



WORKFORCE DEVELOPMENT BOARD MEETING

Thursday, June 18, 2020, 9:30 am

www.work2future.org

Joseph Flynn, Chair

Susan Koepp-Baker, Vice Chair

COVID-19 NOTICE

Consistent with the California Governor's Executive Order No. N-29-20, Resolution No. 79450 from the City of San José and the Santa Clara County Health Officer's March 16, 2020 Shelter in Place Order, the Workforce Development Board meeting will not be physically open to the public and Board members will be videoconferencing/teleconferencing from remote locations.

Members of the public can observe the meeting by computer, smartphone and smart tablet at <https://sanjoseca.zoom.us/j/97950631755?pwd=MTFhWjBuVEkrNFNCeWRQOFpNak4zQT09>

To submit written Public Comment *before* the Board meeting: Send by e-mail to Lawrence.Thoo@sanjoseca.gov by 8:00 am the day of the meeting. E-mails will be posted with the Agenda as "Letters from the Public". Identify the Agenda Item Number in the subject line.

To submit written Public Comment *during* the Board meeting: Send e-mail during the meeting to Kathryn.Azevedo@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.

To provide Spoken Public Comment *during* the Board meeting: a) **Phone** (408) 638 0968, Webinar ID 979 5063 1755, Password: 632527. Click *9 to raise a hand to speak. Or b) go **online** using the [hyperlink](#) above. 1) Use a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer. Mute all other audio before speaking. Using multiple devices can cause an audio feedback. 2) Enter an email address and name. The name will be visible online and will be used to notify you that it is your turn to speak. 3) When the Chair calls for the item on which you wish to speak, click on "Raise Hand." Speakers will be notified shortly before they are called to speak. 4) When called, please limit your remarks to the time limit allotted.

WORKFORCE DEVELOPMENT BOARD MEMBERS

January 2020

1. **Rose AMADOR-LE BEAU**
President & CEO
ConXion to Community
2. **Louise AUERHAHN**
Director of Economic & Workforce Policy
Working Partnerships USA
3. **Rajiv BATRA**
Senior Legal Counsel
PayPal, Inc.
4. **Chad BOJORQUEZ**
Senior Director, Strategic Initiatives
Destination: Home
5. **George CHAO**
Manager, Advanced Manufacturing & Strategic
Partnerships
Manex
6. **Jack ESTILL**
Lecturer, Economics
San Jose State University
7. **Joseph A. FLYNN, Board Chair**
Business Consultant
8. **Leslie GILROY**
San Jose Job Corps Center Director
Career Systems Development Corp.
9. **Blanca GOMEZ**
Vice President and Community Development Sr.
Consultant
Wells Fargo
10. **Juan GUTIERREZ**
Organizer
UA Local Union 393 Plumbers, Steamfitters,
Pipefitters, & HVACR Service Technicians
11. **Susan L. KOEPP-BAKER, Board Vice Chair**
Principal
Enviro-Tech Services
12. **Van T. LE**
Trustee and Clerk of the Board
East Side Union High School District
Agent
State Farm Insurance
13. **Maria LUCERO**
Employment Program Manager III
Employment Development Department, State of
California
14. **Rafaela PEREZ**
Employment Services Director
Santa Clara County Social Services Agency
15. **Steve PREMINGER**
Director, Office of Strategic &
Intergovernmental Affairs
County of Santa Clara
16. **Priya SMITH, MPH**
Medical Group Administrator
The Permanente Medical Group
Kaiser Permanente San Jose
17. **Alan TAKAHASHI**
Vice President and General Manager
Multifunction Microwave Solutions
Cobham Advanced Electronic Solutions
18. **Henri VILLALOVOZ**
Director of Senior Employment Services
Sourcewise
19. **Kishan VUJJENI**
Co-chair
South Bay Consortium for Adult Education
Dean of College Transitions & Extension
Programs
San Jose Evergreen Community College District

WORKFORCE DEVELOPMENT BOARD

June 18, 2020

9:30 am

AGENDA

I. CALL TO ORDER & QUORUM VERIFICATION

II. OPENING REMARKS

III. CONSENT ITEMS {Action}

Approve the acceptance of:

5 min

9:45 am end

A. Financial Status as of March 31, 2020

B. Performance and Program Services Update

IV. BUSINESS ITEMS

A. Old Business

1. Minutes Approval {Action}

Approval of minutes of the

5 min

9:50 am end

a) March 26, 2020 Meeting

b) April 9, 2020 Special Meeting

B. New Business

1. Director's Report {Discussion}

Monique Melchor, Director

10 min

10:00 am end

Reports on various items of interest.

2. San Jose Works 2020-21 Funding {Action}

Monique Melchor, Director

15 min

10:15 am end

Approval of the following:

a) Acceptance of \$1.5 million in City of San Jose funds to support San Jose Works 6.0

b) Distribution of \$95,000 to the Parks, Recreation and Neighborhood Services Department for San Jose Works services, and allocation of \$147,000 for San Jose Works in the work2future Operating Budget.

