

work²future

opportunity • jobs • success

EXECUTIVE COMMITTEE AGENDA

Thursday, November 17, 2011

3:00 p.m. – 5:00 p.m.

work2future Youth Training Center

2072 Lucretia Avenue

San Jose, CA 95122

408.794.1234

www.work2future.biz

Benny Boveda, Chair
Joseph Flynn, Vice Chair
Christopher Donnelly, Secretary
Elizabeth Kaylor, Committee Staff

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

For questions regarding this agenda, please call Elizabeth Kaylor at (408) 794.1125. To request an accommodation or alternative format for work2future meetings, events or printed materials, please call Elizabeth Kaylor at (408) 794.1125 or call 408.294.9337 (TTY) as soon as possible, but at least three business days before the meeting/event.

NOTICE TO THE PUBLIC

Good afternoon, my name is Benny Boveda, and in my capacity as Chair of work2future I would like to welcome you to the Executive Committee meeting of November 17, 2011.

Members of the public who wish to address the Committee 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 to any work2future staff member.

The procedure for this meeting is as follows:

- The Committee Secretary will verify quorum; the Chair will read the opening remarks.
- Members of the public wishing to make a comment will then be given one (1) minutes each to comment.
- work2future staff and/or Committee Members will present recommendations for each action item on the agenda.
- Committee members may ask questions of work2future Staff and other Committee Members.
- The Committee may take action on each action item.
- Copies of the agenda have been placed on the table near the door for your convenience.
- work2future Committee members may only discuss items listed on the Agenda pursuant to the “Brown Act.”

EXECUTIVE COMMITTEE
November 17, 2011
3:00 p.m. – 5:00 p.m.
ORDER OF BUSINESS

I. QUORUM VERIFICATION

II. OPENING REMARKS

III. CONSENT ITEMS

{Action} 5 Min.

Recommendations:

- (a) Accept the Integration Report of November 4, 2011.
- (b) Accept the Grant Report of November 1, 2011.
- (c) Accept the Continuous Quality Improvement (CQI) Report of November 4, 2011
- (d) Accept the August Budget Variance Report of November 2, 2011.

IV. AGENDA ITEMS

A. Old Business

- 1. **Minutes Approval** **{Action}** 5 Min.
Approval of the October 27, 2011 work2future Executive Committee Minutes.

B. New Business

- 1. **Committee Updates** **{Information}** 5 Min.
Benny Boveda, Board and Executive Committee Chair

Committee Chairs will provide reports on current and future committee projects.

- 2. **2012 Executive Committee Meeting Dates** **{Action}** 5 Min.
Benny Boveda, Board and Executive Committee Chair

Approval of the meeting schedule for 2012 Executive Committee meetings.

- 3. **work2future Budget Update** **{Discussion}** 15 Min.
Jeff Ruster, Executive Director

An update will be provided regarding work2future's budget.

- 4. **Underemployment in Santa Clara County** **{Discussion}** 25 Min.
Josh Williams, BW Research

A presentation on the study of underemployment in Santa Clara County will be provided.

5. **Youth Services and Adult/Dislocated Worker Workshops RFPs** {Discussion} 20 Min.
Christopher Donnelly, Assistant Director

The upcoming Youth Services and Adult/Dislocated Worker Workshops RFPs will be discussed.

C. Set Items for Next Agenda

1 Min.

D. Announcements

1 Min.

E. Next Meeting

The next Executive Committee meeting is currently scheduled to take place at 3:00 p.m. on a date to be determined at the San Jose One-Stop, 1601 Foxworthy Drive, San Jose, 95118.

V. PUBLIC COMMENT

VI. ADJOURNMENT

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 San Jose One-Stop, 1290 Parkmoor Avenue, San Jose, California at the same time that the public records are distributed or made available to the legislative body.

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, Redevelopment Agency Board, 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.
 - 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.

III

Consent Items

- (a) Accept the Integration Report of November 4, 2011.
- (b) Accept the Grant Report of November 1, 2011.
- (c) Accept the Continuous Quality Improvement (CQI) Report of November 4, 2011
- (d) Accept the August Budget Variance Report of November 2, 2011.

[Action]



INTEGRATION UPDATE
ADULT/DISLOCATED WORKERS AND YOUTH 2011-2012
November 4, 2011

Key updates:

Number of new customers completing initial assessment and coaching (enrollments):

- o **344** for the month of October 2011 (Adult: 216 and DWP: 128)
- o **1,455** for year-to-date

Number of core, intensive, training and miscellaneous services provided to customers (new and carried-over clients):

- o **4,549** for the month of September 2011
- o **20,846** for year-to-date (includes early sign ups - future dates)

Open Houses: Please Note Adjusted Dates and Times

- **Open house: San Jose One-Stop – November 15, 2011**
4:00 – 7:00 p.m.
1601 Foxworthy Avenue, San Jose, 95118
- **Open house: Business Services & Administration – November 16, 2011**
4:00 – 6:00 p.m.
5730 Chambertin Drive, San Jose, 95118
- **Open house: Youth Training Center – November 21, 2011**
4:00 – 6:00 p.m.
2072 Lucretia Avenue, San Jose, 95122



2011-2012 GRANTS REPORT

11/1/2011	Grants	Due Date	Award Date		<u>work2future</u>		
<u>Contact</u>	<u>Funding Source/Sponsor</u>	<u>Submitted</u>	<u>TBD</u>	<u>Name</u>	<u>Funding Request</u>	<u>Status</u>	<u>Lead/Partners</u>
				PENDING			
1 Javier	US Dept. of Labor	11/17/2011	TBD	H1B Project	\$5,000,000	under discussion	NOVA/work2future
2 Javier/Lawrence	EDD-25%	TBD	TBD	Additional Assistance Solyndra	\$2,000,000	under discussion	work2future
				SUBMITTED			
3 Lawrence/Javier	EDD-25% DW Additional Assistance	10/5/2011	TBD	Cisco Systems Layoffs	\$3,000,000	Pending	work2future
				AWARDED			
4 Chris	EDD--25%	9/30/2010	6/1/2011	Additional Assistance Dislocated Workers	\$985,000	Awarded	work2future
5 BJ	Wells Fargo Bank	6/1/2010	6/1/2011	BOS	\$5,000	Awarded	work2future
6 Chris	EDD--25%	6/2/2010	7/1/2010	Additional Assistance Public Sector	\$975,000	Awarded	work2future
7 Chris	EDD	6/2/2010	7/1/2010	Additional Assistance NUMMI	\$970,000	Awarded	work2future
8 Chris	NEG	6/2/2010	7/1/2010	Emergency NUMMI	\$2,006,901	Awarded	work2future
				NOT AWARDED			
9 Javier	EDD-DOL H1B Statewide Concept	9/9/2011	TBD	H1B Skills Accelerator Project	\$1,000,000	Pending	NOVA/work2future
10 Richard	USDOL-ETA	3/1/2011	6/1/2011	Civic Justice Corps Youth Juvenile Offenders	\$1,500,000	Not awarded	work2future
11 Lawrence	EDD	6/1/2010	8/1/2010	Green Innovations Challenge	\$4,000,000	Not awarded	work2future
12 Javier	US Dept of HHS	8/5/2010	12/1/2010	Health Opportunity Grant TANF (5 Yrs)	\$1,400,000	Submitted	work2future/NOVA
13 Chris	*Federal Earmark/Senator	11/1/2010	2010	Green Jobs Training	\$450,000	Submitted	work2future
14 Jeff	*Federal Earmark/Senator Boxer	2010	2011	Green HC Training Program	\$400,000	Submitted	work2future
15 Jeff/Scott	EDA (e-ric)	9/1/2010	12/1/2010	Energy Efficiency Training	\$2,500,000	Submitted	CSJ-SF-CET

**Customer Satisfaction Performance Dashboard
Monthly Summary – October 2011**

Report Date: November 4, 2011

Total Number of Responses: 31

Volume:

- Number of new customers completing initial assessment and coaching:
 - 344 for the month
 - 1,455 year to date
 - Average number of new customers per day: 17

