

**BOARD OF DIRECTORS MEETING  
THURSDAY, MARCH 16, 2017  
ACTION MINUTES  
CTO: 11:43 am**

Prepared by Lawrence Thoo; reviewed by Monique Melchor.

**ORDER OF BUSINESS**

**I. QUORUM VERIFICATION**

**Present:** Louise Auerhahn, Denise Boland, Jeff Burrill, George Chao, Richard Friberg, Leslie Gilroy, Bob Harper, Susan Koeppe-Baker, Maria Lucero, Pam Moore, Jeff Pallin, Brynt Parmeter, Rashad Said, Mitch Schoch, Henry Villalovoz. Joe Flynn arrived at 12:01 pm.

**Absent:** Rose Amador, Carl Cimino, Jack Estill, Blanca Gomez, Van Le, Steve Preminger, Derrick Seaver, David Wahl, Sima Yazdani

**II. OPENING REMARKS:** Finance Committee Chair Koeppe-Baker read the opening remarks. Executive Director Jeff Ruster introduced Monique Melchor as the new work2future Director, succeeding Christopher Donnelly. Mr. Ruster also acknowledged the service of the Business Services team—BJ Sims, Dhez Woodworth, Jena Gonzales, Nakisa Hupman—at the emergency relief center in the wake of the February flooding in San Jose.

**III. CONSENT ITEMS**

**ACTION:** It was moved by Ms. Gilroy, seconded by Ms. Auerhahn, and approved unanimously to accept the following:

- (a) Program Services Report as of February 13, 2017
- (b) Customer Service Report for Quarter Ended December 31, 2016
- (c) HIRE Report of February 2, 2017
- (d) Budget Variance Report for Quarter Ended December 31, 2016

**IV. AGENDA ITEMS**

**A. Old Business**

**1. Minutes Approval**

**ACTION:** Upon a motion by Ms. Boland, seconded by Mr. Said, the minutes of the December 8, 2016 Board meeting were approved unanimously, Mr. Schoch abstaining.

**B. New Business**

**1. Director's Report**

Director Monique Melchor gave updates on key items of interest to Board members.

**2. Flex Factor**

Mr. Parmeter, as Director of Education & Workforce Development, NextFlex, made a presentation and took questions on [Flex Factor](#), a 4-week collaborative entrepreneurship program for high school students launched by NextFlex in collaboration with education, manufacturing and other partners.

**3. FY 2018 Budget Scenarios**

Executive Director Ruster notified the Board that he had received information that President Trump's just released budget proposed with few details a 21 percent cut to funding for the Department of Labor. He then presented the staff's three proposed budget scenarios for FY 2017–2018, one assuming no change in the WIOA allocation to work2future, one based on a possible 5 percent reduction in the WIOA allocation, and one on a 10 percent reduction in the WIOA allocation. Mr. Ruster pointed out that even the 10-percent reduction scenario anticipated no significant cuts in staff or service levels, except for occupational training support, where available funding is a standing percentage of the overall allocation.

**ACTION:** Upon a motion by Mr. Harper, seconded by Mr. Pallin, the Board approved unanimously the three proposed budget scenarios for FY 2017–2018.

**4. Local and Regional Plans Approval**

**ACTION:** Following a presentation by Special Projects Supervisor Lawrence Thoo on their development and core elements, as well as public comment received, Mr. Pallin moved, Ms. Auerhahn seconded, and the Board approved unanimously the draft WIOA-required [Local Plan](#) and [Regional Plan](#) for FY 2017–2020, as submitted to the California Workforce Development Board.

**5. WIOA Performance Standards**

Director Melchor provided an update on the new performance standards required under the Workforce Innovation and Opportunities Act, emphasizing that WIOA applies more measures than WIA did and that the WIA measures that have been carried over have been given much higher, more challenging thresholds. She pointed out that, although this year will serve as a baseline year for the new measures, the EDD does not yet have the infrastructure for tracking them on an ongoing basis, making it impossible for staff to know where performance stands. She said that staff will provide as soon as possible interim performance reports using the previous (WIA) measures. Mr. Flynn proposed that staff present at the June Board meeting a picture of the complications surrounding the new performance measures and what they mean.

**6. Phase II MOU Update**

Finance Manager Joy Salandanan reported on discussions with partner organizations on the negotiation of Phase II Memoranda of Understanding required under WIOA.

**C. Set Items for Next Agenda:** None.

**D. Announcements**

Business Services Manager BJ Sims announced that the 6<sup>th</sup> Annual Small Business

Summit, which will take place on May 5, 2017 at City Hall, and the next Job Fair is scheduled for September 18, 2017. Executive Director Ruster introduced Trami Cron, founder Chopsticks Alley a Web site aimed at giving a voice to younger Vietnamese and Vietnamese-Americans, and a member of the City of San Jose's Parks and Recreation Commission. Chopsticks Alley was a work site for several San Jose Works participants who produced a video on work2future as their project.

**E. Next Meeting**

The next regular meeting of the Board of Directors is scheduled for 11:30 am–1:30 pm, June 15, 2017, at the work2future Business and Administrative Services Center, 5730 Chamberlin Dr, San Jose.

**V. PUBLIC COMMENT:** None

**VI. ADJOURNMENT:** 1:29 pm

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