



## **BOARD MEETING AGENDA**

**Thursday, December 7, 2017**

11:30 a.m. – 1:30 p.m.

**Business Services & Administration Facility**

5730 Chambertin Drive

San Jose, CA 95118

(408) 794-1200

[www.work2future.biz](http://www.work2future.biz)

**Joseph Flynn, Chair**  
**Susan Koepp-Baker, Vice Chair**  
**Monique Melchor, Secretary**  
**Lawrence Thoo, Staff Liaison**

The City of San Jose is committed to open and honest government and strives to consistently meet the community's expectations by providing excellent service, in a positive and timely manner, and in the full view of the public. For additional information, please view:

[http://www.sanjoseca.gov/clerk/cp\\_manual/CPM\\_0\\_15.pdf](http://www.sanjoseca.gov/clerk/cp_manual/CPM_0_15.pdf)

For questions regarding this agenda, please call Lawrence Thoo at (408) 794-1170. To request an accommodation under the Americans with Disabilities Act to participate in this public meeting/event, please call Lawrence Thoo at (408) 794-1170 or (408) 294.9337 (TTY) at least (3) three business days before the meeting/event.

**BOARD OF DIRECTORS**

Name/Company	Executive	Finance	Priv. Empl.	Youth
<b>Amador-LeBeau, Rose</b> <i>Center for Training and Careers</i>			M	
<b>Auerhahn, Louise</b> <i>Working Partnerships USA</i>				
<b>Batra, Rajiv</b> <i>Senior Legal Counsel, PayPal</i>				
<b>Boland, Denise</b> <i>Social Services Agency, County of Santa Clara</i>	M			C
<b>Burrill, Jeff</b> <i>Pangenera LLC, a Panera Bread franchisee</i>				
<b>Chao, George</b> <i>Manex</i>				
<b>Cimino, Carl</b> <i>Pipe Trades Training Center, Local 393</i>			M	
<b>Estill, Jack</b> <i>Appian Engineering, Inc.</i>			M	
<b>Flynn, Joseph</b> <i>PRGX Global, Inc.</i>	C		M	
<b>Gilroy, Leslie</b> <i>CSDC/San Jose Job Corps</i>				
<b>Gomez, Blanca</b> <i>Wells Fargo</i>				
<b>Koepp-Baker, Susan</b> <i>Enviro-Tech Services</i>	M		C	
<b>Le, Van</b> <i>State Farm Insurance</i>			M	M
<b>Lucero, Maria</b> <i>California Employment Development Department</i>				
<b>Moore, Pamela</b> <i>Department of Rehabilitation</i>			M	
<b>Parmeter, Brynt</b> <i>NextFlex</i>				
<b>Preminger, Steve</b> <i>County of Santa Clara</i>	M			
<b>Said, Rashad</b> <i>Advanced Vocational Institute</i>	M		M	
<b>Schoch, Mitch</b> <i>Bentek, Inc.</i>			C	
<b>Seaver, Derrick</b> <i>The Silicon Valley Organization</i>				
<b>Villalovoz, Henri</b> <i>Sourcewise</i>				
<b>Wahl, David</b> <i>Jabil, Inc.</i>				

M = Committee Member; VC = Vice Chair; C = Chair

## **NOTICE TO THE PUBLIC**

Good morning; my name is Joe Flynn, and in my capacity as Chair of [work<sup>2</sup>future](#) I would like to welcome you to the Board meeting of December 7, 2017.

Members of the public who wish to address the Board should identify themselves and state their addresses for the record. You should complete a blue Comment Card located near the door, prior to making comments, and hand the card to any [work<sup>2</sup>future](#) staff member.

The procedure for this meeting is as follows:

- The Board Secretary will verify quorum. The Chair will read the opening remarks.
- [work<sup>2</sup>future](#) staff and/or Board Members will present recommendations for each action item on the agenda.
- Board members may ask questions of [work<sup>2</sup>future](#) Staff and other Board Members.
- The Board may take action on any item designated as an action item.
- Copies of the agenda have been placed on the table near the door for your convenience.
- [work<sup>2</sup>future](#) Board members may only discuss items listed on the Agenda pursuant to the “Brown Act.”
- Members of the public wishing to make a comment will each be given two minutes to speak.

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**BOARD OF DIRECTORS MEETING  
THURSDAY, DECEMBER 7, 2017  
11:30 a.m. – 1:30 p.m.**

**ORDER OF BUSINESS**

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| <p><b>I. QUORUM VERIFICATION</b></p> <p><b>II. OPENING REMARKS</b></p> <p><b>III. CONSENT ITEMS {Action}</b><br/>Approve the acceptance of:<br/>A. Program Services Report as of October 31, 2017<br/>B. Financial Status as of September 30, 2017</p> <p><b>IV. <u>AGENDA ITEMS</u></b></p> <p><b>A. Old Business</b></p> <p><b>1. <u>Minutes Approval</u> {Action}</b><br/>Approval of the September 21, 2017 Board Meeting Minutes.</p> <p><b>B. New Business</b></p> <p><b>1. <u>Alignment of Training Programs with Priority Sectors and Demand Occupations</u> {Action}</b><br/><i>Monique Melchor, Director</i><br/>Approval to align ETPL training programs with local priority sectors and in-demand occupations.</p> <p><b>2. <u>Training Policies</u> {Action}</b><br/><i>Monique Melchor, Director</i><br/>Approval to change the Individual Training Account spending limit from \$3,000 to \$6,000 and eliminate the provision for waivers to the limit.</p> <p><b>3. <u>Budget Update: Federal Legislative Activity</u> {Discussion}</b><br/><i>Monique Melchor, Director</i><br/>Update on the potential impact of federal legislative activity on WIOA funding.</p> <p><b>4. <u>Facility Updates</u> {Discussion}</b><br/><i>Dhez Woodworth, Economic Development Officer</i><br/>Report on the relocation of the Youth program to the San Jose One-Stop Job Center at Kirk Community Center and other facility-related activities.</p> <p><b>5. <u>Flex Factor</u> {Discussion}</b><br/><i>Brynt Parmeter, Director of Education and Workforce, NextFlex</i><br/>Presentation on recent accomplishments of Flex Factor, a 4-week collaborative</p> | <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Boxes show anticipated ending times and are provided for convenience only. Items may be heard before or after times indicated and may be taken out of sequence at the discretion of the Chair.</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">11:35 a<br/>5 min</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">11:40 a<br/>5 min</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">11:50 p<br/>10 min.</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">12:00 p<br/>10 min.</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">12:05 p<br/>5 min.</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">12:10 p<br/>5 min.</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">12:30 p<br/>20 min.</div> |
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entrepreneurship program for high school students, undertaken by NextFlex in collaboration with education, manufacturing and other partners.