- Number of services core, intensive, training, misc. provided to customers:
 - 4,549 for the month
 - 20,846 year to date

Conclusions and Analysis:

- Customer satisfaction is down; however, individual comments are very positive.
- Number of new customers is down substantially compared to October of last year (547 for the month of October 2010)
- At this time last year work2future had served 2,550 new customers, compared to 1,455 this year

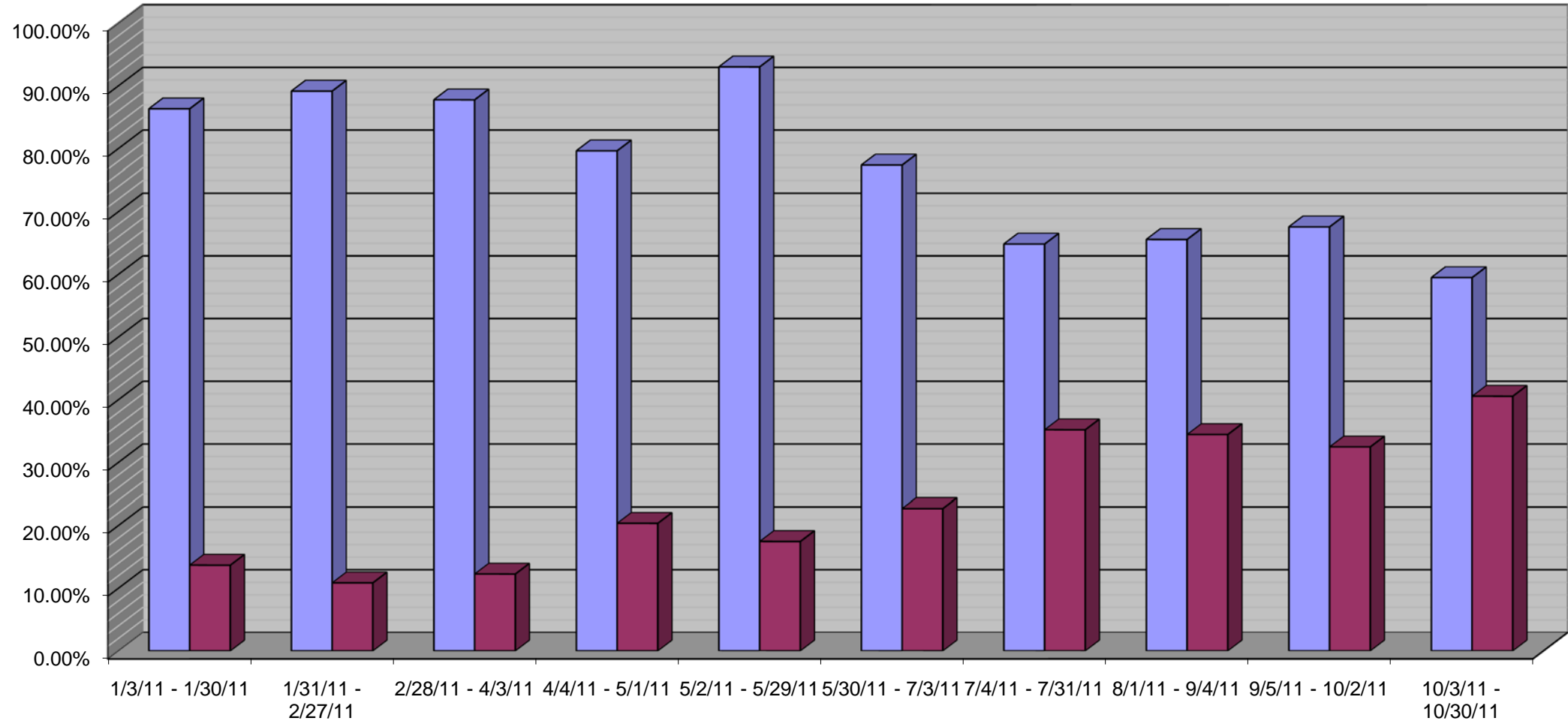
Summary of Trends:

- None

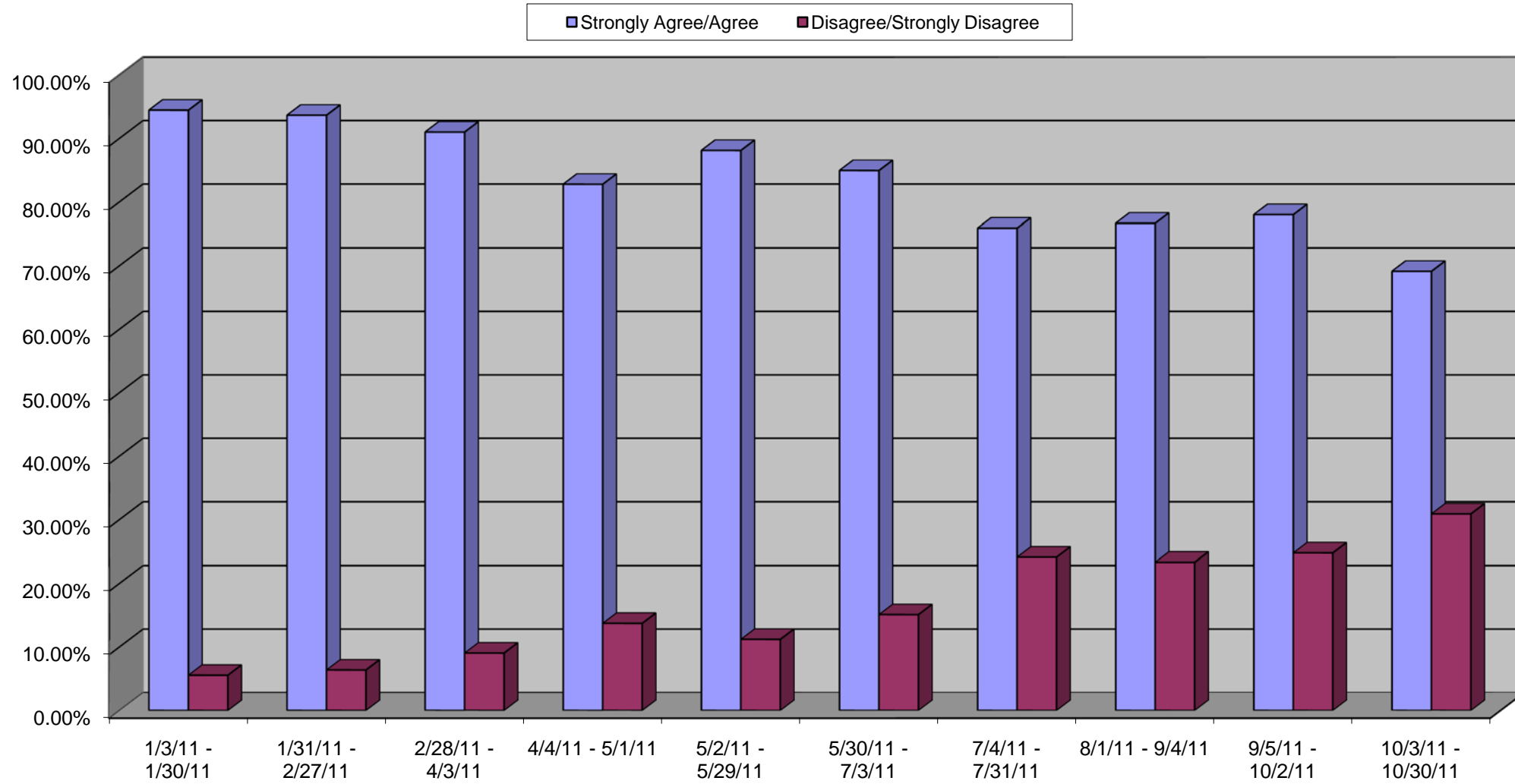
Graphs attached for questions 2, 5, 6, 7 & 8. These have been identified as Key Performance Indicators (KPIs).

