there will be a lot of work with the unstably housed population in San Jose in support of the City of San Jose's Homeless implementation plan and, in response to a question, described "unstably housed" as being a paycheck away from losing one's housing, or living in a "couch surfing" circumstance, or being long-term unemployed and continuing to look for work. She also mentioned that San Jose's new Children and Youth Master Plan is likely to have an impact on work2future work in San Jose.

C. WIOA Performance Report PY 2023-2024

Following introduction by Director Durrall, Program Services Project Manager Deanna Walter presented 2023-24 program year data on the Adult and Dislocated Worker Programs and Program Analyst Mirza Handzar presented Youth Program metrics for the year. Mr. Handzar called attention to a typographical error in the report handout, stating that the 53 Equus carryover of out-of-school youth is from 2022-23, not 2021-22. The committee discussed the Youth program at length.

D. Special Project Report

Director Durrall introduced and Strategic Engagement Manager Lawrence Thoo reported on the status of several special projects, including the Subsidized Employment Pathway to Self Sufficiency Program, for which work2future is a subcontractor for the County of Santa Clara's Social Services Agency, the launch of which has been delayed by the need to resolve contractual details between work2future, the Social Services Agency, and the employer of record for the pilot; the semiconductor manufacturing apprenticeship collaborative; and the Elmwood Correctional Facility Project, a new pilot collaboration with the Santa Clara County Sheriff's Department to improve preparedness for post-incarceration job search among 18-to-24-year-old inmates at the county jail. Work2future is facilitating the delivery of job-search and work-readiness workshops in the six-to-nine-month window prior to release.

E. Business Services Committee Report

Business Services Committee Chair Michael Hill reported that there was not a quorum for the committee's August 13 meeting, and an effort is underway to schedule a meeting in late November. Mr. Hill shared that work2future's August 7 job fair at the Mexican Heritage Plaza featured 27 employers and drew 556 job seekers, an unexpectedly large number. He also mentioned that the Health Care Sector Partnership work has continued under the leadership of Board Chair Priya Smith, that work2future staff are helping recruit employers for a mini-job fair in conjunction with San Jose's and the County's Disability Awareness Day event on October 10, 2024, and that the next job fair will be on November 14 in collaboration with San Jose City College.

F. Youth Committee Report

Youth Committee Chair Jack Estil reported on the status of the Youth Committee's three adopted priorities from the Community Youth Forum's recommendations. He said the San Jose Public Library is hoping to publicly launch in October an online directory of the ecosystem of youth services as its initial realization of one of the Youth Forum recommendations. He said committee members will discuss a plan to build an earn-and-learn pathway at the committee's October meeting, as well as initial ideas for a pathway for opportunity youth. In addition, Mr. Estil reported that, at the urging of the committee, he may bring forward a proposal to extend the upper limit of the stipulated age range for certain members of the Youth Committee to 28 years from the current 24.

G. Labor Market Update

Mr. Thoo provided an update on the employment and unemployment situation in and around Santa Clara County as of June 2024.

V. OTHER

Upcoming meetings:

Board meeting: Thursday, September 19, 2024.

Next Executive Committee meeting: Thursday, October 17, 2024.

Ms. Le announced that Andrew Hill High School will hold its annual Moon Festival for the public on September 14.

VI. ADJOURNMENT

Mr. Takahashi adjourned the meeting at 12:57 p.m.

Drafted by D. Nguyen. Edited by L. Thoo

DRAFT

PRELIMINARY FINANCIAL STATUS REPORT AS OF AUGUST 31, 2024

Key Highlights

- WIOA FY22-23 formula and FY23-24 Rapid Response was fully spent by June 30, 2024.
- For the FY24-25 Rapid Response funding is projected to be fully spent by June 30, 2025.

As of August 31, 2024, work2future has \$2.8 million from the FY2023-24 Adult, Dislocated Worker and Youth allocations to be carried over to FY2024-25 representing:

1. Board-mandated Reserve Account: \$966,071
2. Unallocated Reserve Account: \$346,834
3. Actual overall savings: \$1.5 million (Carryover from '23-24, less Board Reserve and Unallocated Reserve)

Other Discretionary Funding

- work2future received \$120,000 from the City of San José 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 \$1,824,217 for San Jose Works 10.0, in addition to the carryover funding, net of adjustment of \$1,096,948 from FY 2023-24, for a total funding of \$2,921,165. For FY24-25, there will be 375 participants that will be served. As of August 30, 2024, 361 enrolled participants were served and 336 had completed the program as of August 9. A pending cohort of 15 participant will take place in January 2025. 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 August 31, 2024, 5% has been spent.
- work2future Foundation provided work2future \$393,000 in grants and contributions from various sources to support the San Jose Works Program. The following table lists the funding sources and amounts.

