



TRANSITIONAL MEETING AGENDA

Thursday, August 27, 2015

3:00 p.m. – 5:00 p.m.

Business Services & Administration Facility

5730 Chambertin Drive

San Jose, CA 95118

408.794.1200

www.work2future.biz

Joseph Flynn, Chair

Sima Yazdani, Vice Chair

Christopher Donnelly, Secretary

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 Joe Flynn and in my capacity as Chair of work2future I would like to welcome you to the Transitional Meeting of August 27, 2015.

Members of the public who wish to address the participants of the Transitional Meeting 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 Chair or Vice Chair of work2future will read the opening remarks.
- Members of the public wishing to make a comment will then be given two (2) minutes each to comment.
- Participants of the transitional meeting may ask questions of work2future Staff and other meeting participants.
- 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.”

**TRANSITIONAL MEETING
AUGUST 27, 2015
3:00 p.m. – 5:00 p.m.**

ORDER OF BUSINESS

Anticipated Ending Times (an item may be heard before or after these ending times):

I. OPENING REMARKS

3:05 p

II. AGENDA ITEMS

A. New Business

- 1. Workforce Innovation and Opportunity Act (WIOA) Update {Discussion}**
Monique Melchor, MIS Program Manager

3:15 p
10 min.

A discussion will be held regarding pending issues to be considered relating to implementation of WIOA.

- 2. work2future FY 2016-2017 Budget {Discussion}**
Christopher Donnelly, Director

3:25 p
10 min.

A discussion will be held regarding work2future's budget for FY 2016-2017.

- 3. work2future Adult and Youth Services RFP/RFQ Timeline {Discussion}**
Christopher Donnelly, Director

3:45 p
20 min.

A discussion will be held regarding the timeline for work2future's upcoming RFP and RFQ processes.

- 4. work2future County & City Youth Summer Employment Program Updates {Discussion}**
Jeff Ruster, Executive Director & Christopher Donnelly, Director

4:00 p
15 min

Updates will be provided regarding work2future's Youth Summer Employment Programs.

- 5. Small Business/Immigrant Entrepreneur Workshops Timeline {Discussion}**
B. J. Sims, Business Services Manager

4:10 p
10 min.

A discussion will be held regarding workshops being offered to small businesses and entrepreneurs.

C. Set Items for Next Agenda

D. Announcements

E. Next Meeting

V. PUBLIC COMMENT

VI. 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, 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, California at the same time that the public records are distributed or made available to the legislative body.

II (A) (1)

Workforce Innovation and Opportunity Act (WIOA) Update

[Discussion]

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) KEY UPDATES AND IMPLEMENTATION STEPS

Prepared by Elizabeth Kaylor and approved by Chris Donnelly on August 21, 2015.

Updates

- work2future staff continues to develop internal workplans for future modification in areas such as Job Center operations, board governance, and its service delivery and funding models.
 - work2future's Youth program is changing to accommodate new requirements under WIOA, including setting 20% of Youth funding aside for work experience, internships, and on-the-job training
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Anticipated Implementation Steps

- July 1, 2015: Provisions take effect, unless otherwise noted in the Act (1st full program year (PY) after enactment
 - WIA State and local plan continue to apply for the 1st full PY
 - Current performance accountability system remains in effect for 1st full PY
 - New Youth Program provisions take effect:
 - A local board is not required to have a Youth Council under WIOA, though a Youth Standing Committee is highly recommended.
 - 20% of Youth funding must be set aside for work experience
 - Change in age range at enrollment for out-of-school youth to 16 – 24.
 - 75% of Youth funding must be spent on out-of-school youth
 - WIOA-compliant MOUs and Resource Sharing Agreements under development
- By September 30, 2015: The Board's composition must be in compliance with WIOA
- January 22, 2016 DOL to publish Final Rules to implement WIOA (18 months after enactment)

- March through June 2016: Local Plan is developed with key stakeholder and public input
- March 3, 2016: Deadline for State Unified Plan submission (120 days before 2nd full PY)
 - Levels for new performance indicators are negotiated as part of approval of State Unified Plans
- June 30, 2016: DOL must develop performance indicator relating to effectiveness in serving employers
- July 1, 2016: Subsequent Local Board Recertification takes effect
- July 1, 2016: One-Stop Infrastructure cost requirements take effect
 - Use of common One-Stop delivery identifier must be implemented (not later than the start of 2nd full PY)
- July 1, 2017: Subsequent Local Area Designation takes effect