**6. 2017 Community Builder Awards {Discussion}**

work2future presents the Community Builder Awards annually to recognize those organizations and individuals that have helped to make the community a better place.

1:30 p 60 min.
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**V. ITEMS FOR NEXT AGENDA**

**VI. ANNOUNCEMENTS**

**VII. NEXT MEETING**

The next regular meeting of the Board of Directors is tentatively scheduled for 11:30 am–1:30 pm, Thursday, March 15, 2018, at the work2future Business and Administrative Services Center, 5730 Chambertin Dr., San Jose.

**VIII. THE PUBLIC RECORD**

**IX. PUBLIC COMMENT**

**X. ADJOURNMENT**

## **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, its 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.
  - No sticks, posts, poles or other such items will be attached to the signs or other symbolic materials.
  - 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 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

## **CITY OF SAN JOSE CODE OF CONDUCT FOR PUBLIC MEETINGS IN THE COUNCIL CHAMBERS AND COMMITTEE ROOMS (CONT'D)**

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, Redevelopment Agency Board, 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 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 City business on the agenda, unless they are speaking during open forum.
- 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 at the Almaden Winery Community Center, 5730 Chambertin Drive, San Jose, CA at the same time that the public records are distributed or made available to the legislative body.



# III

## Consent Items

- A. Program Service Report as of October 31, 2017
- B. Financial Status as of September 30, 2017

[Action]

## III.A

# Program Services Report as of October 31, 2017

[Action]



### ADULT/DISLOCATED WORKER PROGRAM - PROGRAM SERVICES AS OF 10/31/17

Prepared by Meredith Studebaker Approved by Monique Melchor 11/29/17

Reporting Period: July 1, 2017 - October 31, 2017

TOTAL ENROLLMENTS	
Number of Carryover Participants (as of July 1, 2017)	943
New Participant Enrollments as of July 1, 2017 (October 2017 86 Enrollments)	383
Total Participants Provided Services	1,326
Total Exited	350
Total Active	976

#### ADULT/DISLOCATED WORKER PROGRAM ENROLLMENTS FY 2017-2018

Program	POP as of 10/31/17	Actual	% of Goal	YEAR END - June 30, 2018	
				Goal	% of Projection
Foundation	325	322	99%	1,080	30%
Eckerd	61	61	100%	190	32%
<b>Total</b>	<b>386</b>	<b>383</b>	<b>99%</b>	<b>1270</b>	<b>30%</b>

#### ADULT/DISLOCATED WORKER PROGRAM TRAINING FY 2017-2018

##### work2future FOUNDATION

Program	POP as of 10/31/17	Actual	% of Goal	YEAR END - June 30, 2018	
				Goal*	% of Projection
Cohort	0	0	0	150	21%
ETPL	30	28	93%		
OJT	5	3	60%		
<b>Total</b>	<b>35</b>	<b>31</b>	<b>89%</b>		

\*Foundation will provide POP in near future

##### ECKERD

Program	POP as of 10/31/17	Actual	% of Goal	YEAR END - June 30, 2018	
				Goal	% of Projection
ETPL	7	4	57%	26	15%
OJT	2	0	0%	6	0%
<b>Total</b>	<b>9</b>	<b>4</b>	<b>44%</b>	<b>32</b>	<b>13%</b>

#### ADULT/DISLOCATED WORKER PROGRAM PLACEMENTS FY 2017-2018

##### work2future FOUNDATION

Program	POP as of 10/31/17	Actual	% of Goal	YEAR END - June 30, 2018	
				Goal	% of Projection
Entered Employment in Area of Training	24	5	21%	100	5%
<b>Total</b>	<b>24</b>	<b>5</b>	<b>21%</b>	<b>100</b>	<b>5%</b>

##### ECKERD

Program	POP as of 10/31/17	Actual	% of Goal	YEAR END - June 30, 2018	
				Goal	% of Projection
Entered Employment in Area of Training	2	0	0%	13	0%
Not in Training & Entered Employment	15	9	60%	152	6%
<b>Total</b>	<b>17</b>	<b>9</b>	<b>53%</b>	<b>165</b>	<b>5%</b>



**YOUTH PROGRAM - PROGRAM SERVICES AS OF 10/31/17**  
Prepared by Meredith Studebaker Approved by Monique Melchor 11/29/17  
**Reporting Period: July 1, 2017 - October 31, 2017**

<b>TOTAL ENROLLMENTS</b>	
Number of Carryover Participants (as of July 1, 2017)	168
New Participant Enrollments as of July 1, 2017 (October 2017 13 Enrollments)	53
Total Participants Provided Services	221
Total Exited	90
Total Active	131