Waited Less than 10 Minutes

Strongly Agree/Agree Disagree/Strongly Disagree

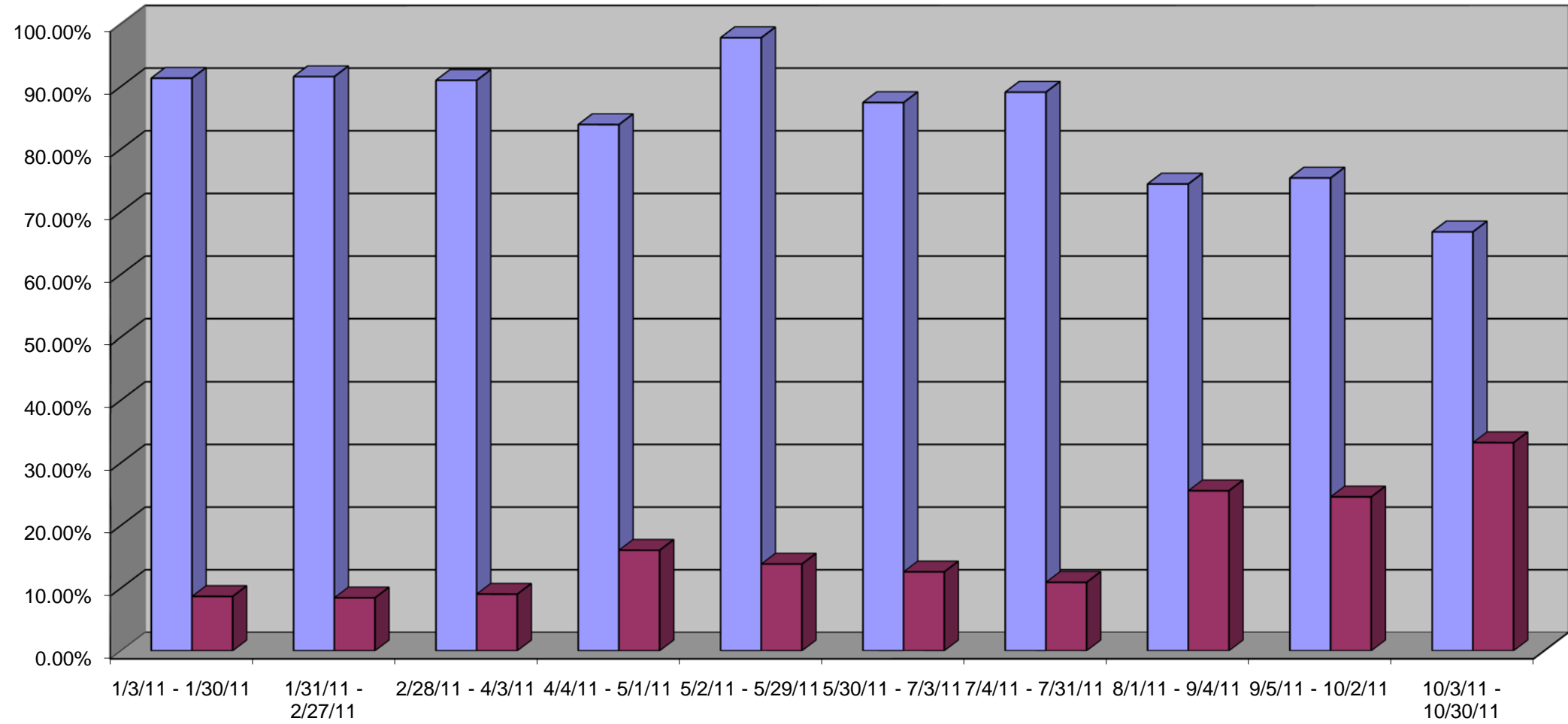


Information Was Useful in Job Search



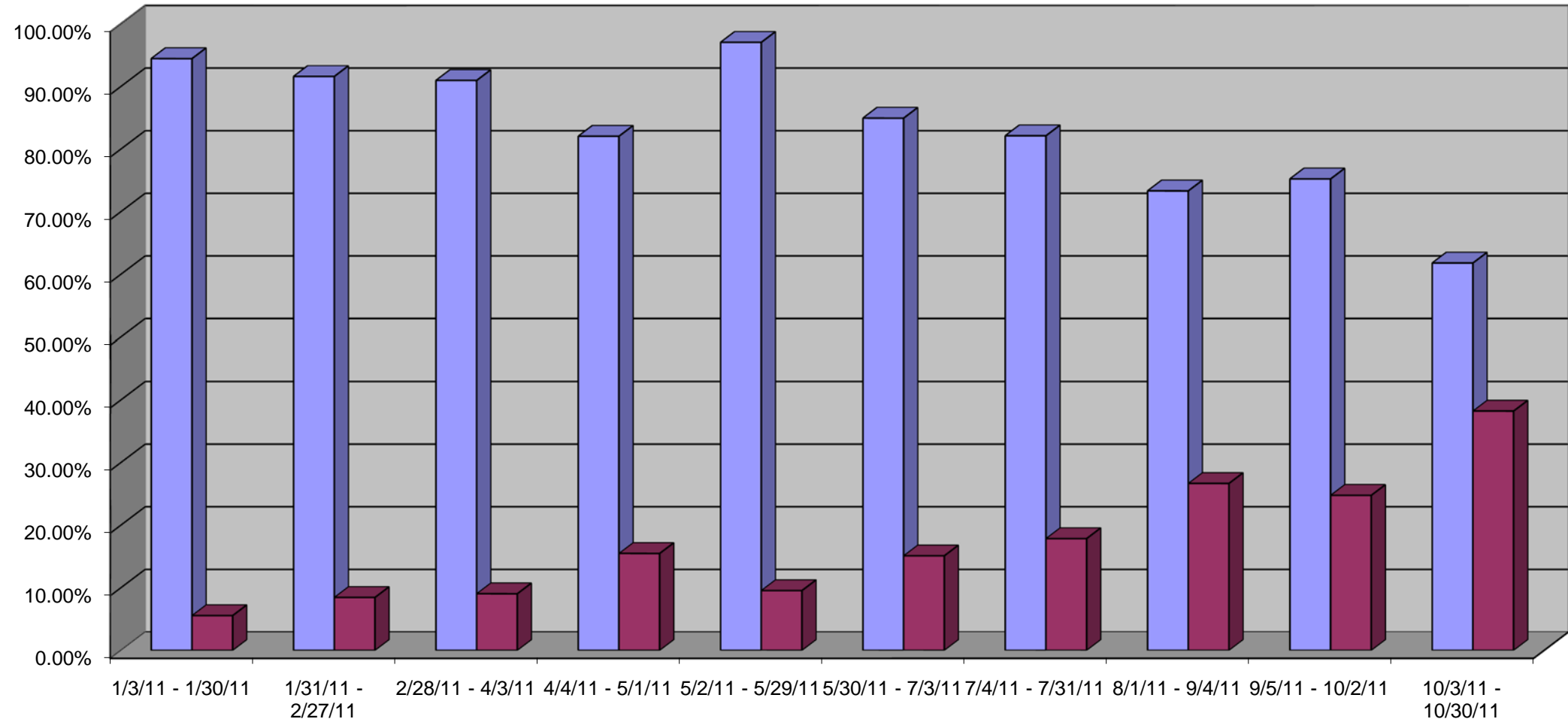
Services Used Were of Quality

Strongly Agree/Agree Disagree/Strongly Disagree



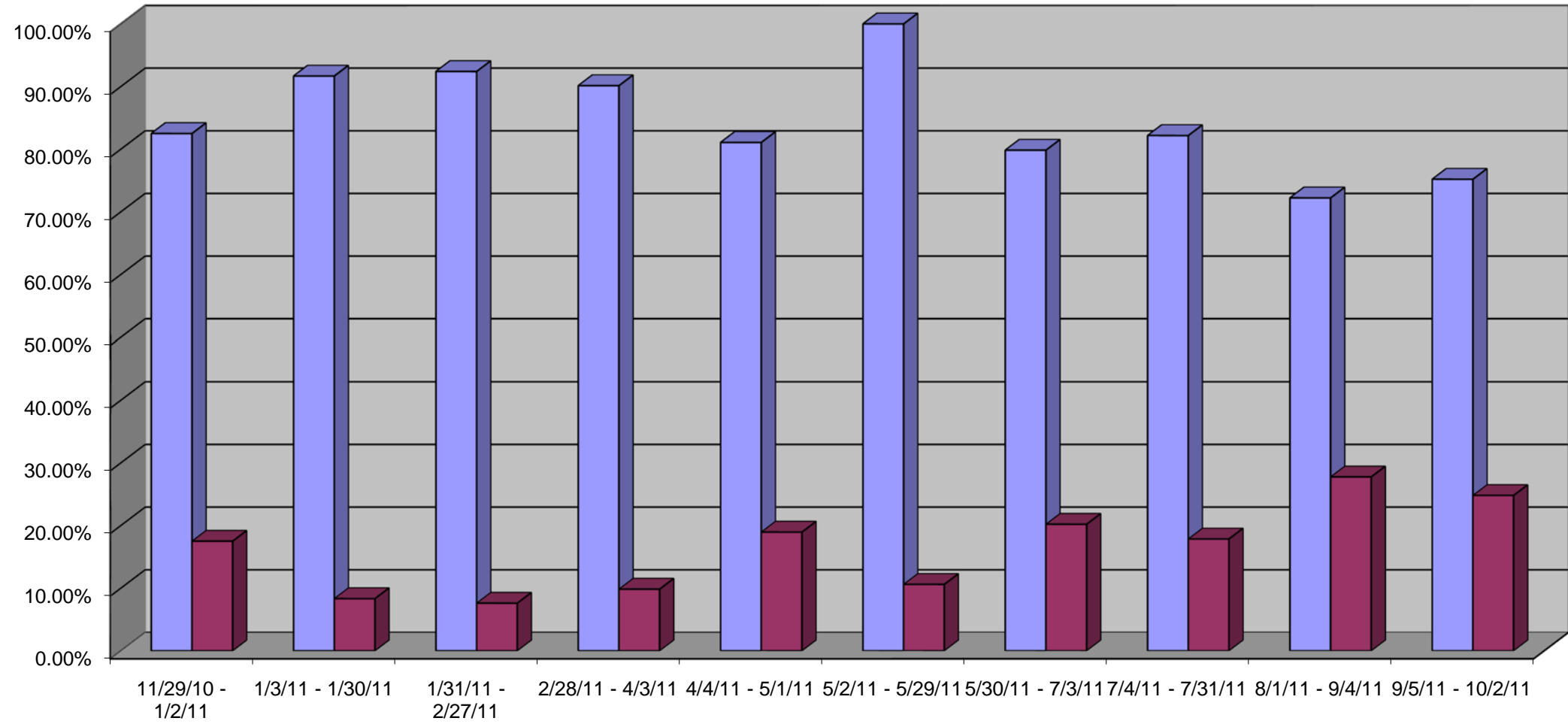
Would Recommend Center to a Friend

Strongly Agree/Agree Disagree/Strongly Disagree



Satisfied With Overall Experience

Strongly Agree/Agree Disagree/Strongly Disagree



WIA Formula Funds	Adult	Dislocated Worker	Youth	RR	Total WIA
I. Actual					
Program Year 11-12					
Grant Period	07/01/10-06/30/12	07/01/10-06/30/12	04/01/10-06/30/12	07/01/10-06/30/12	
Original Allocation	\$3,234,317	\$3,525,679	\$3,449,393	\$538,291	\$10,747,680
Expenditure ending June 2011 Pd 14 Status 3	\$2,144,584	\$2,361,776	\$1,737,377	\$300,264	\$6,544,001
Encumbrances	\$124,324	\$194,324	\$194,326	\$42,852	\$555,826
Actual Expenditures/Encumbrances	\$2,268,908	\$2,556,100	\$1,931,703	\$343,116	\$7,099,827
Available Funds in 2011-2012	\$965,409	\$969,579	\$1,517,690	\$195,175	\$3,647,853
% remaining to total allocation	30%	28%	44%	36%	34%
II. Actual Expenditures					
Program Year 2011-2012					
Carry Over Allocation from 10-11	\$1,089,733	\$1,163,903	\$1,712,016	\$238,027	\$4,203,679
Actual as of August 2011	\$0	\$106,578	\$115,145	\$96,843	\$318,566
Remaining	\$1,089,733	\$1,057,325	\$1,596,871	\$141,184	\$3,885,113
% remaining	100%	91%	93%	59%	92%
Original Allocation 11-12	\$2,851,549	\$3,490,684	\$3,365,644	\$452,452	\$10,160,329
Actual as of August 2011	\$65,593	\$18,641	\$54,886	\$0	\$139,120
Remaining	\$2,785,956	\$3,472,043	\$3,310,758	\$452,452	\$10,021,209
% remaining	98%	99%	98%	100%	99%
Total Available Funds	\$3,941,282	\$4,654,587	\$5,077,660	\$690,479	\$14,364,008
Actual as of August 2011	\$65,593	\$125,219	\$170,031	\$96,843	\$457,686
Remaining	\$3,875,689	\$4,529,368	\$4,907,629	\$593,636	\$13,906,322
% remaining	98%	97%	97%	86%	97%
III. Projected Expenditures					
