

work²future

opportunity • jobs • success

EXECUTIVE COMMITTEE AGENDA

Thursday, January 20, 2011
3:00 p.m. – 5:00 p.m.

San Jose One-Stop
1290 Parkmoor Ave.
San Jose, CA 95126
408.794.1100

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 January 20, 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 two (2) 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

January 20, 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 December American Recovery and Reinvestment Act (ARRA)/Integration Report of January 3, 2011.
- (b) Accept the November CQI Dashboard Report of December 10, 2010.
- (c) Accept the Grant Report of January 3, 2011.
- (d) Accept the BOS Report of January 7, 2011.
- (e) Accept the November LMI Report of December 20, 2010.

IV. AGENDA ITEMS

A. Old Business

1. Minutes Approval

{Action}

5 Min.

Approval of the November 18, 2010 work2future Executive Committee Minutes.

B. New Business

1. Committee Updates [Deferred]

{Information}

5 Min.

Benny Boveda, Board and Executive Committee Chair

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

2. New Grant Awards

{Action}

5 Min.

Joy Salandanan, Supervising Accountant

Approval of new grant funding and spending plan.

3. Small Business Vitality Study

{Discussion}

20 Min.

David Keen, BBC Research and Consulting

A presentation will be provided regarding the small business study, which included a trend analysis, a Small Business Vibrancy Index, and an assessment to identify areas for encouraging small business start-up and growth.

4. **Budget Update** {Discussion} 10 Min.
Joy Salandanan, Supervising Accountant
- Staff will provide an update regarding work2future's budget.
5. **work2future One-Stop Locations** {Information} 10 Min.
Christopher Donnelly, Assistant Director
- Staff will provide a report on the current and future status of work2future facilities.
6. **work2future's Five-Year Business Model** {Discussion} 45 Min.
Jeff Ruster, Executive Director
- The committee will discuss a new business model for work2future, based on input from staff and Board members participating in the Revenue Generation and Enterprise Group, the Information Technology Group, and the 501(c)(3) and Marketing Group.
7. **Monitoring and Audit Update** {Information} 10 Min.
Christopher Donnelly, Assistant Director
- Staff will provide information regarding results of recent single audit and other pending federal government audits.

C. **Set Items for Next Agenda** 5 Min.

D. **Announcements** 5 Min.

E. **Next Meeting**

The next Executive Committee meeting is currently scheduled to take place on February 17, 2011 at 3:00 p.m. at the San Jose One-Stop, 1290 Parkmoor Ave., San Jose, 794.1100.

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 December 2010 American Recovery and Reinvestment Act (ARRA)/Integration Report of January 3, 2011.
- (b) Accept the November CQI Dashboard Report of December 10, 2010.
- (c) Accept the Grant Report of January 3, 2011.
- (d) Accept the BOS Report of January 7, 2011.
- (e) Accept the November 2010 LMI Report of December 20, 2010.

[Action]



ARRA/INTEGRATION UPDATE
ADULT/DISLOCATED WORKERS AND YOUTH 2010-2011
January 3, 2011

work2future received notice from the State of California's Employment Development Department (EDD) that it is one of nine WIBs to undergo an OIG audit of its ARRA youth programs.

ARRA Expenditures as of November 30, 2010

Funding Streams

Adult (\$2,026,103)	100% spent
Adult Transfer (\$466,785)	19% spent
DW (\$3,222,128)	81% spent
Youth (\$4,584,571)	97% spent

Projected ARRA Expenditures as of June 30, 2011:

Funding Streams

Adult	100% as of September 2010
DW	100% as of June 2011
Youth	100% as of June 2011

Key updates:

NOV - Number of new customers completing initial assessment and coaching:

- **438** for NOV 2010 (Adult: 208 and DWP: 230)
- **2,955** for year-to-date (as of 12/07/2010)

DEC - Number of new customers completing initial assessment and coaching:

- **404** for DEC 2010 (Adult: 215 and DWP: 189)
- **3,295** for year-to-date

TOTAL: 842 New Customers in NOV & DEC

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

- **7,346** for NOV 2010
- **42,573** for year-to-date (included early sign ups - future dates)

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

- **5,740** for DEC 2010
- **47,092** for year-to-date (included early sign ups - future dates)

TOTAL: 13,086 Services Provided in NOV & DEC

Customer Satisfaction Performance Dashboard
Monthly Summary – November 2010

Report Date: December 10, 2010

Introduction: This report provides a summary of **key performance indicators (KPI's)** from the weekly Comment Card and the customer satisfaction measures from the Integration Performance Measures. The comment card report's key indicators provide lead indicators that help to understand the future performance of key processes. There are five key indicators out of the eight questions on the comment card. Two of these are also part of the integration performance measures. There are nine integration performance measures, four of which relate to customer satisfaction and two of the four overlap with the comment card key indicators.

Lag, Current and Lead: This report is made up of lag and lead key performance indicators (KPI's). Financial results, such as last quarter's revenue, are typically lagged by 2+ months. Annual results, especially fiscal year results, can be much more delayed. With such lags the problem arises as to what action might be appropriate to alter the direction of the organization's performance when the KPIs are measuring results in the past.

A correction may be inappropriate when the current performance has already significantly altered from that measured some time ago and may result in overcorrection. Lag indicators should rarely be considered as a KPI as the benefit of KPI is to adjust processes and behavior to get better performance.

KPIs of the leading type are predictive of desired results at the next higher level. An example of such a leading indicator for market share is customer satisfaction with the organization's products and service. The primary difficulty with leading KPIs is to be sure that they are strongly correlated with the required corporate goals; modeling and understanding of key business drivers is necessary.

Summary Period: November 2010

Report Dates: November 1 –7, November 8 – 14, November 15 – 21, and
November 22 - 28, 2010

Total Number of Responses: 58

Volume as of December 10, 2010:

- Number of new customers completing initial assessment and coaching:
 - 438 for the month of October
 - 2,955 year to date
 - Projected goal – 10,000
- Number of services core, intensive, training, misc. provided to customers:
 - 7,346 for the month of October
 - 42,573 year to date
 - Projected goal – 70,000

Customer Satisfaction Performance Dashboard
Monthly Summary – November 2010

Conclusions and Analysis:

- Overall, customers are very happy with services received

Summary of Trends in Comments (shows up more than once across weeks):

- None

Key Indicator Highlights¹:

Q1 – I was greeted promptly upon arrival.

Q2 – I waited less than 10 minutes for services.

Q3 – The staff treated me with respect.

Q4 – The staff was helpful to me.

Q5 – The information provide was useful in job search.