**YOUTH PROGRAM ENROLLMENTS FY 2017-2017**

Program	POP as of 10/31/17	Actual	% of Goal	YEAR END - JUNE 30, 2018	
				Goal	% of Projection
San Jose	75	40	53.3%	185	21.6%
South County	16	13	81.3%	50	26.0%
<b>Total</b>	91	53	58.2%	235	22.6%

**YOUTH PROGRAM TRAINING FY 2017-2018**

Program	POP as of 10/31/17	Actual*	% of Goal	YEAR END - JUNE 30, 2018	
				Goal	% of Projection
San Jose	16	0	0.0%	60	0.0%
South County	6	0	0.0%	12	0.0%
<b>Total</b>	22	0	0.0%	72	0.0%

\*Training will begin in January 2018

**YOUTH PROGRAM PLACEMENTS FY 2017-2018**

Program	Placed in Area of Training Goal - Year End (Closure)			Placed in Employment Sectors Goal - Year End (Closure)			Entered Post-Secondary
	POP as of 10/31/17	Actual	% of Goal	Goal	Actual	% of Projection	
San Jose	64	0	0.0%	191	15	7.9%	7
South County	16	0	0.0%	60	0	0.0%	0
<b>Total</b>	80	0	0.0%	251	15	6.0%	7

**WORK EXPERIENCE FUNDING SPENT FY 2016-2017**

Work Experience Funding	Goal - Year End	Actual - OCT 31, 2017	% of Goal
<b>Total Carryover</b>	\$12,069.69	\$12,069.69	100.0%

**WORK EXPERIENCE 100% FUNDING SPENT FY 2017-2018**

Work Experience Funding	Goal - Year End	Actual - OCT 31, 2017	% of Goal
San Jose	\$295,050.94	\$149,115.49	50.5%
South County	\$104,765.06	\$57,823.82	55.2%
<b>Total</b>	\$399,816.00	\$206,939.31	51.8%

## III.B

Financial Status  
as of September 30, 2017

[Action]

## FINANCIAL STATUS AS OF SEPTEMBER 30, 2017

### Key Highlights

- work2future carried over approximately \$3.6 million of FY 16-17 Adult, Dislocated Worker, Youth, and Rapid Response allocations into FY 17-18. This carry-over amount includes the Board-mandated reserve account and Board-approved Unallocated Reserve account of \$2.3 million and additional savings of \$1.3 million. This carry-over amount is included in the Proposed Budget for FY 2017-2018 that was submitted to and approved by the Board in June 2017. We are projecting that this carry-over funding will be fully spent prior to the end of FY 2017-2018.
- work2future is projecting to carry-over approximately \$1.5 million into Fiscal Year 2018-2019, comprised of \$987,378 in the Board-Mandated Reserve Account, \$417,884 in the Board-Approved Contingency Reserve Account and approximately \$100,000 in projected savings, most which is projected to be saved from moving out of the Shirakawa site. It is important to note that, historically, this is the lowest carry-over amount that we would have going into a succeeding fiscal year. This is approximately \$2.2 million—or 68%—lower than the carry-over funding from FY 16-17.
- The Rapid Response Budget includes carry-over funding for layoff aversion which is restricted and can only be used for layoff aversion activities. The State defines layoff aversion as a “strategy that helps retain workers in their current job and/or provides rapid transitions to new employment, minimizing periods on unemployment.” All Rapid Response funding is expected to be spent fully at the end of June 2018.

### Other Discretionary Funding

- Sector Partnership grant has been extended to June 30, 2018. No additional funding has been awarded, only extension of time. With the time extension, work2future’s targets were increased from 120 to 175 for enrollment; from 75 to 100 for training; and from 100 to 137 for placement in employment. However, the project continues to be challenged by changes in the labor market pertaining to this grant, and work2future anticipates reaching about 65% of the enrollment goal, 60% of the training goal, and 65% of the employment goal. While the organization has retooled its approach to outreach and services, efforts have not produced intended results, and work2future continues to reexamine and revamp its efforts.
- work2future received a new round of Proposition 39 grant funding of \$468,750 for a term period of 24 months ending December 31, 2018. The prior end date was March 31, 2017. With the new funding, work2future is expected to serve 252 new individuals; including 237 in Pre Apprenticeship training, and 144 placements in State-approved Apprenticeships. work2future expects to meet these goals by the end of the grant term on December 31, 2018.
- work2future is awaiting approval of the release of Ready to Work Initiative grant funds of \$191,829 for FY 2017-2018 from the City of Sunnyvale, NOVA, which is now on its fourth and final year of the term period ending in October 31, 2018. For this new funding, work2future is expected to bring 46 new enrollments, 19 additional training completions, and 46 placements. Similar to the Proposition 39 grant, work2future is confident that it will reach these goals by the end of the grant term on October 31, 2018.

- work2future is waiting for the second release of \$333,333 from the National Dislocated Worker Grant for the Storm Event in 2017. As of October 31, 2017, work2future has spent \$332,042 of its initial funding of \$333,333 and placed 30 individuals in temporary jobs, surpassing the targeted goal of 22. The total grant is for \$1 million for a grant term of March 1, 2017 to September 30, 2018 with a targeted goal of placing 50 dislocated workers through temporary jobs.
- New grant funding for San Jose Works 3.0 Youth Jobs Initiative of \$1,500,000 to serve and provide subsidized and unsubsidized employment opportunities for 825 eligible youth;
- New grant funding for the VOS CalJOBS enhancement tool of \$7,000 to use the VOSGreeter module that will make it easier to track all individual visits through the Job Centers; and
- New grant funding for the Regional Training Coordinator of \$200,000 to fund a Regional Training Coordinator position to help with the implementation of the regional plan of the Bay-Peninsula regional planning unit and local plan.