Funding Source	Sponsorship/Contributions	Sub grants
Bank of America		\$153,000
Wells Fargo	\$113,750	
Amazon	\$100,000	
Flagship	\$5,000	
Shipt	\$21,250	

- Google’s Downtown West Mixed-Use Plan approved by the San José 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 José has then received \$4.5 million early payment which are allocated to various programs. Out 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.

###

Attachments

**WORK2FUTURE
 FINANCIAL STATUS REPORT AS OF 8/31/24**

WIOA FORMULA FUNDS	Adult Appn 2505	Dislocated Worker Appn 2530	Youth Appn 2364	RR Appn 2983	TOTAL WIOA FUNDS
I. FUND BALANCE AS OF 6/30/24					
ALLOCATION FOR FY2023/2024 PD 14 Stat 3	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>(1,652,892)</i>	<i>(935,169)</i>	<i>(1,000,065)</i>	<i>(434,643)</i>	<i>(4,022,768)</i>
<i>Less: Encumbrances/Spending Plan as of 6/30/24</i>	<i>(181,294)</i>	<i>(94,423)</i>	<i>(412,763)</i>	<i>0</i>	<i>(688,480)</i>
Total Actual Expenditures (with Encumbrances) as of 6/30/24	(1,834,186)	(1,029,591)	(1,412,828)	(434,643)	(4,711,248)
Remaining Funds as of 6/30/24 (\$) - Allocation minus (Actuals - Encumbrances)	845,254	690,783	627,831	0	2,163,868
Remaining Funds as of 6/30/24 (%)	32%	40%	31%	0%	31%
II. Actual Expenditures/Encumbrances (Funded with balance from FY23/24)					
(a) Remaining Funds for FY23/24 (include encumbrances)	1,026,548	785,205	1,040,594	0	2,852,348
Transfer between Adult and Dislocated Worker		0	0	0	0
Rescission				0	0
<i>Less: Actual Expenditures as of 8/31/2024</i>	<i>(283,782)</i>	<i>(190,483)</i>	<i>(194,250)</i>	<i>0</i>	<i>(668,514)</i>
<i>Less: Actual Encumbrances as of 8/31/2024</i>	<i>(717,429)</i>	<i>(359,781)</i>	<i>(327,658)</i>	<i>0</i>	<i>(1,404,869)</i>
Total Actual Expenditures/Encumbrances as of 8/31/24	(1,001,211)	(550,264)	(521,908)	0	(2,073,383)
Projected Remaining Funds (\$) from FY23/24 Allocation	25,337	234,942	518,686	0	778,965
Projected Remaining Funds (%)	2%	30%	50%	0%	27%
(b) ALLOCATION FOR FY2024/2025	1,929,234	2,258,676	1,984,670	753,703	6,926,283
Additional Funding	0		0	0	0
Transfer between Adult and Dislocated Worker	0	0	0	0	0
Rescission	0	0	0	0	0
Adjusted Allocation for FY 2024-2025	1,929,234	2,258,676	1,984,670	753,703	6,926,283
<i>Less: Actual Expenditures as of 8/31/2024</i>	<i>(37,927)</i>	<i>(48,690)</i>		<i>(92,115)</i>	<i>(178,732)</i>
<i>Less: Actual Encumbrances as of 8/31/2024</i>	<i>(198,844)</i>				<i>(198,844)</i>
Total Actual Expenditures (with Encumbrances) as of 6/30/25	(236,771)	(48,690)	0	(92,115)	(377,575)
Projected Remaining Funds (\$) from FY24/25 Allocation	1,692,463	2,209,986	1,984,670	661,588	6,548,708
Projected Remaining Funds (%)	88%	98%	100%	88%	95%
FISCAL YEAR 23/24 & FY24/25:					
Total Available Funds (FY23/24 balance + FY24/25 Adjusted Allocation)	2,955,782	3,043,881	3,025,264	753,703	9,778,631
Less: Total Cumulative Expenditures/Encumbrance as of 6/30/25	<i>(1,237,982)</i>	<i>(598,953)</i>	<i>(521,908)</i>	<i>(92,115)</i>	<i>(2,450,958)</i>
REMAINING FUNDS (\$)	1,717,800	2,444,928	2,503,356	661,588	7,327,673
REMAINING FUNDS (%)	58%	80%	83%	88%	75%
III. Projected Expenditures/Carry Over through June 30, 2025					
Projected Expenditures through June 2025	<i>(2,643,003)</i>	<i>(2,220,918)</i>	<i>(2,429,577)</i>	<i>(753,703)</i>	<i>(8,047,201)</i>
Projected Carry Over through June 2025 (\$)	312,779	822,963	595,688	0	1,731,430
Projected Carry Over through June 2025 (%) with Rapid Response	16%	36%	30%	0%	25%
Projected Carry Over through June 2025(%) without Rapid Response	16%	36%	30%	0%	28%