Carry Over Allocation 10-11					
Projected as of December 2011	\$1,089,733	\$1,163,903	\$970,211	\$238,027	\$3,461,874
Projected as of March 2011	\$1,089,733	\$1,163,903	\$1,712,016	\$238,027	\$4,203,679
Projected as of June 2011	\$1,089,733	\$1,163,903	\$1,712,016	\$238,027	\$4,203,679
Original Allocation 11-12					
Projected as of December 2011	\$240,889	\$632,171	\$164,654	\$0	\$1,037,714
Projected as of March 2012	\$1,734,045	\$1,530,208	\$536,294	\$145,265	\$3,945,812
Projected as of June 2012	\$2,221,797	\$2,630,653	\$2,079,913	\$452,452	\$7,384,815

WIA Formula Funds	Adult	Dislocated Worker	Youth	RR	Total WIA
I. Actual					
Program Year 11-12					
Grant Period	07/01/10-06/30/12	07/01/10-06/30/12	04/01/10-06/30/12	07/01/10-06/30/12	
IV. Projected Carry Over (\$)					
Carry Over Allocation 10-11					
Projected Carry Over December 2011	0	0	741,805	0	741,805
Projected Carry Over March 2012	0	0	0	0	0
Projected Carry Over June 2012	0	0	0	0	0
Original Allocation 11-12					
Projected Carry Over December 2011	2,610,660	2,858,513	3,200,990	452,452	9,122,615
Projected Carry Over March 2012	1,117,504	1,960,476	2,829,350	307,188	6,214,518
Projected Carry Over June 2012	629,752	860,031	1,285,731	0	2,775,514
V. Projected Carry Over June 2012 Breakdown:					
Board Mandated 15% Carry Over	\$427,732	\$523,603	\$504,847	\$0	\$1,456,182
Board Approved Contingency Reserve from 10-11 Additional Savings	\$202,020	\$130,010	\$154,609	\$0	\$486,639
Projected Savings for 2011-2012	\$0	\$206,418	\$626,275	\$0	\$832,693
Projected Carry Over @ June 2012	\$629,752	\$860,031	\$1,285,731	\$0	\$2,775,514
VI. Projected Carry Over (%)					
Projectd Carry Over from 11-12 Allocation					
Projected Carry Over December 2011	92%	82%	95%	100%	90%
Projected Carry Over March 2012	39%	56%	84%	68%	61%
Projected Carry Over June 2012	22%	25%	38%	0%	27%

Note: 1) AD/DW projected expenditures are interdependent due to cost pooling between these 2 programs based on number of clients served.