Q6 – The services or resources I used today were of quality

Q7 – I would recommend center to friend/colleague

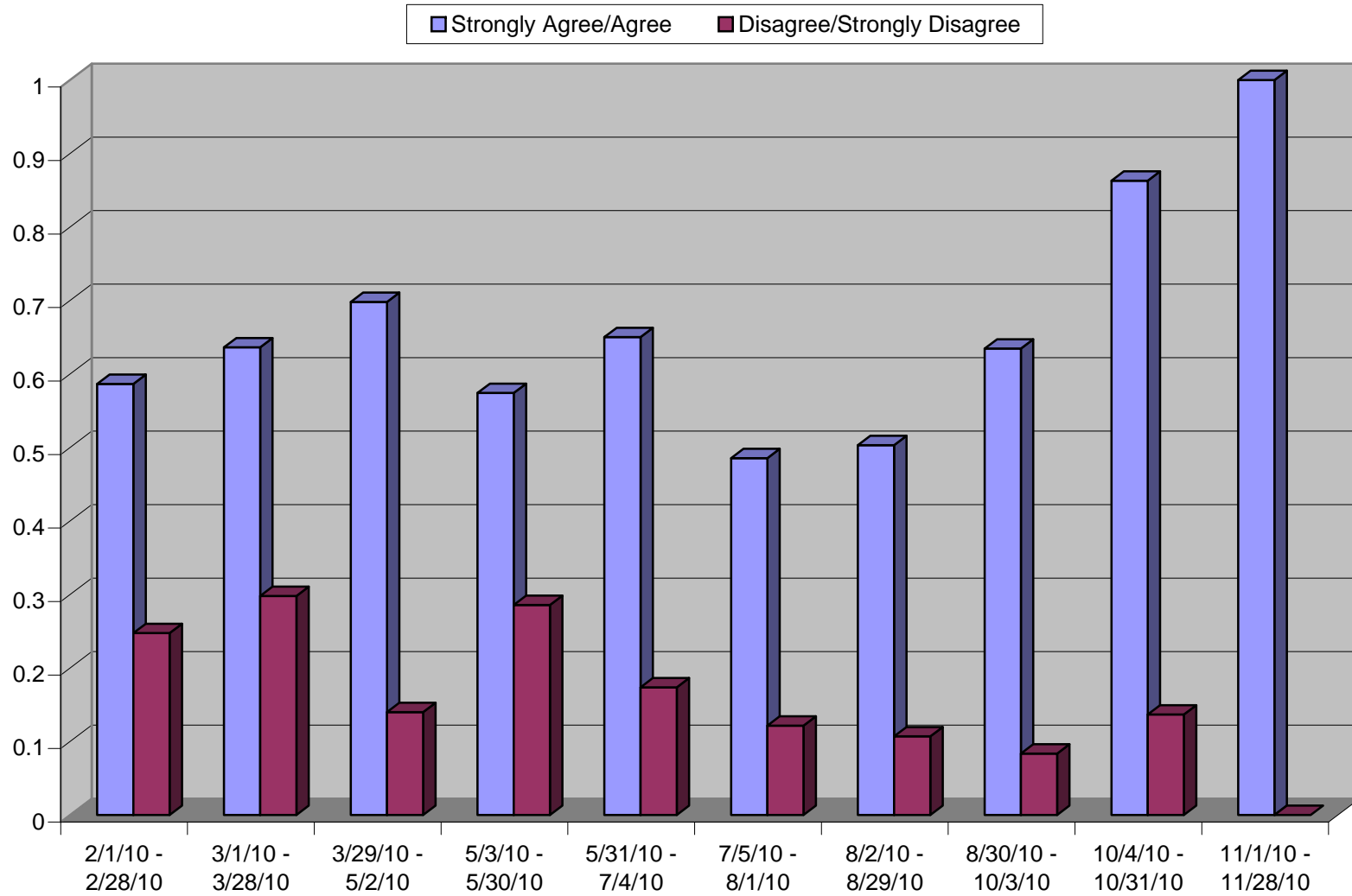
Q8 – Overall satisfaction

Trends over the Period (across the month):

- **Q2** ranged from a low of 33% to 86% either strongly agreeing or agreeing that they waited less than 10 minutes for services.
- **Q5** had a range of 29% (combined strongly agree and agree) to 66% agreeing that the information was useful in job search.
- **Q6** had a range of 36% agreeing and strongly agreeing that services were of quality to 79% agreeing that services were of quality.
- **Q7** had a range of 36% to 79% agreeing they would recommend the center to a friend.
- **Q8** had a range of 36% in one week to 75% in another either strongly agreeing or agreeing that overall they were satisfied.

¹ Bold highlights the key lead indicators from the comment card questions and red highlights the common lead measures from both the comment card and the Integration Performance Measures.

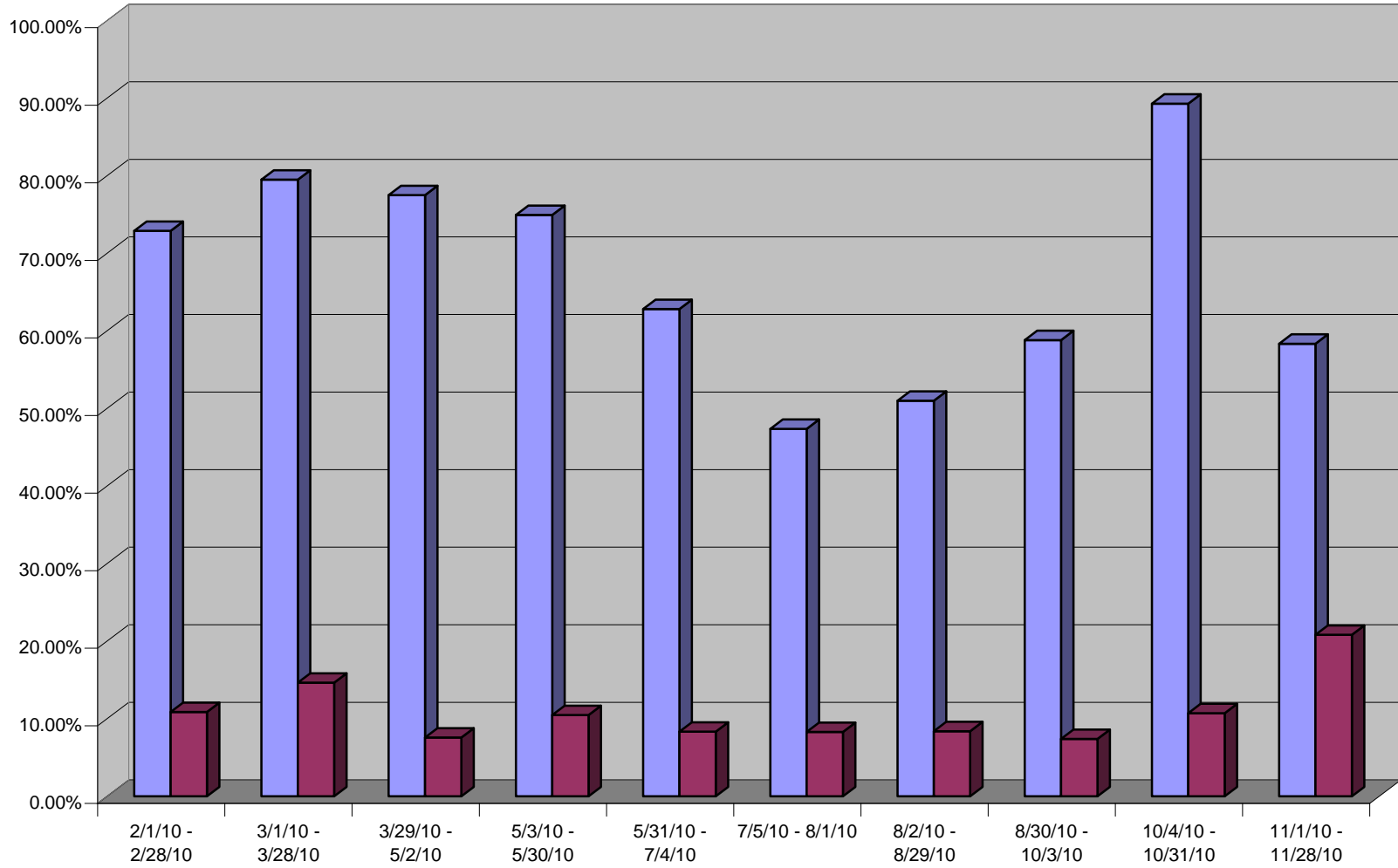
Waited Less than 10 Minutes



Note: Oct/Nov data provided by Survey Monkey. Prior data provided by Strumpf Associates.