WORK2FUTURE
FINANCIAL STATUS REPORT AS OF 8/31/24

EXEC CMTE: 10-17-24
AGENDA ITEM: II.B
Attachment 2 of 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 (Wells Fargo)	w2f - San Jose Works (Shipt)	w2f - San Jose Works (Amazon)	w2f - San Jose Works (Flagship)	Total
I. Actual as of June 30, 2024	General Fund	Contributions	Contributions	Contribution	Contribution	Contribution	Contribution	Contribution	
	APPN 203W	APPN 209E	APPN 212G	APPN 219B	APPN 219B	APPN 226J	APPN 217J	APPN 217K	
Grant Period	5/1/24-4/30/25	Execution - 1/31/25	Execution - 10/19/23-6/30/2024	Execution - 7/1/22 - 6/30/22 & 1/1/23-12/31/23	Execution 7/1/24 - 4/30/25	Execution 1/1/23-12/31/23	No Agreement	No Agreement	
Original Allocation/Available Funds for FY23-24	2,668,496	37,500	76,500	7,500	0	21,250	100,000	5,000	2,916,246
Increase/(Decrease)	0	12,500	0	21,250	0	0	0	0	33,750
Adjusted Allocation	2,668,496	50,000	76,500	28,750	0	21,250	100,000	5,000	2,949,996
Less: Expenditures as of 6/30/24	(1,571,548)	(2,500)	0	0	0	0	0	0	(1,574,048)
Less: Encumbrance as of 6/30/24	(1,093,691)	0	0	0	0	0	0	0	(1,093,691)
Total Actual Expenditures/Encumbrances as of June 2022	(2,665,239)	(2,500)	0	0	0	0	0	0	(2,667,739)
Available Funds for FY 2023-2024	3,257	47,500	76,500	28,750	0	21,250	100,000	5,000	282,257
% Remaining	0%	95%	100%	100%	0%	100%	100%	100%	10%
II. Actual Expenditures/Encumbrances									
Available Funds for FY2024-2025	1,096,948	47,500	76,500	28,750	85,000	21,250	100,000	5,000	1,460,948
Funding 24-25	1,824,217	0	76,500	0	0	0	0	0	1,900,717
Adjustments	0			0	0	0	0	0	0
Total Available Funding for FY 2024-2025	2,921,165	47,500	153,000	28,750	85,000	21,250	100,000	5,000	3,361,665
Less: Expenditures as of 8/31/24	(791,057)	0	0	0	0	0	0	0	(791,057)
Less: Encumbrances as of 8/31/24	(444,158)	0	0	0	0	0	0	0	(444,158)
Cumulative Expen/Encumb as of 6/30/25	(1,235,215)	0	0	0	0	0	0	0	(1,235,215)
\$ Remaining	1,685,950	47,500	153,000	28,750	85,000	21,250	100,000	5,000	2,126,450
% Remaining	58%	100%	100%	100%	100%	100%	100%	100%	63%
III. Actual Expenditures/Carry Over									
Actual Expenditures through 6/30/25	(791,057)	0	0	0	0	0	0	0	(791,057)
Actual Carry Over through 6/30/25	444,158	47,500	153,000	28,750	85,000	21,250	100,000	5,000	884,658
Actual Carry Over through 6/30/25 (%)	15%	100%	100%	100%	100%	100%	100%	100%	26%