###

work2future  
 Financial Status Report as of 9/30/2017  
 Pd 3 Stat 3

Prepared by: Joy Salandanan  
 Approved by: Monique Melchor

WIA/WIOA Formula Funds	Adult	Dislocated Worker	Youth	RR	Total WIA
<b>I. Actual as of June 30, 2017</b>					
<b>Grant Period</b>	<b>07/01/16-06/30/18</b>	<b>07/01/16-06/30/18</b>	<b>04/01/16-06/30/18</b>	<b>07/01/16-06/30/18</b>	
<b>Original Allocation for FY2016-2017</b>	<b>2,363,958</b>	<b>2,665,744</b>	<b>2,502,712</b>	<b>896,510</b>	<b>8,428,924</b>
<i>Actual Expenditures as of June 30, 2017</i>	<i>(1,397,131)</i>	<i>(1,212,462)</i>	<i>(1,276,415)</i>	<i>(615,415)</i>	<i>(4,501,423)</i>
<i>Encumbrances/Spending Plan 2017</i>	<i>(130,337)</i>	<i>(111,763)</i>	<i>(84,839)</i>	<i>0</i>	<i>(326,939)</i>
<b>Total Actual Expenditures/Encumbrances/Spending Plan as of June 2017</b>	<b>(1,527,468)</b>	<b>(1,324,225)</b>	<b>(1,361,254)</b>	<b>(615,415)</b>	<b>(4,828,362)</b>
<b>Available Funds for FY2017-2018</b>	<b>836,490</b>	<b>1,341,519</b>	<b>1,141,458</b>	<b>281,095</b>	<b>3,600,562</b>
<b>% Remaining</b>	<b>35%</b>	<b>50%</b>	<b>46%</b>	<b>31%</b>	<b>43%</b>
<b>II. Actual Expenditures/Encumbrances</b>					
<b>(a) Available Funds from Carry over for FY2017-2018 (remaining plus enc.)</b>	<b>966,827</b>	<b>1,453,282</b>	<b>1,226,297</b>	<b>281,095</b>	<b>3,927,501</b>
<i>Expenditures as of September 30, 2017</i>	<i>(480,666)</i>	<i>(389,365)</i>	<i>(612,087)</i>	<i>(29,837)</i>	<i>(1,511,955)</i>
<i>Encumbrances as of September 30, 2017</i>	<i>(486,161)</i>	<i>(1,063,917)</i>	<i>(614,210)</i>	<i>(5,000)</i>	<i>(2,169,288)</i>
<b>Total Actual Expenditures/Encumbrances as of September 30, 2017</b>	<b>(966,827)</b>	<b>(1,453,282)</b>	<b>(1,226,297)</b>	<b>(34,837)</b>	<b>(3,681,243)</b>
<b>\$ Remaining</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>246,258</b>	<b>246,258</b>
<b>% Remaining</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>88%</b>	<b>6%</b>
<b>(b) Current Allocation for FY 2017-2018</b>	<b>2,273,757</b>	<b>2,087,558</b>	<b>2,221,198</b>	<b>613,043</b>	<b>7,195,556</b>
<b>Increase/(Decrease)</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Rescission</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Adjusted Allocation for FY 2017-2018</b>	<b>2,273,757</b>	<b>2,087,558</b>	<b>2,221,198</b>	<b>613,043</b>	<b>7,195,556</b>
<i>Expenditures as of September 30, 2017</i>	<i>(20,224)</i>	<i>(35,754)</i>	<i>(271,979)</i>		<i>(327,957)</i>
<i>Encumbrances as of September 30, 2017</i>	<i>0</i>	<i>(23,265)</i>	<i>(437,368)</i>		<i>(460,633)</i>
<b>Total Actual Expenditures/Encumbrances as of Septmber 30, 2017</b>	<b>(20,224)</b>	<b>(59,019)</b>	<b>(709,347)</b>	<b>0</b>	<b>(788,590)</b>
<b>\$ Remaining</b>	<b>2,253,533</b>	<b>2,028,539</b>	<b>1,511,851</b>	<b>613,043</b>	<b>6,406,966</b>
<b>% Remaining</b>	<b>99%</b>	<b>97%</b>	<b>68%</b>	<b>100%</b>	<b>89%</b>
<b>Total Available Funds for FY2017-2018</b>	<b>3,240,584</b>	<b>3,540,840</b>	<b>3,447,495</b>	<b>894,138</b>	<b>11,123,057</b>
<b>Total Cumulative Expenditures/Encumbrance as of September 30, 2017</b>	<b>(987,051)</b>	<b>(1,512,301)</b>	<b>(1,935,644)</b>	<b>(34,837)</b>	<b>(4,469,833)</b>
<b>\$ Remaining</b>	<b>2,253,533</b>	<b>2,028,539</b>	<b>1,511,851</b>	<b>859,301</b>	<b>6,653,224</b>
<b>% Remaining</b>	<b>70%</b>	<b>57%</b>	<b>44%</b>	<b>96%</b>	<b>60%</b>
<b>III. Projected Expenditures for Current Allocation FY 2017-2018</b>					
<i>Projected Expenditures/Encumbrances through June 2018</i>	<i>(1,831,266)</i>	<i>(1,562,358)</i>	<i>(1,729,006)</i>	<i>(569,916)</i>	<i>(5,692,546)</i>
<i>Projected Carry Over through June 2018 (\$)</i>	<i>442,491</i>	<i>525,200</i>	<i>492,192</i>	<i>43,127</i>	<i>1,503,010</i>
<i>Projected Carry Over through June 2018 %</i>	<i>19%</i>	<i>25%</i>	<i>22%</i>	<i>7%</i>	<i>21%</i>