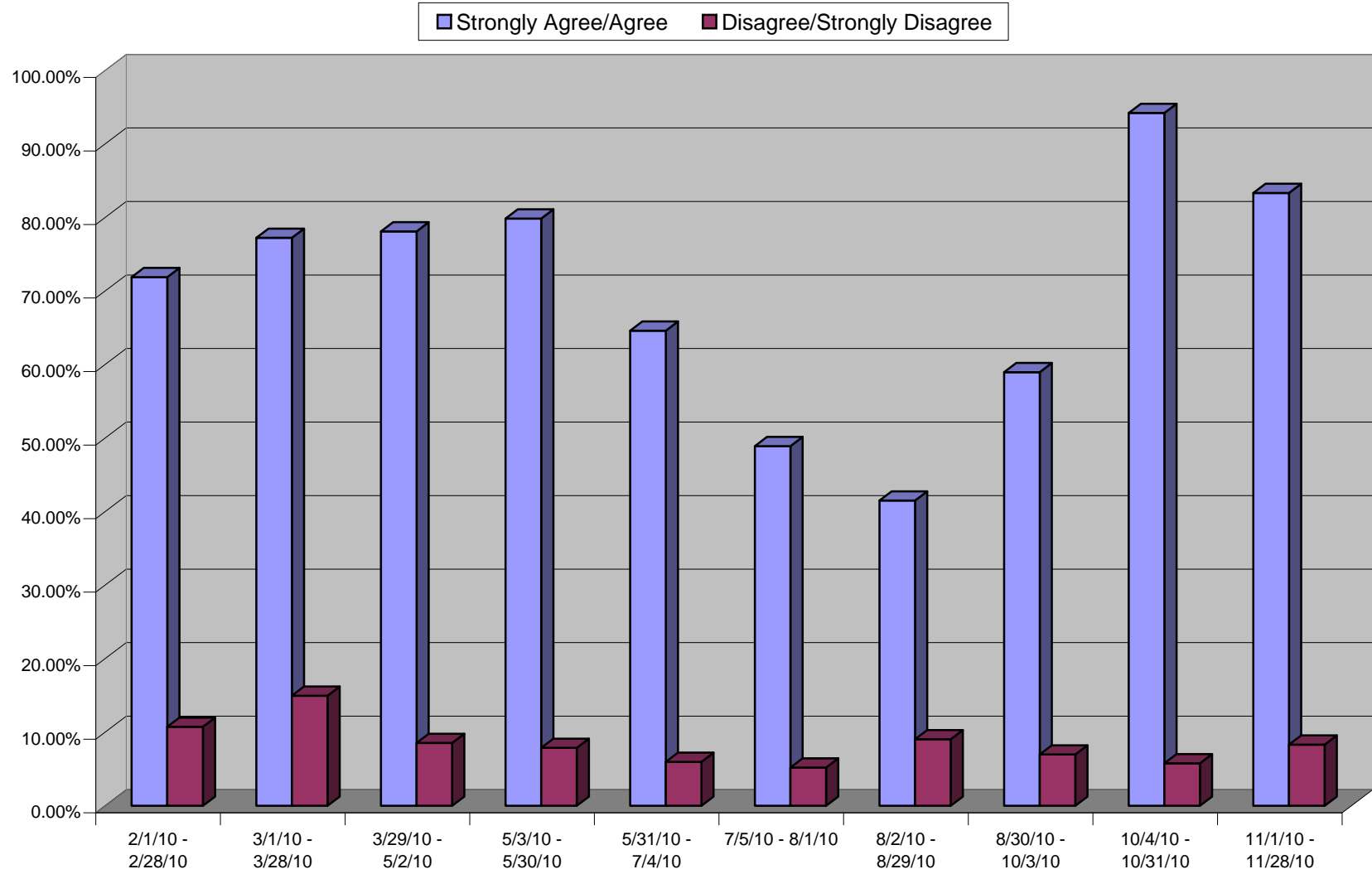
Information Was Useful in Job Search

Strongly Agree/Agree Disagree/Strongly Disagree



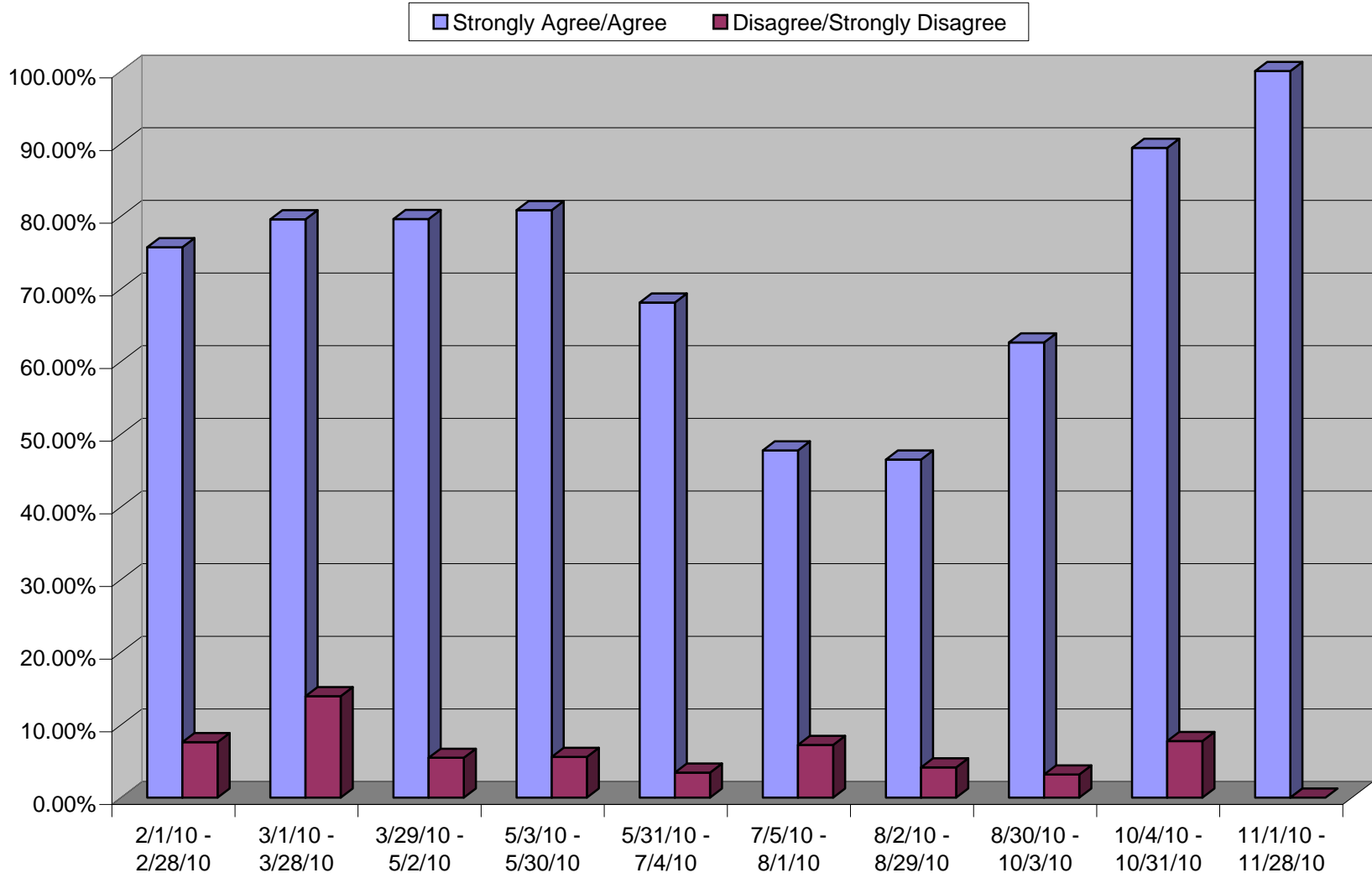
Note: Oct/Nov data provided by Survey Monkey. Prior data provided by Strumpf Associates.