2) Projected savings include move savings \$500K; personnel \$180K and non-personnel costs \$77K ;youth coffee cart \$75K (total costs for the move projected at \$700,000)

WIA Formula Funds	Adult	Dislocated Worker	Youth	RR	Total WIA
I. Actual					
Program Year 11-12					
Grant Period	07/01/10-06/30/12	07/01/10-06/30/12	04/01/10-06/30/12	07/01/10-06/30/12	

	Incentive Exemp Performance	NUMMI 25% Additional Assistance	NUMMI Re- Employment Project	NUMMI 2nd Increment	Transitional Support Project*	25% RR Public Sector Grant	Total
WIA Other Funds							
I. Actual as of June 30, 2011							
Grant Period	ending 6/30/12	ending 3/31/12	ending 3/31/12	ending 3/31/12	ending 12/31/11	ending 6/30/12	
Status	On going	On going	On going	On going	On going	On going	
Original Allocation	\$15,352	\$970,000	\$2,006,901	\$1,493,839	\$985,000	\$975,000	\$6,446,092
Expenditure ending June 2011	0	\$720,605	\$1,532,917	\$0	\$0	\$177,192	\$2,430,714
Available Funds for FY 2011-2012	15,352	\$249,395	\$473,984	\$1,493,839	\$985,000	\$797,808	\$4,015,378
% spent	0%	74%	76%	0%	0%	0%	38%
II. Actual Expenditures							
Program Year 11-12							Total
Actual as of August 2011	\$0	\$739,693	\$1,612,856	\$0	\$0	177,192	2,529,741
Remaining	\$15,352	\$230,307	\$394,045	\$1,493,839	\$985,000	\$620,616	\$3,916,351
% remaining	100%	24%	20%	100%	100%	0%	61%
III. Projected Expenditures (\$)							
Program Year 11-12							Total
Projected as of December 2011	\$0	\$777,866	\$1,918,092	\$0	\$0	\$400,516	\$3,096,474
Projected as of March 2012	\$0	\$806,496	\$2,006,901	\$385,176	\$385,000	\$568,009	\$4,151,582
Projected as of June 2012	\$15,352	\$970,000	\$2,006,901	\$1,493,839	\$985,000	\$975,000	\$6,446,092
IV. Projected Carry Over (\$)							
Program Year 10-11							Total
Projected as of December 2011	\$0	\$0	\$0	\$0	\$0	\$0	\$3,349,618
Projected as of March 2012	\$0	\$0	\$0	\$0	\$0	\$0	\$2,294,510
Projected as of June 2012	\$0	\$0	\$0	\$0	\$0	\$0	\$0
V. Projected Carry Over (%)							
Projected Carry Over by December 2010	0%	0%	0%	0%	0%	0%	52%
Projected Carry Over by March 2011	0%	0%	0%	0%	0%	0%	36%
Actual Carry Over by June 2011	0%	0%	0%	0%	0%	0%	0%

Note:

1) * Term extension to June 2012; Original term: 12/31/10 ; re-assignment of staff to CH to assist in the lay-off process; w2f will re-align funds to assist Solyndra lay-off; state suggested

WIA ARRA Funds-Others	NEG OJT New Grant 10-11	Total
I. Actual as of June 30, 2011		
Grant Period	ending 6/30/2012	
Status	On going	
Original Allocation	\$725,462	\$725,462
Expenditure as of June 2011	\$89,482	\$89,482
Available Funds in 2010-2011	\$635,980	\$635,980
% spent	12%	12%
II. Actual Expenditures		
Actual as of August 2011	104,345	104,345
Remaining	\$621,117	\$621,117
% remaining	86%	86%
III. Projected Expenditures (\$)		
Projected as of December 2011	\$159,769	\$159,769
Projected as of March 2012	\$215,620	\$104,345
Projected as of June 2012	\$294,463	\$294,463
IV. Projected Carry Over (\$)		
Projected as of December 2011	\$565,694	\$565,694
Projected as of March 2012	\$509,843	\$509,843
Projected as of June 2012	\$430,999	\$430,999
V. Projected Carry Over (%)		
Projected Carry Over by December 2011	78%	78%
Projected Carry Over by March 2012	70%	70%
Projected Carry Over by June 2012	59%	59%

* \$430,999 estimated to be returned at end of the program

Other Funds	Small Business Assoc Earmark	Small Business Assoc Minority	CWA	Housing & Trust Fund-Project Hope	Washington Mutual (BOS)	Wells Fargo (BOS)	Bank of America (BOS)	Wells Fargo (BOS)	Total
I. Actual as of June 30, 2011									
Grant Period	1/01/10-12/31/11	9/30/10-9/29/13	N/A	08/01/08-10/31/11	N/A	N/A	N/A	N/A	
Original Allocation	245,643	200,000	5,000	920,000	35,000	5,000	10,000	5,000	1,425,643
Expenditure as of June 2011	136,923	0	0	831,683	11,959	0	0	0	980,565
Encumbrance	27,309	0	0	0	7,119	0	0	0	34,428
Available Funds in 2011-2012	81,411	200,000	5,000	88,317	15,922	5,000	10,000	5,000	410,650
% spent	56%	0%	0%	90%	34%	0%	0%	0%	69%
II. Actual Expenditures									
Actual as of August 2011	\$136,923	\$0	\$0	\$880,138	\$11,959	\$0	\$0	\$0	\$1,029,020
Encumbrance as of August 2011	\$27,309	\$0	\$0	\$0	\$0				\$27,309
Remaining	\$81,411	\$200,000	\$5,000	\$39,862	\$23,041	\$5,000	\$10,000	\$5,000	\$369,314
% remaining	33%	100%	100%	4%	66%	100%	100%	100%	26%
III. Projected Expenditures (\$)									
Projected as of December 2011	\$184,950	\$0	\$0	\$880,138	\$19,078	\$0	\$0	\$0	\$1,084,166
Projected as of March 2012	\$184,950	\$0	\$0	\$880,138	\$19,078	\$0	\$0	\$0	\$1,084,166
Projected as of June 2012	\$184,950	\$0	\$0	\$880,138	\$19,078	\$0	\$0	\$0	\$1,084,166
IV. Projected Carry Over (\$)									
Projected as of December 2011	\$60,693	\$200,000	\$5,000	\$39,862	\$15,922	\$5,000	\$10,000	\$5,000	\$341,477
Projected as of March 2012	\$60,693	\$200,000	\$5,000	\$39,862	\$15,922	\$5,000	\$10,000	\$5,000	\$341,477
Projected as of June 2012	\$60,693	\$200,000	\$5,000	\$39,862	\$15,922	\$5,000	\$10,000	\$5,000	\$341,477
V. Projected Carry Over (%)									
Projected Carry Over by December 2011	25%	100%	100%	4%	45%	100%	100%	100%	24%
Projected Carry Over by March 2012	25%	100%	100%	4%	45%	100%	100%	100%	24%
Projected Carry Over by June 2012	25%	100%	100%	4%	45%	100%	100%	100%	24%

- 1) BOS encumbered funds represents remaining attorney's fees for 501 c creation
- 2) SBA Minority Business is still in the works
- 3) Project Hope has officially closed-final numbers will be available in October 2011
- 4) CWA Funding - \$ earned from participation in the Integration Study

IV (A) (1)

Meeting Minutes

[Action]

DRAFT EXECUTIVE COMMITTEE MINUTES
Thursday, October 27, 2011
CTO: 3:05 p.m.

I. QUORUM VERIFICATION:

Present: Denise Boland, Benny Boveda, Steve Preminger, Rashad Said.

Absent: Joe Flynn, Dr. Mark Novak.

II. OPENING REMARKS: Read by Executive Committee Chair Benny Boveda.

III. CONSENT ITEMS

Upon motion by Committee Member Steve Preminger, seconded by Committee Member Rashad Said, and unanimously approved, the consent items below were accepted:

- (a) Integration and Training Report of October 14, 2011.
- (b) Grant Report of October 1, 2011.
- (c) Labor Market Information Report of September 30, 2011.
- (d) BusinessOwnerSpace.com (BOS) Report of October 14, 2011.

IV. AGENDA ITEMS

A. Old Business

1. Minutes Approval

Upon motion by Steve Preminger, seconded by Rashad Said, the August 18, 2011 work2future Executive Committee Minutes were approved.

B. New Business

1. Committee Updates

Youth Council Committee (YCC):

- Denise Boland was elected Chair of the YCC at its meeting of September 27, 2011.
- Sandra Murillo was re-elected Vice Chair of the YCC.