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 PD 3 Stat 3

Prepared by: Joy Salandanan  
 Approved by: Monique Melchor

Other Discretionary Funds	Sector Partnership NEG	CWIN Proposition 39 Grant	DOL ETA H-1B Ready to Work Partnership Initiative	City of San Jose Youth Summer Program Initiative	Career Pathway Trust	CALJOBS VOS Enhancement Touch Screen	Regional Plan Development & Training Coordination	Regional Training Coordinator	Customer Centered Design Project	NDWG Flood Event 2017	Total
<b>I. Actual as of June 30, 2017</b>											
<b>Grant Period</b>	07/01/2015-06/30/2017	06/01/2014-12/31/2018	11/1/2014-10/31/2018	07/01/2017-6/30/2018	07/01/2015-08/31/2019	03/01/2017-03/31/2018	06/01/16-03/31/2018	06/01/2017-03/31/2019	06/01/2016-03/31/2018	03/01/2017-9/30/18	
Original Allocation	1,000,000	900,000	232,007	1,677,000	150,000	7,000	166,569	200,000	20,000	333,333	4,685,909
Increase/(Decrease)	0	468,750	328,969	1,500,000	100,000	0	0	0	0	0	2,397,719
Adjusted Allocation	1,000,000	1,368,750	560,976	3,177,000	250,000	7,000	166,569	200,000	20,000	333,333	7,083,628
<i>Expenditures as of June 30, 2017</i>	(422,451)	(892,935)	(386,101)	(1,620,024)	0	0	(106,121)	0	(7,072)	(12,553)	(3,447,257)
<i>Encumbrances as of June 30, 2017</i>	(326,931)	(185)	(37,991)	(5,517)	0	0	0	0	0	0	(370,624)
<b>Total Actual Expenditures/Encumbrances as of June 2017</b>	<b>(749,382)</b>	<b>(893,120)</b>	<b>(424,092)</b>	<b>(1,625,541)</b>	<b>0</b>	<b>0</b>	<b>(106,121)</b>	<b>0</b>	<b>(7,072)</b>	<b>(12,553)</b>	<b>(3,817,880)</b>
<b>Available Funds for FY 2017-2018</b>	<b>250,618</b>	<b>475,630</b>	<b>136,884</b>	<b>1,551,459</b>	<b>250,000</b>	<b>7,000</b>	<b>60,448</b>	<b>200,000</b>	<b>12,928</b>	<b>320,780</b>	<b>3,265,748</b>
<b>% Remaining</b>	<b>25%</b>	<b>35%</b>	<b>24%</b>	<b>49%</b>	<b>100%</b>	<b>100%</b>	<b>36%</b>	<b>100%</b>	<b>65%</b>	<b>96%</b>	<b>46%</b>
<b>II. Actual Expenditures</b>											
<b>Available Funds for FY2017-2018</b>	<b>577,549</b>	<b>475,815</b>	<b>174,875</b>	<b>1,556,976</b>	<b>250,000</b>	<b>7,000</b>	<b>60,448</b>	<b>200,000</b>	<b>12,928</b>	<b>320,780</b>	<b>3,636,371</b>
<i>Expenditures as of September 30, 2017</i>	10,277	(38,379)	(21,394)	(500,028)	0	0	(16,105)	0	(11,877)	(177,641)	(755,147)
<i>Encumbrances as of September 30, 2017</i>	(375,334)	(51,727)	(116,778)	(739,735)	0	0	0	0	0	0	(1,283,574)
<b>Cumulative Expenditures/Encumbrances as of September 30, 2017</b>	<b>(365,057)</b>	<b>(90,106)</b>	<b>(138,172)</b>	<b>(1,239,763)</b>	<b>0</b>	<b>0</b>	<b>(16,105)</b>	<b>0</b>	<b>(11,877)</b>	<b>(177,641)</b>	<b>(2,038,721)</b>
<b>Remaining</b>	<b>212,492</b>	<b>385,709</b>	<b>36,703</b>	<b>317,213</b>	<b>250,000</b>	<b>7,000</b>	<b>44,343</b>	<b>200,000</b>	<b>1,051</b>	<b>143,139</b>	<b>1,597,650</b>
<b>% Remaining</b>	<b>37%</b>	<b>81%</b>	<b>21%</b>	<b>20%</b>	<b>100%</b>	<b>100%</b>	<b>73%</b>	<b>100%</b>	<b>8%</b>	<b>45%</b>	<b>44%</b>
<b>III. Projected Expenditures/Carry Over</b>											
<i>Projected Expenditures through June 2018</i>	(577,549)	(475,815)	(131,482)	(1,539,763)	0	(7,000)	(60,448)	0	(12,928)	(320,780)	(3,125,765)
<i>Projected Carry Over through June 2018 (\$)</i>	0	0	43,393	17,213	250,000	0	0	200,000	0	0	510,606
<i>Projected Carry Over through June 2018 (%)</i>	0%	0%	25%	1%	100%	0%	0%	100%	0%	0%	14%

work2future  
 Financial Status Report as of 9/30/2017  
 PD 3 Status 3

Prepared by: Joy Salandanan  
 Approved by: Monique Melchor

Other Funds	CWIB	Wells Fargo (BOS)	Bank of America (BOS)	W2F Foundation	Total
<b>I. Actual as of June 30, 2017</b>					
<b>Grant Period</b>	N/A	N/A	N/A	N/a	
<b>Original Allocation</b>	5,000	10,000	10,000	15,454	40,454
Expenditure/Encumbrances as of June 2017	0	(4,692)	0	0	(4,692)
<b>Total Actual Expenditures/Encumbrances as of June 2017</b>	0	(4,692)	0	0	(4,692)
<b>Available Funds for FY 2017-2018</b>	5,000	5,308	10,000	15,454	35,762
<b>% Remaining</b>	100%	53%	100%	100%	88%
<b>II. Actual Expenditures</b>					
Available Funds for FY 2017-2018	5,000	5,308	10,000	15,454	35,762
Expenditures as of September 30, 2017		(509)			(509)
Encumbrances as of September 30, 2017					0
<b>Cumulative Expenditures as of September 30, 2017</b>	0	(509)	0	0	(509)
<b>\$ Remaining</b>	5,000	4,799	10,000	15,454	35,253
<b>% Remaining</b>	100%	90%	100%	100%	99%
<b>III. Projected Expenditures and Encumbrances/Carry Over</b>					
Projected Expenditures through June 2018	0	(2,000)	0	0	(2,000)
Projected Carry Over through June 2018	5,000	3,308	10,000	15,454	33,762
Projected Carry Over (%) through June 2018	100%	62%	100%	100%	94%