Services Used Were of Quality



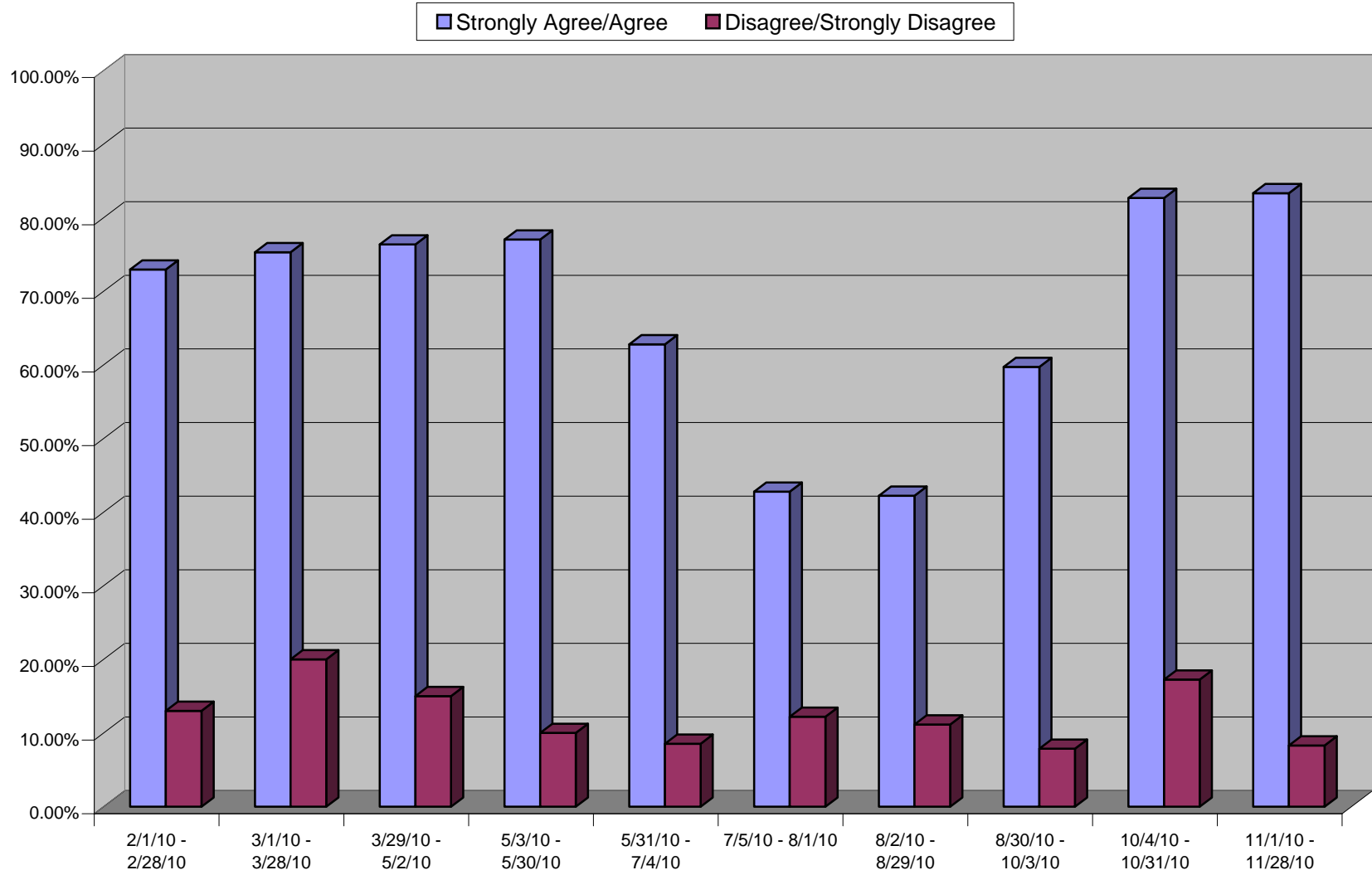
Note: Oct/Nov data provided by Survey Monkey. Prior data from Strumpf Associates.

Would Recommend Center to a Friend



Note: Oct/Nov data provided by Survey Monkey. Prior data provided by Strumpf Associates.

Satisfied With Overall Experience



Note: Oct/Nov data provided by Survey Monkey. Prior data provided by Strumpf Associates.

1/3/2011	Due Date	Award Date			<u>work2future</u>		
Contact	Funding Source/Sponsor	Submitted	TBD	Name	Funding Request	Status	Lead/Partners
PENDING							
1	Chris	EDD--25%	9/30/2010	TBD	Additional Assistance Dislocated Workers	\$985,000	TBSubmitted w2f
SUBMITTED							
2	Chris	Federal Earmark/Senator	Nov-10	2012	Library Technology	\$250,000	Submitted work2future
3	Chris	Federal Earmark/Senator	Nov-10	2010	Green Jobs Training	\$450,000	Submitted work2future
4	Jeff	Federal Earmark/Senator Boxer	2010	2011	Green HC Training Program	\$400,000	Submitted work2future
5	Chris	NEG	4/26/2010	TBD	Public Sector Transition	\$3,500,000	Submitted work2future
AWARDED							
6	BJ	Wells Fargo Bank	6/1/2010	TBD	BOS	\$5,000	UnderReview w2f
7	BJ	B of A	2010	2010	BOS	\$10,000	Awarded w2f
8	Chris	EDD--25%	2010	7/1/2010	Additional Assistance Public Sector	\$970,000	Awarded work2future
9	Chris	EDD	2010	7/1/2010	Additional Assistance NUMMI	\$970,000	Awarded work2future
10	Chris	NEG	2010	7/1/2010	Emergency NUMMI	\$3,500,000	Awarded work2future
11	Javier	EDD	2010	6/30/2010	Green Inovations (Workforce Inst)	\$125,000	Awarded workforce Insti/w2f
12	Javier	California Workforce Board	11/19/2009	2/14/2010	Regional Clusters of Opportunity	\$100,000	Awarded NOVA/w2f
13	Chris	NEG OJT	5/2/2010	TBD	OJT	\$1,000,000	Awarded work2future
14	Javier	DOL	10/5/2009	2/22/2010	ARRA Health Care Sector SG/DFA	\$60,000	Awarded SJS Foundation
15	BJ	Federal earmark/Cong. Honda	2009	TBD	BOS support Minority Business	\$200,000	Submitted work2future
16	BJ/Joy	City General Fund	2009	2009	BOS Support	\$100,000	Awarded work2future
17	BJ/Joy	Wells Fargo	2009	2009	BOS Network	\$10,000	Awarded work2future
18	BJ/Joy	Wells Fargo	2009	2009	BOS	\$5,000	Awarded work2future
19	BJ	Federal Earmark/Cong.Honda	2009	2009	BOS support	\$245,000	Awarded work2future
20	Chris	Target Foundation	2009	2009	Celebracion	\$5,000	Awarded
NOT AWARDED							
21	Lawrence	EDD	6/1/10	Jun-10	Green Innovations Challenge	\$4,000,000	Not awarded work2future
22	Javier	DOL	9/29/2009	TBD	Pathways Out Of Poverty	\$2,500,000	Not awarded work2future
23	Javier	CA Green Energy Training Prog PY 09/10			EDD/CA Department of Energy	\$545,000	Not awarded work2future
24	Jeff	Federal Earmark	FY 2010		Small Business/BOS	\$250,000	Not awarded work2future
25	Javier	DOL	4/29/2010	TBD	Community Based Job Training Grant	\$400,000	Submitted West valley Coll/w2f
26	Javier	US Dept of HHS	8/5/2010	Dec-10	Health Opportunity Grant TANF (5Yrs)	\$1,400,000	Submitted work2future/NOVA
27	Jeff/Scott	EDA (e-ric)	2010	Summer2010	Energy Efficiency Training	\$2,500,000	Submitted CSJ-SF-CET

BOS Tracking Report Launch YTD

Website	Nov-09	Dec-09	Jan-10	Feb-10	Mar-10	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Oct-07-YTD
Number	5120	4087	5432	***5777	***10494	5624	7073	5115	5581	4669	4071	4754	5115	3202	175464
Unique	3828	2900	4026	4289	7606	2335	5310	3983	3947	3564	3266	3677	1566	2518	130536

Top Most Popular Linked Sites

- 1 Gilroy EDC, SVSBDC
- 2 City of Morgan Hill, CSJ-ESD, Finance, Library, EBC, Filipino Chamber
- 3 Japanese Chamber, PCV, SJSV Chamber, SCORE, Tech CU, Women's Initiative, w2f

QLBS Assessments	Nov-09	Dec-09	Jan-10	Feb-10	Mar-10	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Oct-07-YTD
	12	2	2	5	10	0	8	2	3	2	2	6	1	3	146

OnLine Registrations	Nov-09	Dec-09	Jan-10	Feb-10	Mar-10	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Oct-07-YTD
	17	23	31	39	54	23	41	25	26	23	17	20	12	14	836

Toll Free Calls	Nov-09	Dec-09	Jan-10	Feb-10	Mar-10	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Oct-07-YTD
	38	21	17	44	30	45	28	38	17	23	12	20	27	11	912

Partner Services	Nov-09	Dec-09	Jan-10	Feb-10	Mar-10	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Oct-07-YTD
	30	35	66	***915	***715	733	****1537	698	317	****1647	1359	3713	651	853	37042

Grand Total Oct 07 -YTD

212506

Vietnamese Website Clients	Nov-09	Dec-09	Jan-10	Feb-10	Mar-10	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Oct-07-YTD
	264	147	302	200	334	384	404	292	379	417	280	498	292	466	6655
Most Viewed Page Business Plan Template 402															

Spanish Website Clients	Nov-09	Dec-09	Jan-10	Feb-10	Mar-10	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Oct-07-YTD
	54	43	39	74	55	46	65	71	68	67	80	70	71	41	1380
Most Viewed Page Business Structures-40															