II (A) (2)

work2future FY 2016-2017 Budget

[Discussion]

WORK2FUTURE'S FINANCIAL OUTLOOK 2017 AND BEYOND

Fiscal Year	2013-2014	2014-2015	2015-2016
Formula Allocation	\$9,277,941	\$8,562,845	\$8,126,458
Change \$		-\$715,096	-\$436,387
Change %		-8%	-5%
Carry Over Funding	\$4,559,064	\$4,594,988	\$3,070,348
Change \$		\$35,924	-\$1,524,640
Change %		1%	-33%
Gross Formula Funding	\$13,837,005	\$13,157,833	\$11,196,806
Change \$		-\$679,172	-\$1,961,027
Change %		-5%	-15%

LOOKING AHEAD

- The Governor's discretionary amount will return to 15% on all formula funding to support statewide special grant initiatives;
- SB 734's training expenditure requirement will increase from 25% to 30% of the Adult and Dislocated Worker allocation;
- 20% of the Youth allocation must be spent on work experience programs, internships, and on-the-job training;
- The improving economy will likely result in decreased funding for Workforce Development Boards, and
- Carryover funds will continue to decrease as a result of lower allocations unless new funding streams are generated.

NEXT STEPS

- Staff will present three Budget Scenarios at the Finance and Executive Committee in October 2015 and at the subsequent Board meeting.

II (A) (3)

work2future Adult and Youth
Services RFP/RFQ Timeline

[Discussion]

II (A) (4)

work2future County and City Youth Summer Employment Program Updates

[Discussion]

II (A) (5)

Small Business/Immigrant Entrepreneur Workshops Timeline

[Discussion]

Small Immigrant Business Assistance Strategy Timeline

- **Small Business Workshops Pilot with Partners at City Hall**
 - Partners currently committed to providing both Spanish and Vietnamese staff and content are SBDC, AnewAmerica and MBDA.
 - First workshop held July 15, 2015 with 20 participants and enough positive feedback to schedule August 13 and September 25, 2015 workshops
 - Through June 2016: planning to schedule workshops at City Hall and expand, as venue and partners can accommodate, into community sites.
 - Marketed through BOS email newsletters, City Website, partner communications.

- **Call in Translation Services for Limited English-Speaking Business Owners**
 - Started in April 2015 and ongoing: in-person translation for limited English speakers marketed via toll free number.
 - Marketed via BOS email Newsletters on a weekly basis, on BOS website and marketing materials, as well as through SJEconomy.

- **BOS Website Needs Assessment and Revamp Timeline**
 - July through August 2015: staff, BOS partners and volunteers review BOS and Your Business Coaching websites to assess user needs and develop scope of work.
 - Started conversations with PayPal for pro bono business assessment and referral tool for future website inclusion.
 - September 2015: determine procurement options for website development
 - September 2015 to mid-November 2016: RFP completion and vendor selection
 - December 2015: contract development
 - January – February 2016: contractor begins work
 - March 2016: beta test website
 - May 2016: launch during Small Business Week (May 1-7)
 - May 2016 and ongoing: outreach to immigrant small business community

- **Small Business Outreach with Focus on Immigrant Small Businesses Owners**
 - July 2015 – June 2016: conduct outreach and marketing of City and BOS small business services, workshops, events and partner activities through email, Internet and in-person contacts with multi-lingual materials.
 - October 15, 2015: participate in Festiv'ALL to market City's Small Business programs including translation services.

- **Small Business Mentoring Support**
 - Facilitate and market formal and peer to peer mentoring opportunities through partner organizations such as SVTP, SCORE, SBDC, and AnewAmerica.

➤ Small Business Events

- November 2015: BOS Business Event at Mexican Heritage Plaza, partnering with BOS partners to provide targeted services to Immigrant Business community.
- May 2016: Small Business Week Event at Rotunda partnering with SBA and BOS partners.