# IV.A.1

## Minutes Approval

[Action]

**work2future Board Meeting**  
**Thursday, September 21, 2017**  
**ACTION MINUTES**  
CTO: 11:44 am

Prepared by: Nguyen Pham and Kathryn Azevedo; approved by Monique Melchor.

WDB STAFF AND GUESTS PRESENT: Kathryn Azevedo, Colleen Brennan, Charlotte Johnson, Annette Keen, Dave Keen, Dat Luu, Monique Melchor, John Melville, David Mirrione, Nguyen Pham, Jeff Ruster, Joy Salandanan, Janice Shriver, BJ Sims, Lawrence Thoo, Dhez Woodworth, Bige Yilmaz.

**I. QUORUM VERIFICATION**

**Present:** Denise Boland, Jack Estill, Joe Flynn, Leslie Gilroy, Blanca Gomez, Susan Koepp-Baker, Maria Lucero, Pam Moore, Jeff Pallin, Rashad Said, Mitch Schoch, Henri Villalovoz. Van Le arrived at 11:50 a.m.

**Absent:** Rose Amador, Louise Auerhahn, Jeff Burrill, George Chao, Carl Cimino, Brynt Parmeter, Steve Preminger, Derrick Seaver, David Wahl.

**II. OPENING REMARKS:** Read by Chair Joe Flynn.

**IX. PUBLIC COMMENT:** Ms. Barbara Martin expressed dissatisfaction with administrative issues arising after her cohort training. (NOTE: The Chair took this item out of sequence.)

**III. CONSENT ITEMS**

**ACTION:** It was moved by Mr. Estill, seconded by Ms. Gomez, and approved unanimously to accept the following:

- (a) HIRE Report of August 11, 2017
- (b) Program Services Report as of June 30, 2017
- (c) Budget Variance Report for Quarter Ended March 30, 2017

**IV. AGENDA ITEMS**

**A. Old Business**

**1. Minutes Approval**

**ACTION:** Upon a motion by Ms. Boland, seconded by Mr. Said, the minutes of the June 15, 2017 Board meeting were approved unanimously, Mr. Estill and Ms. Gomez abstaining.

**B. New Business**

**1. Local and Regional Plans and Regional Training Updates**

Director Monique Melchor reported on the status of the Bay Peninsula Regional Plan and related staff and partner training activities, and Phase II MOU negotiations.

## **2. FY 2017-2018 Budget Reconciliation**

Fiscal Manager Joy Salandanan presented the FY 2017-2018 Budget Reconciliation based on the final FY 2017-2018 WIOA Formula and Rapid Response Funding allocations and the carry-over from the final year-end close of FY 2016-2017. The EDD announced the final funding allocations on June 27, 2017, after the Board had approved a budget for FY 2017–2018 at its June 15 meeting. Ms. Salandanan observed that the allocations were 14% lower than for FY 2016–2017. The Total Reconciled Budget of \$8,343,392 reflects a downward adjustment of \$13,746 from the budget the Board approved in June.

Director Melchor added the following clarifications: 1) the service model is shifting to case management, and the service focus will align with priority sectors, which will be reviewed periodically; 2) training emphasis will also align with priority sectors. Ms. Salandanan explained that the reduction in the SB 734 budget would be offset by the training budgets of discretionary grants already received, such as the SP NEG.

**ACTION:** Upon a motion by Ms. Koeppe-Baker, seconded by Mr. Estill, the Board approved, with Ms. Boland voting Nay, staff’s proposed budget adjustments reflecting a decrease in EDD WIOA Formula and Rapid Response allocations for FY2017–18 and the re-budgeting of carry-over savings from the final year-end close of FY2016–17, as follows:

- Net Decrease of \$13,746 in WIOA Formula program operating budget
- Net Decrease of \$39,069 in WIOA Rapid Response operating budget
- Net Decrease of \$11,438 in WIOA Administrative Services budget
- Re-budget of \$203,233 in Discretionary Funding

## **3. Performance Update**

Director Melchor reported on the performance status of WIOA programs. She pointed out that we are continuing to use WIA-related data to provide interim indicators for internal purposes, as state and federal authorities are unlikely to have WIOA tracking fully implemented until 2020. In response to questions, Ms. Melchor pointed out that work2future is piloting a texting service for participants that should result in better data collection directly from clients., as well as alternative data analysis systems that work2future and other local workforce boards throughout the state are using as an interim method of performance tracking.

## **4. Facilities Update**

Economic Development Officer Dhez Woodworth reported on the closure of the Morgan Hill site and on discussions with the Parks, Recreation & Neighborhood Services Department (PRNS) regarding moving in Spring 2018 the Youth program from Shirakawa Community Center to Kirk Community Center, where the Adult and Dislocated Worker programs are housed. Mr. Woodworth said that work2future will undertake significant outreach regarding the move, and Director Melchor affirmed that some youth services would also be delivered offsite at schools and

other youth-centric locations. Mr. Woodworth shared that work2future is in discussions to vacate the first floor at Almaden Winery Community Center.