ARC Loans from CA Lenders	Nov-09	Dec-09	Jan-10	Feb-10	Mar-10	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Oct-07-YTD
	0	49	55	59	46	57	9	24	20	21	25	0	0	0	462

* BOS Festiv'ALL Event

** BOS HP Event

*** BOS Small Business Tax Assistance

**** BOS Small Business Resource Fair & City Hall Job Fair

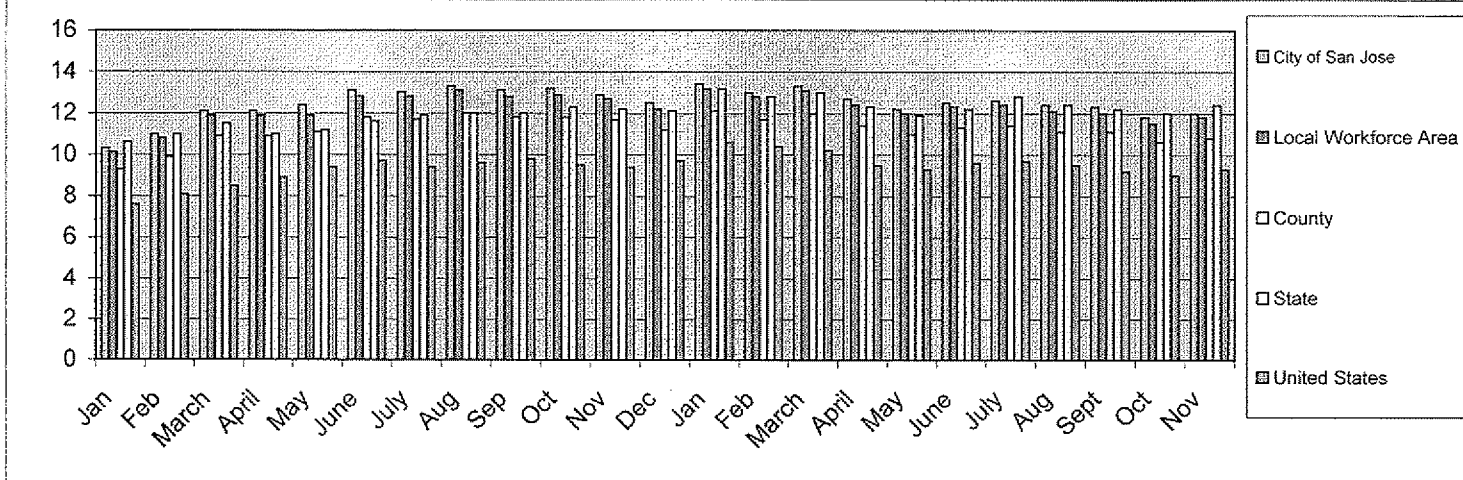
*****SV Chamber event 1474

Nov-10

Data Source: LMID

November 2010 Local Unemployment Data

	2009												2010											
	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	
San Jose City	10.3	11	12.1	12.1	12.4	13.1	13.0	13.3	13	13.2	12.9	12.5	13.4	13	13.3	12.7	12.2	12.5	12.6	12.4	12.3	11.8	12	
Local Workforce Area	10.1	10.8	11.9	11.9	11.9	12.8	12.8	13.1	13	12.9	12.7	12.2	13.2	12.8	13.1	12.4	12	12.3	12.4	12.1	12	11.5	11.8	
County	9.3	9.9	10.9	10.9	11.1	11.8	11.7	12.0	12	11.8	11.7	11.2	12.1	11.7	12	11.4	11	11.3	11.4	11.1	11.1	10.6	10.8	
State	10.6	11	11.5	11	11.2	11.6	11.9	12.0	12	12.3	12.2	12.1	13.2	12.8	13	12.3	11.9	12.2	12.8	12.4	12.2	12	12.4	
United States	7.6	8.1	8.5	8.9	9.4	9.7	9.4	9.6	9.8	9.5	9.4	9.7	10.6	10.4	10.2	9.5	9.3	9.6	9.7	9.5	9.2	9	9.3	



Between November 2009 and November 2010, total employment in the San Jose-Sunnyvale-Santa Clara MSA, which also includes San Benito County, grew by 5,200 jobs or 0.6 percent.

- Manufacturing netted a 3,900-job increase, with the largest growth occurring in computer and electronic products (up 6,400 jobs).
- Professional and business services also posted a net gain of 3,900 jobs over the year. Within this major industry, employment services (which also includes temporary agencies) expanded for the 11th consecutive month on a year-over basis, adding 2,200 jobs.
- Leisure and hospitality grew by 1,800 jobs from last year, mostly in food services and drinking places (up 1,100 jobs).
- On the other hand, government contracted over the year by 4,200 jobs. Notable decreases occurred in local public schools (down 3,000 jobs) and city government entities (down 900 jobs).
- Construction fell by 1,100 jobs, while financial activities lost 500 jobs from last November.

The Conference Board Help Wanted OnLine™ Data Series (HWOL), reports:

- There were 496,000 advertisements reported for California for November 2010. Every region in California experienced a year-over increase in job advertisements from November 2009 to November 2010.
- The Bay Area had the largest percentage increase (44 percent) in job advertisements of any region from November 2009 to November 2010.
- Job advertisements in Southern California improved markedly with an overall increase of 23 percent from November 2009 to November 2010.
- The Southern Border saw the smallest increase from November 2009 to November 2010 (18 percent).
- The Central Coast and Greater Sacramento regions saw a marked increase (26 and 29 percent respectively) from November 2009 to November 2010.

work2future Workforce Intelligence Team November 2010

IV (A) (1)

Meeting Minutes

[Action]

EXECUTIVE COMMITTEE MINUTES
Thursday, November 18, 2010
CTO: 3:25 p.m.

I. QUORUM VERIFICATION:

Present: Benny Boveda, Joe Flynn, Steve Preminger, Rashad Said.
Absent: Dr. Mark Novak, Bryan VanHuystee.

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) Accept the October American Recovery and Reinvestment Act (ARRA)/Integration Report of November 9, 2010.
- (b) Accept the October CQI Dashboard Report of November 12, 2010.
- (c) Accept the Grant Report of November 1, 2010.
- (d) Accept the BOS Report of November 9, 2010.

IV. AGENDA ITEMS

A. Old Business

1. Minutes Approval

Upon motion by Rashad Said, seconded by Steve Preminger, the October 21, 2010 work2future Executive Committee Minutes were approved.

B. New Business

1. Committee Updates

Assistant Director Christopher Donnelly provided the committee with a brief update regarding the November 16, 2010 meeting of the Youth Council Committee.

2. New Grant Appropriations

The Assistant Director reported that work2future recently received a grant to address local public sector layoffs. The funding will provide additional staff, supportive services, and training for affected individuals.

Upon motion by Vice Chair Joe Flynn, seconded by Steve Preminger, the proposed new grant awards expenditure plan was approved.

3. Executive Committee Meeting Schedule for 2011

Benny Boveda presented next year's proposed meeting dates for work2future's Executive Committee.

Upon motion by Rashad Said, seconded by Joe Flynn, the proposed Executive Committee meeting schedule was approved.

4. work2future's Five-Year Business Model

Executive Director Jeff Ruster began the business model discussion by reminding the committee that according to pro forma budget projections based on conservative assumptions, work2future will face a \$15M deficit over the next five years. He mentioned that one of the more promising approaches in terms of current progress involves use of technology for client services and internal processes, adding that Cisco may be interested in providing work2future with access to a "technology ecosystem" that Cisco developed for Michigan's workforce system which operates as a virtual one-stop; if compatible with work2future systems, significant staff time could be saved. In addition, a technology audit could also assist work2future to maximize its resources.

Board member Barbara Cox asked whether work2future has data to determine how many clients only access one or two services and might be better served through a virtual one-stop. The Assistant Director responded that it would take some time for MIS to generate that number, and added that because work2future now provides a preliminary orientation to its services, fewer individuals use only one or two services.

Regional Advisor Doug Orlando clarified that the lower, less intensive levels of the inverted WIA services pyramid (universal services) are anticipated to benefit clients generally, but that tracking universal services clients for performance purposes may cost more than the benefits provided. He explained that state and federal interest in local performance increases as the monetary investment increases.