2. Technology Consultant Request for Qualifications (RFQ)

Lawrence Thoo of the Workforce Intelligence Team reported on the successful completion of the search for a consultant to assist staff to determine work2future's goals, needs, and capacities and convert this information into specifications for an RFP to solicit providers of technology solutions, as well as to assist as an evaluator as part of that RFP process.

Steve Preminger asked about the application of the selection criterion regarding local preference, noting that a firm from outside the local area had been selected. Executive Director Jeff Ruster responded that the local preference criterion had been used in error, as WIA prohibits the use of geographical preferences, and added that use of the local preference criterion had no impact on the rankings in the Technology Consultant RFQ process.

Denise Boland asked what differentiated the top two firms. Mr. Thoo responded that most of the members of the RFQ evaluation team had determined that ThirdWave was more responsive to the specific requirement to assist in the process of drafting the technical elements of the RFP.

Ms. Boland further enquired as to the implication of lower funding levels in terms of whether it makes sense to move forward with the technology RFP. The Executive Director responded that with lower funding and staffing levels, the technological solutions to be requested through the RFP are more important than ever to the restructuring of work2future's business model. Assistant Director Christopher Donnelly added that the technology item would be heard by the Finance Committee on December 7, 2011, and would be brought to the Board for its December 8, 2011 meeting.

Chair Benny Boveda asked what will happen if work2future should pay \$20,000 to a consultant to determine its needs, but the solutions proposed in the responses to the RFP exceed work2future's technology budget. Mr. Thoo responded that the project may have to be phased in over a two-year period. In this fiscal year's budget, \$155,000 has been allocated for the project.

Upon motion by Rashad Said, seconded by Committee Member Denise Boland, staff's request for authorization to negotiate and execute a consultant agreement with ThirdWave Corporation in an amount not to exceed \$20,000 to provide technology planning consultation services was unanimously approved.

3. Customer Service Team Update

Tamia Brown of the Customer Service Team provided a report showing decreases in customer enrollments and response rates, consistent with work2future's expectations based on relocation from Parkmoor to three City-owned community centers, as well as decreases in customer satisfaction similar to what was experienced during work2future's prior move. She additionally identified factors such as high client loads, reduced staff, and customer comment kiosks being out of order during the move.

Ms. Brown mentioned that the Customer Service Team has new members, and that the Team is investigating ways to increase the rate of customer comments. Benny Boveda added that, in his experience, fewer responses to a survey tend to equate to more negative feedback, and that those who are satisfied, unless their feedback is requested, will not provide feedback that they are satisfied.

The Executive Director added that at this point, a customer must stop what they are doing and make a conscious effort to go to a kiosk, so responses are received from customers who are either extremely satisfied or extremely upset. He mentioned that pop-ups, although annoying to some clients, had been effectively used in the past to obtain customer comments, and may be revisited as a potential method of increasing responses.

Steve Preminger pointed out that while the Customer Service Team was reporting that satisfaction was down, the cause of the dissatisfaction was not clear. The Executive Director responded that satisfaction had been trending downward since May 2011, most likely due to such factors as the lower number of responses and how responses are captured, less staffing, service cuts, new processes in place, and the move from Parkmoor to three different facilities.

Benny Boveda added that the lower satisfaction ratings appeared to be in regard to wait times of greater than 10 minutes for services, and that the amount of time clients spent waiting to be served tends to have a halo effect on the other measures of customer satisfaction, especially where there are fewer responses.

Denise Boland asked whether it was known how long customers actually have to wait at this point. Staff responded that the questionnaire does not capture exactly how long each customer waits for services unless the customer enters the information into a comment field on the survey. The Executive Director added that the customer service parameter “waited less than 10 minutes for services” was based on the Team’s assessment and adoption of a 10-minute wait period as an appropriate customer service standard.

4. Program Year 2011-2012 Local Plan Modification

Senior Analyst Elizabeth Kaylor presented the request for final approval of the Local Plan Modification as noticed in the San Jose Mercury News and as posted for public review and comment. No relevant public comments were received on the Local Plan Modification for PY 2011-2012.

Upon motion by Steve Preminger, seconded by Rashad Said, staff’s request for final approval of work2future’s responses to the State EDD’s PY 2011-2012 Plan Modification questions requesting description and assessment of the Local Workforce Investment Area’s current and future workforce investment strategies was unanimously approved.

5. NUMMI Career Transition Center (NCTC) and Job Fair Update

Ric Giardina reported on the successful regional job fair held at the San Jose Convention Center on October 12, 2011, with approximately 3,700 job seekers and 109 employers and resource providers in attendance. He also provided the committee with very positive feedback on job seeker and employer satisfaction with the job fair, adding that a five-minute video was being made of the job fair.

Rashad Said asked whether, given the success of the job fair for former NUMMI employees and suppliers, the program could be extended through an emergency grant. The Assistant Director replied that there could be a no-cost extension of the existing National Emergency Grant (NEG) for NUMMI services for up to six months. NCTC Site Supervisor Karen LeDoux added that, based on receipt of a collaborative grant, regional WIBs that have not expended their NUMMI funding may share funding with WIBs that have expended their NUMMI funding.

Mr. Giardina and Ms. LeDoux additionally reported on the difficulties involved in preparing this population of workers for the realities of re-employment.

6. Revenue Generation Updates

The Assistant Director provided information on revenue brought in from EconoVue tool subscriptions, observing that while there is great interest in the capabilities of the product, many likely purchasers are dealing with funding reductions. He said that work2future would provide a new marketing and outreach plan and/or exit strategy to the Executive Committee regarding revenue generation from EconoVue.

The Executive Director added that work2future was fortunate that Board members Rocky Maddex, Marcia Lillis and Barbara Cox had worked together to create the EconoVue marketing plan, and that Javier Vanga of the Workforce Intelligence Team has done well in terms of his presentation of a very complex tool. The Executive Director mentioned that staff would return to the Executive Committee in January 2012 with a new proposal.

7. BusinessOwnerSpace.com (BOS) Shop San Jose Campaign

Business Services Manager B.J. Sims reported on the successful launch of the *Shop San Jose* initiative at the Festiv'ALL event at the San Jose Convention Center on October 12, 2011, expressing appreciation for Councilmember Rose Herrera's assistance to launch *Shop San Jose* as well as for the high level of work2future staff support at this exciting annual business networking event.

The Executive Director added that in addition to the support of the 40 BOS partners for the *Shop San Jose* initiative, work2future has engaged the assistance of its Social Media partners such as LivingSocial to market the campaign, bring new visitors to San Jose, and help local businesses to grow.

The Executive Director also mentioned that work2future may use a Small Business Administration grant to develop a web-based licensing and permitting tool to streamline the process for local businesses.

8. Discretionary Funding Update

The Assistant Director provided information on an application for a regional grant with work2future as lead, including NOVA and the San Mateo, San Benito, and Santa Cruz WIBs for \$3,000,000 to serve approximately 350 Cisco employees, as well as another regional grant for the southern Bay Area with NOVA and the Santa Cruz WIB for \$2,000,000 to serve Solyndra workers and affected supplier employees. In addition, work2future is applying for a highly competitive \$5,000,000 H1B technical grant in collaboration with NOVA to serve the IT and Health Care sectors.

The Assistant Director also mentioned that an existing Additional Assistance grant of \$985,000 received last April will be used to serve Cisco and Solyndra employees until the funding from the regional grant is received, and that work2future is attempting to modify an existing \$975,000 Public Sector grant or extend it to accommodate upcoming anticipated layoffs of City and County employees.

Rashad Said asked how work2future is reaching out to Solyndra employees. The Assistant Director responded that work2future is using LinkedIn and information collected at job fairs to perform outreach, since Solyndra did not provide a list of affected employees prior to its closure.

