

**work2future Board Meeting**  
**Thursday, March 15, 2018**  
**ACTION MINUTES**  
CTO: 11:42 a.m.

Prepared by Nguyen Pham; reviewed by Kathryn Azevedo, Lawrence Thoo; approved by Monique Melchor

WDB STAFF: Kathryn Azevedo, Sarbjeet Kaur, Monique Melchor, Nguyen Pham, Lawrence Thoo, Dhez Woodworth.

**I. CALL TO ORDER & OPENING REMARKS**

Read by Board Chair Joe Flynn, who also introduced a new Board member, Mr. Richard Uribe, Director of East Side Adult Education.

**II. QUORUM VERIFICATION**

**Present:** Rose Amador, Louise Auerhahn, Denise Boland, Jack Estill, Joe Flynn, Leslie Gilroy, Blanca Gomez, Susan Koepf-Baker, Maria Lucero, Van Le, Brynt Parmeter, Rashad Said, Richard Uribe, Henri Villalovoz. Jeff Burrill arrived at 11:50 a.m, Mr. Flynn departed at 12:54 p.m., Mr. Said at 12:55 p.m., and Mr. Parmeter at 1:02 p.m.

**Absent:** Rajiv Batra, George Chao, Carl Cimino, Pam Moore, Steve Preminger, Mitch Schoch, Derrick Seaver, David Wahl.

**III. CONSENT ITEMS**

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

- (a) Labor Market Information Update
- (b) Financial Status as December 31, 2017

**IV. BUSINESS ITEMS**

**A. Old Business**

**1. Minutes Approval**

**ACTION:** Upon a motion by Ms. Gilroy, seconded by Mr. Estill, the minutes of the December 7, 2017 Board meeting were approved unanimously. Ms. Gomez abstained.

**B. New Business**

**1. State Performance Update**

Director Monique Melchor reported on performance as of December 31, 2017 based on legacy WIA performance measures in the absence of WIOA performance

data. Ms. Melchor reported that it still appears that the EDD may not have WIOA performance data available until 2020.

**2. Single-Audit Report for FY 2016-17**

On behalf of Finance Manager Joy Salandanan, Director Melchor reported that there were no findings in the annual external audit of work2future for the most recently completed fiscal year.

**3. Facility Update**

Economic Development Officer Dhez Woodworth reported on the completion of the relocation of the work2future's Youth Program staff from the Shirakawa Community Center to the America's Job Centers of California One-Stop at Kirk Community Center and on the consolidation of Business and Administrative Services staff and equipment to the upper floor of the Almaden Winery Community Center.

**4. Budget Scenarios for Fiscal Year 2018-19**

On behalf of Finance Manager Salandanan, Director Melchor presented the recommendation to approve three preliminary budget scenarios for Fiscal Year 2018-19 based on estimated 5%, 10%, and 15% reductions in the WIOA allocation, and related authorizations to provide staff the flexibility to manage the budget, all as approved unanimously by the Executive Committee and the Finance & Performance Committee at a joint meeting on February 15, 2018.

**ACTION:** Upon a motion by Mr. Estill, seconded by Ms. Gomez, the recommendation was approved unanimously . Mr. Said recused himself from this item.

**5. Outcome Measures**

Director Melchor presented the recommendation of a methodology and first-year targets for Career Pathways Outcome Measures related Matrix of Placements in Priority Sectors and In-Demand Occupations, including referrals to the Executive Committee and the Youth Committee for consideration of secondary outcome targets for persons who exit without employment, as approved unanimously by the Executive Committee and the Finance & Performance Committee at a joint meeting on February 15, 2018.

**ACTION:** Upon a motion by Ms. Koepp-Baker, seconded by Mr. Burrill, the recommendation was approved unanimously.

**6. Return on Investment**

Director Melchor presented the recommendation of a proposed work2future methodology for determining Return-on-Investment measures for the Adult/Dislocated Worker Program, as approved unanimously by the Executive Committee and the Finance & Performance Committee at a joint meeting on February 15, 2018.

**ACTION:** Upon a motion by Ms. Koepp-Baker, seconded by Mr. Estill, the recommendation was approved unanimously. Ms. Auerhahn abstained from the vote.

**7. One-Stop Certification Update**

Regional Training Coordinator Sarbjeet Kaur reported on work2future's One-Stop Certification process.

**8. San Jose Works Update**

Director Melchor reported on the activities of San Jose Works 3.0 (PY 2017) and plans for San Jose Works 4.0 (PY 2018).

**9. Meeting Schedule**

Staff Liaison Lawrence Thoo presented the following schedule for the next four work2future Board meetings:

- Thursday, June 21, 2018
- Thursday, September 20, 2018
- Thursday, December 6, 2018
- Thursday, March 21, 2019

**ACTION:** It was moved by Ms. Le, seconded by Mr. Uribe, and unanimously approved to accept the schedule as presented.

**10. Brown Act and Conflict of Interest:**

Senior Deputy City Attorney Neelam Naidu provided the work2future Board members with a presentation on (i) requirements of the California Brown Act and (ii) City and State conflict-of-interest rules, as they apply to the work2future Board.

**V. PUBLIC COMMENT:** None

**VI. SUGGESTED AGENDA ITEMS FOR NEXT MEETING**

Ms. Le suggested a report on Business Owner Space (BOS) outreach in the next meeting.

**VII. ANNOUNCEMENTS**

- a. Mr. Thoo reminded the Board that the deadline for Board members to file Form 700 is April 2, 2018.
- b. The next Board meeting is scheduled for Thursday, June 21, 2018 at 11:30 a.m.

- c. Ms. Koepp-Baker announced that there would a small business event on May 3, 2018 at the County Administration Building, but that she did not yet have any details.

**VIII. ADJOURNMENT:** The meeting was adjourned at 1:29 p.m.

DRAFT