The Executive Director reported that another promising approach to address the projected \$15M deficit is relocation from the Parkmoor facility to certain City-owned community centers. Parks, Recreation, and Neighborhood Services (PRNS) has identified for re-use three centers with potential to host parts of work2future's operations: Kirk Community Center, a recently rehabbed elementary school that could house the Adult/Dislocated Worker program (possibly also youth services); Shirakawa Community Center, located in an area with a high concentration of youth services clients; and Almaden Winery Community Center, a professionally-done center to house work2future's Business Services.

One factor to consider is that work2future cannot pay market-based rent to another City department, and PRNS needs to generate income from these community centers; however, it may be possible for work2future to provide other types of monetary support. Another concern is that splitting work2future's operations into three centers could pose communication challenges in terms of information flow; management would need to provide a plan to address this concern.

The Parkmoor facility, at \$1.4M/year, is expensive, but the building becomes a City asset in March 2013 as a result of a development agreement with Sobrato, meaning that if work2future were still here in 2013, the rent would be only 30% of what is currently being paid (based on the market-based rent issue). However, utilities and

maintenance of the Parkmoor facility is also expensive, and high-cost repairs to various systems will be increasingly necessary as the building continues to age.

The Executive Director mentioned that work2future staff are also looking at prioritizing client services to determine which services have the highest utilization and are most likely to enhance performance; resources will be targeted to the services with the highest impact.

The Executive Director said that the staffing and service delivery arrangements will change, as demonstrated through the pro forma budget. He explained that currently, there are 52 work2future staff (permanent and temporary unclassified) and 10 Workforce Institute (WI) staff, for a total of 62 staff providing Adult/Dislocated Worker services; however, based on the pro forma model, staffing is limited to approximately 27 staff. In addition to staffing levels, it will be necessary to examine whether work2future should contract services in or out, based on the budget and the need to ensure performance.

Joe Flynn asked whether headcount could be reduced. The Executive Director responded that work2future could cancel the contract with WI, that temporary unclassified staff are at-will employees, and that there is a process for laying off permanent staff.

The Executive Director mentioned that grants and revenue generation may mitigate some of the impact of declining WIA funding, saying that Board members such as Ms. Cox and Rocky Maddex have focused on diverse methods of revenue generation including EconoVue. Ms. Cox reported on the progress made during the most recent meeting of the ad hoc Revenue Generation working group, speaking about the need to identify champions and target specific markets for the EconoVue service.

The Executive Director discussed the breakdown of the budget parameters worksheet, based on a conservative \$10.5M budget, which essentially flat-lines funding for client services. The budget assumes that work2future remains at its Parkmoor facility. If work2future relocates, EDD could potentially collocate and share staff and responsibilities.

Benny Boveda asked John Baker of the California Workforce Association (CWA) what he thought would happen with WIA funding. Mr. Baker answered that work2future should not expect to receive an increase in funding, explaining that the WIA program is in competition with many other domestic discretionary programs.

The Executive Director said that the budget parameters would be presented to the Finance Committee at its meeting of December 8, 2010. Additionally, he said that he expects to report to the Board on the meetings with PRNS relating to potentially relocating operations to community centers identified for reuse. He also mentioned moving forward on a technology audit, and that an attorney had been identified to work on the 501(c) 3.

The Executive Director also stated that the budget study sessions had begun to determine how to address the City budget shortfall that has recently grown from \$40M to \$70M, which would also have implications regarding layoffs and individuals bumping into work2future. Moreover, he said that Mr. Krutko's recent resignation will have an impact in terms of adjusting to new leadership.

C. Set Items for Next Agenda

- Five-Year Business Model
- Ad Hoc Working Group Report-outs

D. Announcements

- Steve Preminger mentioned the upcoming annual holiday party for low-income families on December 19, 2010 and that volunteers and Santa Clauses are still needed. He said that Target was involved as a partner, and that NUMMI workers from Santa Clara County had been invited.
- BJ Sims spoke about this year's Festiv'ALL, a business networking event sponsored by BusinessOwnerSpace.com (BOS), which was held at the Santa Clara Convention Center with over 2000 attendees, including Mayor Reed and several Council members.

E. Next Meeting

The next Executive Committee meeting is currently scheduled to take place on **Thursday, January 20, 2011** at 3:00 p.m. at the San Jose One-Stop, 1290 Parkmoor Ave., San Jose, 95128.

V. PUBLIC COMMENT: none

VI. ADJOURNMENT

Upon motion by Joe Flynn, seconded by Steve Preminger, and passed unanimously, the meeting was adjourned at 4:26 p.m.

IV (B) (1)

Committee Updates

[Deferred]

[Information]

IV (B) (2)

New Grant Awards

[Action]

work²future
opportunity • jobs • success

Memorandum

TO: work2future Executive Committee

FROM: Joy Salandanan,
Supervising Accountant

SUBJECT: New Grant Awards for FY 2010-
2011 and Related Spending Plan

DATE: January 20, 2011

Approved

Date

1/13/11

RECOMMENDATION

Executive Committee approval to accept \$10,000 from Bank of America and \$5,000 from Wells Fargo Bank received for Fiscal Year (FY) 2010-2011, and related spending plan.

The recommendation of the Executive Committee will be presented to the Finance Committee at its meeting of March 9, 2011, and if approved, forwarded to the Board as part of its Consent Calendar for its meeting of March 17, 2011.

BACKGROUND

work2future recently received a \$10,000 grant award from Bank of America, and a \$5,000 award is forthcoming from Wells Fargo Bank. The funding supports the BusinessOwnerSpace.com (BOS) project.

ANALYSIS / BUDGET IMPACT

The funding will allow work2future to support its staffing, marketing and outreach, and administrative activities related to BOS and work2future's business services. This funding will provide BOS with a key source of capital to leverage the investments to date by expanding BOS's core operating services to benefit BOS partners and work2future's business and job seeker clients. It should be noted that to date, the majority of funding for BOS has been secured from work2future funds.

Jocelyn Salandanan
Supervising Accountant, work2future

cc: Jeff Ruster

/jvs

IV (B) (3)

Small Business Vitality
Study

[Discussion]

SUMMARY

work2future Small Business Study 2010

- Do small businesses account for a large share of local employment? No, small businesses account for 15 percent of private sector employment in the San José metro area. Businesses with 100 employees or more represent over two-thirds of San José-area employment.
- Do small businesses account for most job creation? No, entrepreneurs and start-ups create jobs, not existing small businesses. After their first year, businesses are net job destroyers.
- Are all start-ups equal? No, “high aspiration” entrepreneurship is most important, and “gazelle” firms are critical to overall job growth.
- Does the overall rate of entrepreneurship in Silicon Valley still lag the nation? Yes, national and international research reports that entrepreneurship rates for Santa Clara County and the San José MSA continue to lag rates for the United States as a whole.
- What are the current conditions for small businesses in Silicon Valley? Area residents were less optimistic about the local climate for starting a business in 2010 than in 2006. More than 80 percent of small business owners and managers rated the local economy as *fair* or *poor*. About a third of businesses recently postponed bill payment due to cash flow issues.
- What are small business owners’ outlook for the future? About 40 percent of small business owners see economic conditions improving over the next six months, and 12 percent say they will be adding more workers in the next three months.
- Is Silicon Valley a desirable business location? Access to customers, suppliers, skilled workers and advisors is a key advantage to a Silicon Valley location. Most small businesses reported no advantage or a disadvantage to locating within San José city limits. Negatives for Silicon Valley were related to cost. Although small businesses rated local services, commercial space and zoning favorably overall, respondents urged local governments to reduce tax and administrative burdens on small businesses. Delays and difficulties in obtaining approval for facility construction or expansion were noted.
- What can work2future, the City and others do for small businesses and entrepreneurs? Adding BOS partners, jointly marketing to potential and current entrepreneurs, and developing multi-tiered assistance can help get resources into the hands of entrepreneurs. Connecting businesses to lenders, streamlining government interactions for new or expanding businesses, and addressing barriers to hiring can assist entrepreneurs as they grow.