**WORK2FUTURE
 FINANCIAL STATUS REPORT AS OF 8/31/24**

Other Funds	Google	Google	Total
	WEX and Training	Child Care	Total
I. Actual as of June 30, 2024	APPN 222A	APPN 222A	
Grant Period	N/A	N/A	
Original Allocation/Available Funds for FY23-24	625,000	600,000	1,225,000
<i>Less: Expenditure/Encumbrances as of 6/30/24</i>	<i>(345,971)</i>	<i>0</i>	<i>(345,971)</i>
<i>Less: Encumbrance</i>	<i>0</i>	<i>0</i>	<i>0</i>
<i>Total Actual Expenditures/Encumbrances as of June 2024</i>	<i>(345,971)</i>	<i>0</i>	<i>(345,971)</i>
Available Funds for FY 2023-2024	279,029	600,000	879,029
% Remaining	45%	100%	72%
II. Actual Expenditures/Encumbrances			
Available Funds for FY 2024-2025	279,029	600,000	879,029
<i>Less: Expenditures as of 8/31/24</i>		<i>0</i>	<i>0</i>
<i>Less: Encumbrances as of 8/31/24</i>		<i>0</i>	<i>0</i>
Cumulative Expenditures as of 6/30/25	<i>0</i>	<i>0</i>	<i>0</i>
\$ Remaining	279,029	600,000	879,029
% Remaining	100%	100%	100%
III. Actual Expenditures/Carry Over			
<i>Actual Carry Over through 6/30/24</i>	279,029	600,000	879,029
<i>Actual Carry Over (%) through 6/30/24</i>	0%	100%	100%

III

Open Forum

IV

Business

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. Appointments to the Business Services Committee **{ACTION}**
- D. 2025 Schedule of Meetings **{ACTION}**
- E. Procurement of WIOA Service Providers
- F. Business Services Committee Report {DEFER}
- G. Youth Committee Report {DEFER}

CHAIR'S REPORT

Board and Executive Committee Chair Priya S. Smith will report on matters of interest to the committee but not on the agenda.

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DIRECTOR'S REPORT

work2future Director Sangeeta Durrall will report on matters of interest to the committee but not itemized on the agenda.

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Memorandum

TO: EXECUTIVE COMMITTEE

FROM: Lawrence Thoo

SUBJECT: See Below

DATE: October 14, 2024

Approved

Date:

SUBJECT: Appointments to the Business Services Committee

RECOMMENDATION

Appoint to the Business Services Committee as a business executive who is not a member of the work2future Board Mr. Jake McIntosh, Manager, Crisis Response, Cisco Systems, Inc., for an initial term effective November 1, 2024, through December 31, 2025; and re-appoint Mr. Andy Scott, Senior Learning and Development Specialist, Infinera, for a two-year term effective January 1, 2025, through December 31, 2026.

BACKGROUND AND ANALYSIS

Article VI, Section 6.10 of the work2future By-laws stipulates that the Business Service Committee shall be comprised of Board members who represent leading local industries and employers, and emerging sectors that have significant potential to contribute to job growth, “as well as business executives (from such industries and sectors) who are not members of the Board”. The By-laws stipulate that “the Executive Committee shall elect Committee members who are not on the Board.”

Pursuant to Section 6.10, therefore, staff requests that the Executive Committee elect Mr. Jake McIntosh to the Business Services Committee for an initial term of one year, approximately, effective November 1, 2024, and continuing through December 31, 2024. Mr. McIntosh manages Cisco’s Crisis Response social impact program, supporting the company’s technical employee volunteers who support public agencies and NGOs responding to humanitarian and climate disasters. He has also served in other management roles for Cisco. Mr. McIntosh had also served in leadership roles in a New York City-based technology training non-profit for under- and unemployed adults.

Staff also requests that the Executive Committee elect to appoint Mr. Andy Scott to serve a full two-year term on the Business Services Committee following the completion of his initial term on December 31, 2024. The committee first appointed Mr. Scott in November 2023. He is Senior Learning and Development Specialist at Infinera and is managing the company’s implementation of registered apprenticeships in semiconductor-related manufacturing.