3. WIOA Operating Budget {Action}

Monique Melchor, Director

20 min

10:35 am end

Approval of the following Budget actions:

a) Adjustment of \$645,000 to the WIOA Operating Budget for Fiscal Year 2019-20 (FY19-20) with the stipulation that any portion not spent in FY19-20 will be re-budgeted to the Fiscal Year 2020-21 Operating Budget

- b) Adoption of a WIOA Operating Budget of \$7,233,895 for Fiscal Year 2020-21 (FY20-21), including:
 - (1) WIOA Administrative Budget in the amount of \$581,300
 - (2) Proposed WIOA estimated Rapid Response Funding for FY20-21 of \$590,483
- c) Authorization for staff to transfer funds without additional Board approval between budget line items, as long as overall amounts for personnel and non-personnel expenses are not changed, and between the Adult and Dislocated Worker Programs, as needed, so long as the total budget amount is not changed.

4. WIOA Program Services Providers {Action}

Colleen Brennan, Contracts Manager

25 min

Approval of authorization for staff to negotiate and execute agreements for WIOA services for partial Program Year (PY) 2020-21, effective October 1, 2020, with up to four one-year extensions through PY 2024-25, based on successful performance and funds availability, as follows:

11:00 am end

- a) Adult/Dislocated Worker Program, San José Area:
Arbor E&T, LLC dba ResCare Workforce Services to provide individualized career services to 600 adults and dislocated workers
- b) Adult/Dislocated Worker Program, South County Area:
Eckerd Youth Alternatives, Inc. to provide individualized career services to 150 adults and dislocated workers
- c) Youth Program, San José Area:
Arbor E&T, LLC dba ResCare Workforce Services to provide individualized career services to 120 youth
- d) Youth Program, South County Area:
International Rescue Committee to provide individualized career services to 30 youth

V. PUBLIC COMMENT

Matters not on the agenda

VI. SUGGESTIONS FOR FUTURE AGENDA ITEMS

VII. ANNOUNCEMENTS

- A. The next meeting of the work2future Board is scheduled for Thursday, September 17, 2020, 9:30 am.
- B. Other

VIII. 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.*

CITY OF SAN JOSE CODE OF CONDUCT FOR PUBLIC MEETINGS

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

Novel Coronavirus (COVID-19) Precautions

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

1. Public Meeting Decorum:
 - a. Persons in the audience will refrain from behavior which will disrupt the public meeting. This will include making loud noises, clapping, shouting, booing, hissing or engaging in any other activity in a manner that disturbs, disrupts or impedes the orderly conduct of the meeting.
 - b. Persons in the audience will refrain from creating, provoking or participating in any type of disturbance involving unwelcome physical contact.
 - c. Persons in the audience will refrain from using cellular phones and/or pagers while the meeting is in session.
 - d. Appropriate attire, including shoes and shirts are always required in the meeting room.
 - e. Persons in the audience will not place their feet on the seats in front of them.
 - f. No food, drink (other than bottled water with a cap) or chewing gum will be allowed in the meeting room, except as otherwise pre-approved by City staff.
 - g. All persons entering the meeting room, including their bags, purses, briefcases and similar belongings, may be subject to search for weapons and other dangerous materials.
2. Signs, Objects or Symbolic Material:
 - a. Objects and symbolic materials, such as signs or banners, will be allowed in the meeting room, with the following restrictions:
 - i. No objects will be larger than 2 feet by 3 feet.
 - ii. No sticks, posts, poles or other such items will be attached to the signs or other symbolic materials.
 - iii. The items cannot create a building maintenance problem or a fire or safety hazard.
 - b. Persons with objects and symbolic materials such as signs must remain seated when displaying them and must not raise the items above shoulder level, obstruct the view or passage of other attendees, or otherwise disturb the business of the meeting.
 - c. Objects that are deemed a threat to persons at the meeting or the facility infrastructure are not allowed. City staff is authorized to remove items and/or individuals from the meeting room if a threat exists or is perceived to exist. Prohibited items include, but are not limited to: firearms (including replicas and antiques), toy guns, explosive material, and ammunition; knives and other edged weapons; illegal drugs and drug paraphernalia; laser pointers, scissors, razors, scalpels, box cutting

knives, and other cutting tools; letter openers, corkscrews, can openers with points, knitting needles, and hooks; hairspray, pepper spray, and aerosol containers; tools; glass containers; and large backpacks and suitcases that contain items unrelated to the meeting.

3. Addressing the Board or Committee:

- a. Persons wishing to speak on an agenda item or during open forum are requested to complete a speaker card and submit the card to the administrative staff at the meeting.
- b. Meeting attendees are usually given two (2) minutes to speak on any agenda item and/or during open forum; the time limit is in the discretion of the Chair of the meeting and may be limited when appropriate. Applicants and appellants in land use matters are usually given more time to speak.
- c. Speakers should discuss topics related to work2future business on the agenda, unless they are speaking during open forum.
- d. Speakers' comments should be addressed to the full body. Requests to engage Board or Committee Members or Staff in conversation will not be honored. Abusive language is inappropriate.
- e. Speakers will not bring to the podium any items other than a prepared written statement, writing materials, or objects that have been inspected by security staff.
- f. If an individual wishes to submit written information, he or she may give it to the administrative staff at the meeting.
- g. Speakers and any other members of the public will not approach the dais at any time without prior consent from the Chair of the meeting.

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

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