IV (B) (4)

Budget Update

[Discussion]

WIA Formula Funds	Adult	Dislocated Worker	Youth	RR	Total WIA
I. Actual					
Program Year 09-10					
Grant Period	07/01/09-06/30/11	07/01/09-06/30/11	04/01/09-06/30/11	07/01/09-06/30/10	
Original Allocation	\$3,671,512	\$4,255,510	\$3,851,009	\$717,721	\$12,495,752
Expenditure ending June 2010	\$1,891,619	\$3,516,833	\$2,332,070	\$710,246	\$8,450,768
Encumbrances	\$126,443	\$60,494	\$161,594	\$7,475	\$356,006
Actual Expenditures/Encumbrances	\$2,018,062	\$3,577,327	\$2,493,664	\$717,721	\$8,806,774
Available Funds in 2010-2011	\$1,653,450	\$678,183	\$1,357,345	\$0	\$3,688,978
% remaining to total allocation	45%	16%	35%	0%	30%
II. Actual Expenditures					
Program Year 2010-2011					
Carry Over from 09-10	\$1,779,893	\$738,677	\$1,518,939	\$7,475	\$4,044,984
Actual as of November 2010	\$1,274,628	\$738,677	\$1,064,874	\$7,475	\$3,085,654
Remaining	\$505,265	\$0	\$454,065	\$0	\$959,330
% remaining	28%	0%	30%	0%	24%
Original Allocation 10-11	\$3,234,317	\$3,525,679	\$3,449,393	\$538,291	\$10,747,680
Actual as of November 2010	\$169,069	\$871,843	\$197,322	\$159,855	\$1,398,089
Remaining	\$3,065,248	\$2,653,836	\$3,252,071	\$378,436	\$9,349,591
% remaining	95%	75%	94%	70%	87%
Total Available Funds	\$5,014,210	\$4,264,356	\$4,968,332	\$545,766	\$14,792,664
Actual as of November 2010	\$1,443,697	\$1,610,520	\$1,262,196	\$167,330	\$4,483,742
Remaining	\$3,570,513	\$2,653,836	\$3,706,136	\$378,436	\$10,308,921
% remaining	71%	62%	75%	69%	70%
III. Projections (Expenditures)					
Program Year Allocation 09-10					
Projected as of December 2010	\$1,053,326	\$738,677	\$1,063,340	\$7,475	\$2,862,818
Projected as of March 2011	\$1,779,893	\$738,677	\$1,518,939	\$7,475	\$4,044,984
Projected of June 2011	\$1,779,893	\$738,677	\$1,518,939	\$7,475	\$4,044,984
Program Year Allocation 10-11					
Projected as of December 2010	\$226,000	\$970,507	\$237,425	\$189,296	\$1,623,228
Projected as of March 2011	\$865,707	\$1,565,942	\$607,741	\$334,048	\$3,373,438
Projected of June 2011	\$1,605,851	\$2,625,891	\$2,191,012	\$538,291	\$6,961,045
Total Allocation 10-11					
Projected as of December 2010	\$1,279,326	\$1,709,184	\$1,300,765	\$196,771	\$4,486,046
Projected as of March 2011	\$2,645,600	\$2,304,619	\$2,126,680	\$341,523	\$7,418,422
Projected of June 2011	\$3,385,744	\$3,364,568	\$3,709,951	\$545,766	\$11,006,029

WIA Formula Funds	Adult	Dislocated Worker	Youth	RR	Total WIA
Actual					
Program Year 09-10					
Grant Period	07/01/09-06/30/11	07/01/09-06/30/11	04/01/09-06/30/11	07/01/09-06/30/10	
IV. Projected Carry Over (\$)					
Program year Allocation 09-10					
Projected Carry Over December 2010	726,567	0	455,599	0	1,182,166
Projected Carry Over March 2011	0	0	0	0	0
Projected Carry Over June 2011	0	0	0	0	0
Program year Allocation 10-11					
Projected Carry Over December 2010	3,008,317	2,555,172	3,211,968	348,995	9,124,452
Projected Carry Over March 2011	2,368,610	1,959,737	2,841,652	204,243	7,374,242
Projected Carry Over June 2011	1,628,466	899,788	1,258,381	0	3,786,635
Total Allocation 10-11					
Projected Carry Over December 2010	3,734,884	2,555,172	3,667,567	348,995	10,306,618
Projected Carry Over March 2011	2,368,610	1,959,737	2,841,652	204,243	7,374,242
Projected Carry Over June 2011	1,628,466	899,788	1,258,381	0	3,786,635
V. Projected Carry Over (%)					
Program year Allocation 09-10					
Projected Carry Over December 2010	41%	0%	30%	0%	29%
Projected Carry Over March 2011	0%	0%	0%	0%	0%
Projected Carry Over June 2011	0%	0%	0%	0%	0%
Program year Allocation 10-11					
Projected Carry Over December 2010	93%	72%	93%	65%	85%
Projected Carry Over March 2011	73%	56%	82%	38%	69%
Projected Carry Over June 2011	50%	26%	36%	0%	35%
Total Allocation 10-11					
Projected Carry Over December 2010	74%	60%	74%	64%	70%
Projected Carry Over March 2011	47%	46%	57%	37%	50%
Projected Carry Over June 2011	32%	21%	25%	0%	26%

	Capacity Building Lab	Incentive Exemp Performance	NUMMI 25% Additional Assistance*	NUMMI Re-Employment Project	25% RR Public Sector Grant	Total
WIA Other Funds						
I. Actual as of June 30, 2010						
Grant Period	ending 12/31/10	ending 6/30/11	9/30/2010	ending 3/31/12	ending 12/31/10	
Original Allocation	\$15,500	\$24,637	\$970,000	\$2,006,901	\$975,000	\$3,992,038
Expenditure ending June 2010	\$3,814	0	\$0	\$0	\$0	\$3,814
Available Funds in 2010-2011	\$11,686	24,637	\$970,000	\$2,006,901	\$975,000	\$3,988,224
% spent	25%	0%	0%	0%	0%	0%
II. Actual Expenditures						
Program Year 10-11						Total
Actual as of November 2010	\$3,814	\$0	\$441,554	\$159,223	0	604,591
Remaining	\$11,686	\$24,637	\$528,446	\$1,847,678	\$975,000	\$3,387,447
% remaining	75%	100%	54%	92%	0%	85%
III. Projected Expenditures (\$)						
Program Year 10-11						Total
Projected as of December 2010	\$15,500	\$0	\$0	\$600,777	\$0	\$616,277
Projected as of March 2011	\$15,500	\$18,000	\$0	\$760,000	\$0	\$793,500
Projected as of June 2011	\$15,500	\$24,637	\$0	\$1,441,862	\$0	\$1,481,999
IV. Projected Carry Over (\$)						
Program Year 10-11						Total
Projected as of December 2010	\$0	\$24,637	\$970,000	\$1,406,124	\$975,000	\$3,375,761
Projected as of March 2011	\$0	\$6,637	\$970,000	\$1,246,901	\$975,000	\$3,198,538
Projected as of June 2011	\$0	\$0	\$970,000	\$565,039	\$975,000	\$2,510,039
V. Projected Carry Over (%)						
Projected Carry Over by December 2010	0%	100%	100%	70%	100%	85%
Projected Carry Over by March 2011	0%	27%	100%	62%	100%	80%
Projected Carry Over by June 2011	0%	0%	100%	28%	100%	63%

- Note: 1) The remaining funding of \$11,686 under will be used for staff and partners' workforce certification; Board/Staff appreciation event
2) New Incentive Funds--will fund a portion of the staff/partner's workforce certification; Community Builders Awards; Board Retreat
3) * Per JTA system, this grant ended in 9-30-10; Extension for the grant until March 2012 has been granted by EDD; Expenditures of 441,553.73 will be moved to Nummi REP in January--no expenditures for the Bridge grant is expected until June 2010.
4) Currently at the current expenditure rate of \$125,000 a month -- expenditure rate for NUMMI Bridge and REP combined, NUMMI REP projected spent will be about \$531,938 by the end of June 2011; currently waiting a word from EDD for submittal of a revised spending plan. Unspent funds due to several factors; delay in hiring vacant positions; no OJT plan to date (\$150,000); stress w/s (\$76,000); ITAs, TAA funding first, previous ITAs issued, only 50% will be funded from WIA Grant.
5) Notification of award was received in December 2010; grant ended in December 2010; Requested EDD for an extension of the grant; still waiting for approval