/s/
LAWRENCE THOO
Strategic Engagement Manager

cc: J. McIntosh resume and bio

Jake McIntosh

he/him · 978-578-6821 · mcintosh.jdp@gmail.com · linkedin.com/in/jake-mcintosh

EXPERIENCE

Cisco Systems, Inc., San Jose, CA - *Leadership Development Program for post-MBAs, 3 years* **2022-Present**
Manager, Crisis Response, Social impact program deploying networking & security technology and employee expertise to support public agencies and NGOs responding to humanitarian and climate disasters (Aug.-'24-Present)

- Lead operations and planning for technical employee volunteers responding to networking and security incidents
- Leverage analytics and develop automation tools to accelerate activation, reach and impact

Manager, State and Local Government Affairs, Focus: AI, Broadband, Workforce Development (Aug. '23-Aug. '24)

- Monitor and benchmark state legislation and distribute analysis across stakeholders to inform business planning
- Led advocacy strategy and writing of public testimony and briefs for public hearings, executives and consortiums
- Support state and city sales with political intelligence, community relationships, political consultant management
- Represent Cisco publicly on-stage, panel moderation and individual speaking roles at policy and industry events

Program Manager, Country Digital Acceleration, Focus: Infrastructure, Broadband, Workforce (Aug. '22-Aug. '23)

- Identify and scope public sector pilot investments to expand customer workforce training, networking and cybersecurity capabilities that facilitated bookings to achieve 20x ROI
- Designed and implemented new processes: team charter, investment governance and approval framework
- Led new pilot sourcing process partnering with Cisco's Native American Network Employee Resource Organization

Per Scholas, New York, NY **2016-2020**

Technology training nonprofit for under- and unemployed adults, 14 U.S. cities enrolling 2,200 individuals each year

Director, Strategic Communications ('17-'20); Manager, Marketing & Events ('16-'17)

- Headed and expanded national marketing department over 4-years of rapid growth; hired and managed 4 staff; directed 10 consulting firms nationally; oversaw \$830K department budget (secured 170% increase since 2016)
- Spearheaded communications campaigns for: 8 new market launches; 5-year strategic growth plan (raising \$19M of \$31.2M goal to date); org-wide re-brand of B2B services that acquired 3 clients/\$14M in revenue
- Planned and executed *Diverse by Design*, a national series engaging 1000+ executives; events in 9 cities
- Formulated digital strategy to scale recruitment from 800 to 2,200/year with advertising and partnerships

NYC Audubon Newtown Creek Wildflower Roof and Community Space, Brooklyn, NY **2016**

Project Manager

- Launched \$2M roof garden and education center; managed budget and operations reporting to coalition partners

Restaurant Opportunities Center, Boston, MA **2013-2014**

Policy & Research Organizer

- Led restaurant workers to win state campaigns: increase minimum wage \$3; pass earned sick time for 1M workers
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EDUCATION

University of California, Berkeley, Haas School of Business **May 2022**

Master of Business Administration

- Team Lead, McKinsey & Co. / U.C. Berkeley: Consulting engagement with Bay Area edu. and housing equity client
- Graduate Student Instructor, Leadership & Communication: Instructed core class for first-year MBA students
- Student Advisory Board Member, Center for Equity, Gender and Leadership & Center for Responsible Business

Bates College, Lewiston, ME **May 2013**

Bachelor of Arts, Anthropology and French

- Global Thesis Barlow Grant - *Invest for Impact: Senegalese Women Entrepreneurs as Recipients of Credit*
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ADDITIONAL

- **FEMA Emergency Management Institute**: National Incident Management and Response Coursework **2024**
- **eCornell 5G Strategy Certificate**: Focused coursework on community-owned broadband financing **2023**
- **Creative pursuits**: Surfing, fishing, photography, flatpicking & fingerstyle guitar, conversing in French



Jake McIntosh
Manager, Cisco Crisis Response

Jake McIntosh supports Cisco's Crisis Response team, a social impact program deploying networking and security technology and employee expertise to aid public agencies and NGOs responding to humanitarian and climate disasters. Previously, on behalf of Cisco's State and Local Government Affairs team, he advocated for issues of digital equity, broadband access and affordability, skills training and responsible A.I. deployment. Prior to Cisco, Jake was the national Communications Director for Per Scholas, a technology training nonprofit and helped grow the organization from six to fourteen training locations enrolling 2,000 unemployed or underemployed adults every year.