C. Set Items for Next Agenda

D. Announcements

- **Assistant Director:** The next Executive Committee meeting will be scheduled for November 17, 2011 at work2future's Youth Training Center at 2072 Lucretia Ave., San Jose, 95122.
- **Assistant Director:** work2future will hold Open Houses on the following dates:
 - San Jose One-Stop (Kirk) on November 15, 2011 from 4 to 7 p.m.
 - Business Services & Administration on November 16, 2011 from 4 to 6 p.m.
 - Youth Training Center (Shirakawa) on November 21, 2011 from 4 to 6 p.m.
- **Board and Committees Liaison:** For agenda packets over 2MB, staff will provide an agenda only and a link to the full agenda packet to avoid impacting Board members' email inboxes.
- **Business Services Manager:** A job fair for Veterans will be held at the San Jose Garden Inn on November 3, 2011.
- **Business Services Manager:** Small Business Saturday, a national campaign that also supports the *Shop San Jose* initiative, will be proclaimed at City Hall on November 8, 2011 at 1:30 p.m.
- **Executive Director:** The January 2012 meeting of the Executive Committee will be held at the San Jose One-Stop at 1601 Foxworthy Ave., San Jose, 95118.

E. Next Meeting

The next Executive Committee meeting is currently scheduled to take place on **Thursday, November 17, 2011** at 3:00 p.m. at work2future's Youth Training Center at 2072 Lucretia Avenue, San Jose, CA 95122.

V. PUBLIC COMMENT: none.

VI. ADJOURNMENT: The meeting was adjourned at 4:30 p.m.

IV (B) (1)

Committee Updates

[Information]

IV (B) (2)

2012 Executive Committee Meeting Dates

[Action]

IV (B) (3)

work2future Budget Update

[Discussion]

work2future Budget Parameters
 FY 2012-2013 & 7mil 10% carry over
 WIA Adult/Dislocated/Youth Program Budget

	SOURCES/USES	Budget 11-12	Proposed Budget 12-13		Inc/(Dec)	% Inc/(Dec)	Remarks
		A	B		C=(B-A)	D=(C/A)	
1	WIA & funding Sources						
2	Allocation	9,707,877	7,000,000		(2,707,877)	-28%	
3	+ Carry over from FY 10-11 /from FY 11-12 (15%)	2,966,040	1,942,820		(1,023,220)	-34%	
4	+ Other Sources	0	0		0	0%	
5	Carry Over to FY 13-14 (10% of AD, DW alloc)	-1,456,182	-700,000		756,182	-52%	
6	- Admin (10% of AD, DW, Youth)	-970,788	-700,000		270,788	-28%	
7	Program Budget Alloc Total	10,246,947	7,542,820		-2,704,127	-26%	
8	TOTAL PROPOSED PROGRAM BUDGET	10,246,947	7,542,820	0	-2,704,127	-26%	
9							

work2future Budget Parameters
 FY 2012-2013 & 7m mil 10% carry over
 WIA Adult/Dislocated/Youth Program Budget

10	USES	Budget 11-12	Proposed Budget 12-13	% to total	Inc/(Dec)	% Inc(Dec)	
11	Personnel (32 FTE)	4,501,150	3,999,497	53%	(501,653)	-11%	24 FTE @ 150,000; OED \$224,497; PRNS \$175,000
12	Non –Personnel Cost:						
13	Rent & Utilities	606,218	462,122	6%	(144,096)	-24%	3 City owned facilities=phones and copy machines
14	Supplies, Travel, Marketing, Other Professional Services, etc.	703,554	703,554	9%	0	0%	
15	Subtotal Personnel and Non-Personnel	5,810,922	5,165,173	68%	(645,749)	-11%	
16	Client Related Services						
17	Adult Client Related Svcs						
18	Adult and DW Case Mngt (3.5 FTE)	386,000	270,200	4%	(115,800)	-30%	
19	Workshops	603,100	422,170	6%	(180,930)	-30%	See decrease in Training access to large menu of workshops
20	Supportive Services	150,413	60,247	1%	(90,166)	-60%	
21	Training (ETPL/Cohort/OJT/Online)	500,000	350,000	5%	(150,000)	-30%	
22	Other Client Related Costs	100,000	70,000	1%	(30,000)	-30%	
23	Subtotal Adult Client Related Services	1,739,513	1,172,617	16%	(566,896)	-33%	
24							
25	Youth Client Related Svcs						
26	Youth Case Mngt	900,000	630,000	8%	(270,000)	-30%	
27	Hospitality Program	0	0	0%	0	100%	
28	Green Cadre Prgm	506,315	354,421	5%	(151,895)	-30%	
29	Supportive Services/Incentives	130,000	95,609	1%	(34,391)	-26%	
30	Total - Youth Client Related Services	1,536,315	1,080,030	14%	(456,286)	-30%	
31							
32	Total - All Client Related Services	3,275,828	2,252,647	30%	(1,023,181)	-31%	
33	One Time Funding						
34	One Stop Relocation: Move / Tenant Improvements	700,000	0	0%	(700,000)	-100%	
35	Automated Services	400,000	125,000	2%	(275,000)	-69%	
36	Unallocated Reserve (Excess Sources over Uses)	60,197	0	0%	(60,197)	-100%	
37	Subtotal One Time Funding	1,160,197	125,000	2%	(1,035,197)	-89%	
38							
39	Total Program Expenditures	10,246,947	7,542,820	100%	(2,704,127)	-26%	
40	Over/Short	0	0		0	0	

work2future Budget Parameters
 FY 2012-2013 & 8.5 mil 15% carry over
 WIA Adult/Dislocated/Youth Program Budget

	SOURCES/USES	Budget 11-12	Proposed Budget 12-13	Inc/(Dec)	% Inc/(Dec)	Remarks
		A	B	C=(B-A)	D=(C/A)	
1	WIA & funding Sources					
2	Allocation	9,707,877	8,500,000	(1,207,877)	-12%	
3	+ Carry over from FY 10-11 /from FY 11-12 (15%)	2,966,040	1,942,821	(1,023,219)	-34%	
4	+ Other Sources	0	0	0	0%	
5	Carry Over to FY 13-14 (15% of AD, DW alloc)	-1,456,182	-1,275,000	181,182	-12%	
6	- Admin (10% of AD, DW, Youth)	-970,788	-850,000	120,788	-12%	
7	Program Budget Alloc Total	10,246,947	8,317,821	-1,929,126	-19%	
8	TOTAL PROPOSED PROGRAM BUDGET	10,246,947	8,317,821	-1,929,126	-19%	
9						

work2future Budget Parameters
 FY 2012-2013 & 8.5 mil 15% carry over
 WIA Adult/Dislocated/Youth Program Budget

10	USES	Budget 11-12	Proposed Budget 12-13	% to total	Inc/(Dec)	% Inc(Dec)	Remarks
11	Personnel (32 FTE)	4,501,150	4,149,497	50%	(351,653)	-8%	25 FTE @ 150,000; OED \$224,497; PRNS \$175,000
12	Non –Personnel Cost:						
13	Rent & Utilities	606,218	462,122	6%	(144,096)	-24%	3 City owned facilities=phones and copy machines; Gilroy Facilities
14	Supplies, Travel, Marketing, Other Professional Services, etc.	703,554	703,554	8%	0	0%	
15	Subtotal Personnel and Non-Personnel	5,810,922	5,315,173	64%	(495,749)	-9%	
16	Client Related Services						
17	Adult Client Related Svcs						
18	Adult and DW Case Mngt (3.5 FTE)	386,000	312,660	4%	(73,340)	-19%	
19	Workshops	603,100	488,511	6%	(114,589)	-19%	
20	Supportive Services	150,413	121,835	1%	(28,578)	-19%	
21	Training (ETPL/Cohort/OJT/Online)	500,000	532,034	6%	32,034	6%	
22	Other Client Related Costs	100,000	81,000	1%	(19,000)	-19%	
23	Subtotal Adult Client Related Services	1,739,513	1,536,040	18%	(203,473)	-12%	
24							
25	Youth Client Related Svcs						
26	Youth Case Mngt	900,000	783,234	9%	(116,766)	-13%	
27	Hospitality Program	0	0		0	0%	
28	Green Cadre Prgm	506,315	440,626	5%	(65,689)	-13%	
29	Supportive Services/Incentives	130,000	117,749	1%	(12,251)	-9%	
30	Total - Youth Client Related Services	1,536,315	1,341,608	16%	(194,707)	-13%	
31							
32	Total - All Client Related Services	3,275,828	2,877,648	35%	(398,180)	-12%	
33	One Time Funding						
34	One Stop Relocation: Move / Tenant Improvements	700,000	0	0%	(700,000)	-100%	
35	Automated Services	400,000	125,000	2%	(275,000)	-69%	
36	Unallocated Reserve (Excess Sources over Uses)	60,197	0	0%	(60,197)	-100%	
37	Subtotal One Time Funding	1,160,197	125,000	2%	(1,035,197)	-89%	
38							
39	Total Program Expenditures	10,246,947	8,317,821	100%	(1,929,126)	-19%	
40	Over/(Short)	0	(0)		(0)	(0)	

work2future Budget Parameters
 FY 2012-2013 & 9.7 mil 15% carry over
 WIA Adult/Dislocated/Youth Program Budget