**5. Elections**

**ACTIONS:** (1) Mr. Estill nominated Mr. Flynn for the office of Chair. There were no other nominations, and Mr. Flynn was elected by acclamation. (2) Mr. Said nominated Ms. Koepp-Baker for the office of Vice Chair. There were no other nominations, and Ms. Koepp-Baker was elected by acclamation. Each will serve a two-year term, per Sections 4.1 and 4.2 of the Bylaws.

**6. Silicon Valley Dichotomy II**

Ms. Annette Humm Keen and Mr. David Keen, principals of Keen Independent Research, Inc., presented a preliminary report on the firm's additional qualitative research to-date on communities that were identified in a previous study as most impacted by economic insecurity in Santa Clara County.

**7. Sector Strategies Initiative**

Mr. John Melville, CEO of Collaborative Economics, gave an update on the Sector Strategies Initiative, which is focused on the Advanced Manufacturing industry.

**8. The Brown Act and Conflicts of Interest**

**DEFERRED:** Due to time constraints for the item, Deputy City Attorney Arlene Silva will come back and present at a subsequent meeting.

**9. Update on the Storm Assistance Grant**

Project Manager Dat Luu gave an update on activities and performance related to the EDD grant, accepted unanimously by the Board as its June 15, 2017 meeting, of up to \$1 million in National Dislocated Worker Grant funds to support temporary employment for various clean-up and repair projects on public and private lands affected by flooding from the January-February 2017 storm.

**V. ITEMS FOR NEXT AGENDA:** Reschedule to a subsequent meeting Brown Act and Conflict of Interest Training with Deputy City Attorney Arlene Silva.

**VI. ANNOUNCEMENTS**

Ms. Le announced a Moon Festival event on September 30, 2017 at Yerba Buena High School. Ms. Le will send the invitation to Mr. Thoo, and he will forward to Board members.

Mr. Richard Uribe from East Side Union High School District Adult Education was introduced by Board Chair Joe Flynn.

**VII. NEXT MEETING**

The next regular meeting of the Board of Directors is scheduled for 11:30 am–1:30 pm, December 07, 2017, at the work2future Business and Administrative Services Center, 5730 Chambertin Dr., San Jose.

**VIII. THE PUBLIC RECORD:** None

**IX. PUBLIC COMMENT:** Taken out of sequence.

**X. ADJOURNMENT:** 1:31 pm

DRAFT

## IV.B.1

# Alignment of Training Programs with Priority Sectors and Demand Occupations

[Action]





# *Memorandum*

TO: work2future Board

FROM: Monique Melchor

SUBJECT: SEE BELOW

DATE: November 17, 2017

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**Approved**

**Date**

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**SUBJECT: Alignment of work2future Training Programs with Local Priority Sectors and In-demand Occupations**

## **RECOMMENDATION**

Approve alignment of work2future’s local Eligible Training Provider List (ETPL) programs with local priority sectors and in-demand occupations.

At its October 19, 2017 meeting, the Executive Committee unanimously approved this recommendation.

## **BACKGROUND**

WIOA Requirements:

The Workforce Innovation and Opportunity Act (WIOA) requires that training be provided in an in-demand industry sector or occupation, as defined by each state (WIOA sec. 134(c)(3) (23)).

State Requirements:

The State of California ETPL Policy and Procedures (Workforce Services Directive 15-07) states: “Local Boards should provide ITAs for training programs that support a career pathway for the client in growing, in-demand, and/or priority industry sectors identified in the local plans.”

Work2future’s priority sectors are Finance & Business, Information and Communications Technology, Construction, Advanced Manufacturing, and Healthcare. Additionally, work2future has identified over 200 in-demand occupations. In-demand occupations are those which have high median wages, many annual openings, and a high annual growth rate. These priority sectors and in-demand occupations are the foundation for

placing clients into jobs in growing industries that provide an opportunity to earn a living wage in this area.

### **ANALYSIS**

work2future has been providing clients with the opportunity to obtain training in any of our provider's programs that were approved to be listed on the State ETPL. The State ETPL does not limit programs to any sector or occupation, as it is intended to serve the entire state. work2future has stressed the importance of training in our priority sectors, but we have not prohibited clients from obtaining training in other sectors.

To ensure compliance with WIOA law and State ETPL Policy and Procedures, and to provide our clients with the best possible outcomes from their training, work2future plans to provide training to our clients in occupations which align with our priority sectors and in-demand occupations.

work2future's Special Projects team conducted extensive research to identify in-demand occupations. The initial list includes over 200 occupations which provide median wages of near \$21/hour and at least one of the following three criteria: at least 91 openings per year; 6% growth from 2014-2017; or growth by 130 jobs over the same period.

To begin the alignment process, work2future is analyzing programs on its local ETPL. Each program is being examined to determine the certifications that the program results in and the occupations that the program can lead to. To align our training offerings with the priority sectors and in-demand occupations, work2future will no longer offer our clients training programs that do not provide a path to employment in one of our priority sectors or in-demand occupations.

work2future will continue to examine the ETPL training programs in our area to ensure that all the programs we offer provide our clients with the best possible career path in priority sectors and in-demand occupations in accordance with WIOA law and State Policy and Procedures.

Monique Melchor  
Director

## IV.B.2

# Training Policies

[Action]



# *Memorandum*

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TO: work2future Board

FROM: Monique Melchor

SUBJECT: **Training Policies**

DATE: November 27, 2017

---

**Approved**

**Date**

---

## **RECOMMENDATION**

Approval to change the Individual Training Account (ITA) spending limit from \$3,000 to \$6,000 and eliminate the provision for waivers to the limit.