Jake comes to these roles with a background in economic anthropology, job training and community organizing. He led a WIOA funded skills and professional development program for low-income youth through high school and college in Massachusetts. He has experience as a researcher in Dakar, Senegal developing financial literacy curriculum for micro-enterprises. He has a strong passion for restaurant work and helped organize front- and back-of-house workers in Boston, New York City and Philadelphia around issues of paid sick-time, minimum wage, discrimination and harassment in the workplace.

Jake has an M.B.A. from UC Berkely's Haas School of Business and a B.A. in Cultural Anthropology and French from Bates College. He lives in Oakland where he enjoys watercolors and wetsuits (Oakland hills and Pacific Ocean, respectively).



Memorandum

TO: EXECUTIVE COMMITTEE
SUBJECT: 2025 Schedule of Meetings

FROM: Lawrence Thoo
DATE: October 14, 2024

Approved

Date:

RECOMMENDATION

Recommend that the Board accept the proposed schedule of Board and Executive Committee meetings for 2025 stipulated in the Background and Analysis section below.

BACKGROUND AND ANALYSIS

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

In keeping with the Board's latest decision, the proposed dates for regular Board meetings in 2025 are:

1. Thursday, March 20, 2025
2. Thursday, June 19, 2025
3. Thursday, September 18, 2025
4. Thursday, December 11, 2025

The Board's regular meetings in 2025 shall be scheduled for a two-hour block beginning at 9:30 am, as is the current practice.

Executive Committee

The Executive Committee regularly meets on the third Thursday of the months in which the Board does not have a regular meeting. Therefore, the proposed dates for the regular Executive Committee meetings in 2025 are:

1. Thursday, January 16, 2025
2. Thursday, February 20, 2025
3. Thursday, April 17, 2025
4. Thursday, May 15, 2025
5. Thursday, July 17, 2025
6. Thursday, August 21, 2025
7. Thursday, October 16, 2025
8. Thursday, November 20, 2025

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

/s/
LAWRENCE THOO
Strategic Engagement Manager

WIOA SERVICE PROVIDER PROCUREMENT UPDATE

On Monday, September 30, 2024, work2future staff held 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 Local Workforce Development Area. The meetings were conducted in two sessions, from 1:30 pm to 3:00 pm and from 6:00 pm to 7:30 pm. 20 people attended the afternoon session and six attended the evening.

Both sessions followed the same format, consisting of a high-level overview of the meeting purpose, participant and staff introductions, a brief presentation on the RFP (Request for Proposals) and work2future services, and a discussion facilitated by consultant Shawn Spano, Public Dialogue Consortium, to collect input from the participants.

The facilitated discussion was structured around the following questions:

1. How did (can) work2future help you? What was (or will be) most effective about the services work2future provided?
2. What could be improved? What can work2future do differently to better serve you?
3. What recommendations do you have to help work2future leverage its strengths and address areas for improvement?

Staff has highlighted and summarized responses from the meetings below. In general, feedback from former and current clients was positive.

Specifically, work2future was lauded for providing great individualized services, including resume building, workshop and cohort training, and hosting job fairs for current and past clients.

Comments for areas of improvement included better serving vulnerable community members and widening the focus of Diversity, Equity and Inclusion (DEI) efforts to include members of the LGBTQ community. Additionally, comments were made on improving logistics at job fairs and having more staff guidance in navigating CalJOBS, the California Employment Development Department's workforce development database management system.

Lastly, comments urged that work2future increase focus on Networking and Volunteering, develop alternative databases alongside CalJOBS, and increase efficiency in assisting clients.

Staff plans to incorporate suggestions such as DEI inclusion into the scope and scoring components of the RFP to further enhance the services work2future provides.

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Prepared by Dat Luu, Contracts Manager

BUSINESS SERVICES COMMITTEE REPORT

The standing report of the Business Services Committee chairperson is deferred to the next Executive Committee meeting.

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YOUTH COMMITTEE REPORT

The standing report of the Youth Committee chairperson is deferred to the next meeting of the Executive Committee.

###

IV

Open Forum

V

Other

VI

Adjournment