	SOURCES/USES	Budget 11-12	Proposed Budget 12-13		Inc/(Dec)	% Inc(Dec)	Remarks
		A	B		C=(B-A)	D= (C/A)	
1	WIA & funding Sources						
2	Allocation	9,707,877	9,707,877		0	0%	
3	+ Carry over from FY 10-11 /from FY 11-12 (15%)	2,966,040	1,942,821		(1,023,219)	-34%	
4	+ Other Sources	0	0		0	0%	
5	Carry Over to FY 13-14 (15% of AD, DW alloc)	-1,456,182	-1,456,182		0	0%	
6	- Admin (10% of AD, DW, Youth)	-970,788	-970,788		0	0%	
7	Program Budget Alloc Total	10,246,947	9,223,729		(1,023,218)	-10%	
8	TOTAL PROPOSED PROGRAM BUDGET	10,246,947	9,223,729		(1,023,218)	-10%	
9							

work2future Budget Parameters
 FY 2012-2013 & 9.7 mil 15% carry over
 WIA Adult/Dislocated/Youth Program Budget

10	USES	Budget 11-12	Proposed Budget 12-13	% to total	Inc/(Dec)	% Inc/(Dec)	
11	Personnel (32 FTE)	4,501,150	4,899,497	53%	398,347	9%	30 FTE @ 150,000; OED \$224,497; PRNS \$175,000
12	Non –Personnel Cost:						
13	Rent & Utilities	606,218	462,122	5%	(144,096)	-24%	3 City owned facilities=phones and copy machines; Gilroy Facilities
14	Supplies, Travel, Marketing, Other Professional Services, etc.	703,554	703,554	8%	0	0%	
15	Subtotal Personnel and Non-Personnel	5,810,922	6,065,173	66%	254,251	4%	
16	Client Related Services						
17	Adult Client Related Svcs						
18	Adult and DW Case Mngt (3.5 FTE)	386,000	335,920	4%	(50,080)	-13%	
19	Workshops	603,100	524,854	6%	(78,246)	-13%	See decrease in Training access to large menu of workshops
20	Supportive Services	150,413	130,898	1%	(19,515)	-13%	
21	Training (ETPL/Cohort/OJT/Online)	500,000	567,559	6%	67,559	14%	
22	Other Client Related Costs	100,000	87,026	1%	(12,974)	-13%	
23	Subtotal Adult Client Related Services	1,739,513	1,646,257	18%	(93,256)	-5%	
24							
25	Youth Client Related Svcs						
26	Youth Case Mngt	900,000	810,000	9%	(90,000)	-10%	
27	Hospitality Program	0			0	0%	
28	Green Cadre Prgm	506,315	455,684	5%	(50,632)	-10%	
29	Supportive Services/Incentives	130,000	121,615	1%	(8,385)	-6%	
30	Total - Youth Client Related Services	1,536,315	1,387,299	15%	(149,017)	-10%	
31							
32	Total - All Client Related Services	3,275,828	3,033,556	33%	(242,273)	-7%	
33	One Time Funding						
34	One Stop Relocation: Move / Tenant Improvements	700,000	0	0%	(700,000)	-100%	
35	Automated Services	400,000	125,000	1%	(275,000)	-69%	
36	Unallocated Reserve (Excess Sources over Uses)	60,197	0	0%	(60,197)	-100%	
37	Subtotal One Time Funding	1,160,197	125,000	1%	(1,035,197)	-89%	
38							
39	Total Program Expenditures	10,246,947	9,223,729	100%	(1,023,219)	-10%	
40	Over/(Short)	0	0		0	0	

IV (B) (4)

Underemployment In Santa Clara County

[Discussion]

To: Executive Committee
From: Lawrence Thoo
Date: November 3, 2011, 2011
Subject: Underemployment Survey Presentation

Local Underemployment Twice the Scale of Unemployment

work2future commissioned Josh Williams, the president of BW Research, Inc., to provide a better understanding of the underemployment situation locally as a follow-on to the study he led regarding the workforce implications of emerging industry and technology sectors in Silicon Valley's green economy.

Comparing the results of a statistically representative survey that BW Research conducted against state and national data, Mr. Williams estimated that combined local underemployment and unemployment ranged between 24 percent and 38 percent in the late spring-summer, while unemployment at the time was estimated at 10.3 percent in the county.

In addition to unemployment, Mr Williams cited two other categories that together are commonly used to describe underemployment: 1) underused, i.e., part-time workers or holders of multiple jobs who want to work in one full-time paying job; and 2) underutilized, i.e., workers in jobs that are not fully utilizing their skills, training, experience and education.

Mr. Williams found that the underemployed in the greater San Jose area span a broad range of demographic characteristics—ages, ethnicities, educational backgrounds and levels of household income.

Recommendations

Mr. Williams recommended evaluating and categorizing work2future's job-seeking customers into three basic categories—initial job seekers, underused job seekers and underutilized job seekers—in order to provide more appropriate training programs, identify appropriate job opportunities for specific customers, and allow work2future to better quantify and more accurately describe its job-seeking customers.

###

IV (B) (5)

Youth Services and Adult/Dislocated Worker Workshop RFPs

[Discussion]

NEW YOUTH SERVICE MODEL

1. Current Model

- Meets performance goals with no negative monitoring issues
- Average cost per client of \$5,200
- work2future and WIA often unknown to clients or the public
- One service delivery option – Occupational Skills Training.

2. Drivers of Change

- Better use of work2future and contractor strengths
- Closer ties to business and employers are needed
- work2future needs more direct links to youth and contractors
- We need real-time responsiveness to the labor market and to how employers recruit and hire today
- Expected to provide additional options for youth.

3. Building Blocks of the New System

- Has multiple service delivery options including
 - Occupational Skills Training
 - Career Pathways
 - Civic Engagement Corps
 - Job Search/Placement Only
- All training is cohort based except the Job Search/Placement Only option
 - This allows groups to be assembled in response to need
 - It leverages group peer support into the model
- All options will incorporate civic engagements that link youth to adults in a work environment
- Work readiness, employability, and interpersonal (soft) skills training will be enhanced.
- Linkages to business and employers are improved and employer involvement is mandated to be discernible and measurable.

Scope of Adult Workshop RFP

- Develop, plan, schedule, and present an array of workshops that address Adult/Dislocated Worker's needs for skill upgrades and to assist in leading to employment opportunities.
- Provide workshops and on-line courses on core subject matter topics such as Career Exploration, Resume Writing, Resume Critique, Interview Skills, Financial Education and Computer Applications.
- Develop job readiness workshops that are designed to prepare job seekers to gain critical skills and competencies to effectively join or transition back into the workforce.
- Incorporate current research on the local area's business and industry demands for the desired and necessary core skill sets as a part of curriculum development.
- Provide timely reporting and analysis, and demonstrate the flexibility to adapt promptly to the scheduling and curriculum needs of a volatile employment environment.

IV (C)
Set Items for Next Agenda

IV (D)
Announcements

IV (E)
Next Meeting

The next Executive Committee meeting is currently scheduled to take place at 3:00 p.m. on a date to be determined at the San Jose One-Stop, 1601 Foxworthy Drive, San Jose, 95118.

V
Public Comment

VI
Adjournment