At its November 16, 2017 meeting, the Executive Committee passed unanimously a recommendation that the Board approve these changes.

## **BACKGROUND AND ANALYSIS**

In June 2008, the Board approved an ITA waiver process that lowered the standard ITA cap from \$6,000, as approved in 2002, to \$3,000 but allowed management to approve spending up to \$6,000 under certain circumstances. ITAs are used to support occupational skills training programs on the state's Eligible Training Provider List (ETPL).

However, for approximately the last three years, management has had to approve waivers for a majority of ITAs, reflecting increases over time in the cost of training programs. In addition, SB 734 has required spending a larger proportion of WIOA funds on training than was true at the time the \$3,000 standard ITA cap was approved.

Approving the restoration of the ITA cap to the earlier \$6,000 limit and, thereby, eliminating the need for waivers, will reduce both the time it takes for ITAs to be approved and the number of staff interventions required for approval. This should result in an improved customer experience for clients at the front end of ETPL training.

Returning the limit to \$6,000 will also better align work2future with other workforce

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boards in the area, since work2future's \$3,000 cap is the lowest among the region's workforce boards.

On the recommendation of the Executive Committee, staff will continue to review ETPL training program fees periodically to determine if ITA spending limits are aligned with the ETPL marketplace.

Monique Melchor  
Director

## IV.B.3

# Budget Update: Federal Legislative Activity

[Discussion]

### BUDGET UPDATE: FEDERAL LEGISLATIVE ACTIVITY

- In 2011, Congress passed the Budget Control Act (BCA) which set federal spending limits (caps) for the next ten fiscal years. In both 2013 and 2015, Congress enacted two-year bipartisan budget deals that amended those spending caps to provide sequestration relief.
- FY 2018, the non-defense spending limit from the BCA is roughly \$516 billion.
- FY2017 cap from the Boehner-Obama budget deal that was cut in October 2015 was \$518.5 billion.
- **That difference shows why a regular continuing resolution (CR) would result in a sequestration cut – the FY17 cap is higher than the BCA FY2018 cap.**
- The California Workforce Association is advocating for Congress to reach a bipartisan budget deal to provide further sequestration relief.
- The Office of Management and Budget (OMB) estimated a \$4 billion sequester for non-defense programs under the current scenario back in August (spread across the federal government); their projection has not been updated yet.
- The OMB has the authority to enact sequester cuts in the range of 5.5% - 7.8% for non-defense discretionary programs, which could include extensive damage to Department of Labor funding and programs.
- The bottom line is that current spending bills in the House and Senate are over the spending caps established under the Budget Control Act of 2011. **In order to avoid sequestration, a budget must be passed.**

###

## IV.B.4

### Facility Updates

[Discussion]



## **FACILITY UPDATES**

### **Relocation of Youth Program to San Jose Job Center**

- As discussed at prior Board and Committee meetings and approved by the Executive Committee on October 19, 2017, work2future staff has been working to move the Youth Program from its existing location to the San Jose Job Center where it will be co-located with Adult and Dislocated Worker Programs.
- The move is expected to be completed by the end of December.
- Outreach to the community has begun. A mailer has been sent to addresses within a quarter-mile of the Kirk Community Center and a request to include information about the new services in constituent communications has been made of City Council District 9 staff. Additional avenues to broadcast the opportunity, including social media, are being explored.
- Youth clients have been alerted to the move and work2future is offering supportive services to those needing transit assistance.
- Although limited in scale, work2future will continue to have a presence in the east San Jose area previously served at the Shirakawa Community Center through workshops and other activities at partner locations.
- Moving now minimizes service disruptions that would occur if the move were timed to occur at the end of the lease in June of 2018 during the peak summer period. The City of San Jose is unable to accommodate a renewal of work2future's existing Youth Training Center lease due to the expansion of the Vietnamese Community Center at that location.
- Leases at work2future's other sites are being renegotiated and renewed.

### **Consolidation of Business and Administrative Services Center**

- work2future has nearly completed the consolidation of equipment and staff at the Business and Administrative Services Center to the second floor of the Almaden Winery Community Center. A limited number of items will be stored in locked rooms on the 1<sup>st</sup> floor until moved to their final destinations.

###

## IV.B.5

### Flex Factor

[Discussion]

## **FLEX FACTOR**

Flex Factor is a 4-week collaborative entrepreneurship program for high school students. NextFlex, community colleges, high schools, area manufacturers and other stakeholders partner to create this educational initiative that introduces students to flexible hybrid electronics and increases familiarity with education and career pathways in the advanced manufacturing sector.

Students work in small teams to develop a theoretical flexible hybrid electronic product that can be used to monitor human health or performance. After finalizing a product concept, teams create a business model to manufacture and market their device. At the end of the program, teams pitch their product in a Shark Tank-style setting to a panel of business representatives.

Following this, students are encouraged to participate in San Jose Works and The Silicon Valley Organization's Strive Internships program opportunities.

Brynt Parmeter, Director of Education and Workforce, NextFlex, will provide a year-end update on the program.

###

# IV.B.6

## 2017 Community Builder Awards

[Discussion]

## **2017 COMMUNITY BUILDER AWARDS**

Through the annual presentation of Community Builder Awards, work2future recognizes those organizations and individuals that have helped to make the community a better place.

###

## **V.**

### Items for Next Agenda

## **VI.**

### Announcements

## **VII.**

### Next Meeting

The next regular meeting of the Board of Directors is tentatively scheduled for 11:30 am–1:30 pm, Thursday, March 15, 2018, at the work2future Business and Administrative Services Center, 5730 Chambertin Dr., San Jose.

## **VIII.**

The Public Record

## **IX.**

Public Comment

## **X.**

Adjournment .