WIA ARRA Funds	Adult	Adult Transfer	Dislocated Worker	Youth	RR	Total ARRA
I. Actual as of June 30, 2010						
Grant Period	02/17/09-06/30/11	02/17/09-06/30/11	02/17/09-06/30/11	02/17/09-06/30/11	02/17/09-06/30/11	02/17/09-06/30/11
Original Allocation	\$2,026,103	\$466,785	\$3,981,615	\$4,744,413	\$638,390	\$11,857,306
Expenditure to date to June 2010	\$1,853,456	0	\$2,837,932	\$4,224,341	\$371,086	\$9,286,815
Available Funds in 2010-2011	\$172,647	466,785	\$1,143,683	\$520,072	\$267,304	\$2,570,491
% spent	91%	0%	71%	89%	58%	78%
II. Actual Expenditures						
Program Year 10-11	AD/DW	Adult Transfer	DW	Youth	RR	Total
Actual as of November 2010	\$2,026,103	\$86,695	\$3,222,128	\$4,584,571	\$490,710	\$10,410,208
Remaining	\$0	380,090	\$759,487	\$159,842	\$147,680	\$1,447,098
% remaining	0%	81%	19%	3%	23%	12%
III. Projected Expenditures (\$)						
Program Year 10-11	AD/DW	AD/DW	DW	Youth	RR	Total
Projected as of December 2010	\$2,026,103	\$88,591	\$3,457,530	\$4,592,313	\$514,504	\$10,679,041
Projected as of March 2011	\$2,026,103	\$128,252	\$3,666,248	\$4,611,866	\$623,236	\$11,055,705
Projected as of June 2011	\$2,026,103	\$466,785	\$3,981,615	\$4,744,413	\$638,390	\$11,857,306
IV. Projected Carry Over (\$)						
Program Year 10-11	AD/DW		DW	Youth	RR	Total
Projected as of December 2010	\$0	\$378,194	\$524,085	\$152,100	\$123,886	\$1,178,265
Projected as of March 2011	\$0	\$338,533	\$315,367	\$132,547	\$15,154	\$801,601
Projected as of June 2011	\$0	\$0	\$0	\$0	\$0	\$0
V. Projected Carry Over (%)						
Projected Carry Over by December 2010	0%	81%	13%	3%	19%	10%
Projected Carry Over by March 2011	0%	73%	8%	3%	2%	7%
Projected Carry Over by June 2011	0%	0%	0%	0%	0%	0%

- 1) ARRA Adult Funds- fully spent
- 2) ARRA Adult Transfer- Carry Over funding of \$117,319 will fund Green Cadre Program (round 3)
- 3) ARRA DW - spending plan for \$391,267 will fund Supportive Services (\$150,000); Metrix On line training \$90,000; workshops/ed2go \$150,000; miscellaneous \$1,267
- 4) ARRA Youth-Carry Over funding of \$159,011 will fund Green Cadre Program (round 3)

WIA/ARRA Funds-Others	Dislocated Worker 25%	ARRA Disability Program	ARRA 15% New Grant 10-11	NEG OJT New Grant 10-11	Total
I. Actual as of June 30, 2010					
Grant Period	ending 6/30/11	ending 6/30/11	ending 6/30/11	ending 6/30/2012	
Original Allocation	\$902,329	\$99,072	\$30,874	\$725,462	\$1,757,737
Expenditure as of June 2010	\$246,895	40,661	\$0	\$0	\$287,556
Available Funds in 2010-2011	\$655,434	58,411	\$30,874	\$725,462	\$1,470,181
% spent	27%	41%	0%	0%	16%
II. Actual Expenditures					
Program Year 10-11	AD/DW	Adult Transfer	DW	NEG OJT	Total
Actual as of November 2010	\$248,009	\$64,157	\$0	0	312,166
Remaining	\$654,320	\$34,915	\$30,874	\$725,462	\$1,445,571
% remaining	73%	35%	100%	100%	82%
III. Projected Expenditures (\$)					
Program Year 10-11	AD/DW	AD/DW	DW	RR	Total
Projected as of December 2010	\$264,706	\$69,161	\$0	\$0	\$333,867
Projected as of March 2011	\$291,332	\$84,161	\$0	\$0	\$375,493
Projected as of June 2011	\$693,329	\$99,072	\$30,874	\$104,108	\$927,383
IV. Projected Carry Over (\$)					
Program Year 10-11	AD/DW		DW	RR	Total
Projected as of December 2010	\$637,623	\$29,911	\$30,874	\$725,462	\$1,423,870
Projected as of March 2011	\$610,997	\$14,911	\$30,874	\$725,462	\$1,382,244
Projected as of June 2011	\$209,000	\$0	\$0	\$621,354	\$830,354
V. Projected Carry Over (%)					
Projected Carry Over by December 2010	71%	30%	100%	100%	81%
Projected Carry Over by March 2011	68%	15%	100%	100%	79%
Projected Carry Over by June 2011	23%	0%	0%	86%	47%

Note: 1)25% DW Additional Assistance -- Workshops \$300,000-- \$350,000 Cohort Training--- \$55,434 ---Others; Cohort 3 @ \$141,000 as of January 2011; assu
 2) DPN Program Navigator postions has been vacant since September 11, 2010 -existing staff (Marilyn Bess) was moved to work part-time starting Deceml
 3) New Incentive Grant - will fund a portion of staff/partner's workforce certification; Board and staff Appreciation Events/Community Builders Awards
 4) New NEG OJT Grant - of the \$476,078 spending plan for 10-11, only \$ 101,966 is expected to be spent computes as follow: (D.W. - 50% of salaries be
 \$5,491.57 x 8 months x .50= \$21,966+ ovh of \$2,052+ 10 clients at an ave. reimbursement cost of \$8,000) = \$80,000 = \$104,018 (guesstimate only due

Other Funds	Small Business Assoc Earmark **	Housing & Trust Fund Project Hope	RICOG	Washington Mutual (BOS)	Wells Fargo (BOS)	Bank of America (BOS) **	Wells Fargo (BOS) ***	Total
I. Actual as of June 30, 2010								
Grant Period	1/01/10-12/31/11	08/01/08-10/31/11	4/1/2010-4/30/2011	N/A	N/A	N/A	N/A	
Original Allocation	245,643	920,000	100,000	35,000	5,000	10,000	5,000	1,320,643
Expenditure as of June 2010	5,450	654,587	0	1,815	0	0	0	661,852
Encumbrance	132,700	0	0	0	0	0	0	132,700
Available Funds in 2010-2011	107,493	265,413	100,000	33,185	5,000	10,000	5,000	526,091
% spent	2%	71%	0%	5%	0%	0%	0%	50%
II. Actual Expenditures								
Actual as of November 2010	\$26,900	\$684,033	\$0	\$1,816	\$0	\$0	\$0	\$661,853
Remaining	\$218,743	\$235,967	\$100,000	\$33,184	\$5,000	\$10,000	\$5,000	607,894
% remaining	89%	26%	100%	95%	100%	100%	100%	46%
III. Projected Expenditures (\$)								
Projected as of December 2010	\$34,650	\$686,569	\$4,275	\$0	\$0	\$0	\$0	\$725,494
Projected as of March 2011	\$86,400	\$771,412	\$8,550	\$0	\$0	\$0	\$0	\$866,362
Projected as of June 2011	\$103,500	\$871,344	\$15,000	\$0	\$0	\$0	\$0	\$989,844
IV. Projected Carry Over (\$)								
Projected as of December 2010	\$210,993	\$233,431	\$95,725	\$33,185	\$5,000	\$10,000	\$5,000	\$593,334
Projected as of March 2011	\$159,243	\$148,588	\$91,450	\$33,185	\$5,000	\$10,000	\$5,000	\$452,466
Projected as of June 2011	\$142,143	\$48,656	\$85,000	\$33,185	\$5,000	\$10,000	\$5,000	\$328,984
V. Projected Carry Over (%)								
Projected Carry Over by December 2010	86%	25%	96%	95%	100%	100%	100%	45%
Projected Carry Over by March 2011	65%	16%	91%	95%	100%	100%	100%	34%
Projected Carry Over by June 2011	58%	5%	85%	95%	100%	100%	100%	25%

1)* Term extended to 12/31/11, original term ends on 12/31/10

2) ** Project Hope will fund the new Green Cadre Program starting in January 2011 geared toward at risk youth from 18-22 years old; extended to 10/31/11; original term ends on July 31, 2010

3) *** Received new funding from Bank of America \$10,000 and Wells Fargo (\$5,000) for BOS.

IV (B) (5)

work2future One-Stop Locations

[Information]

IV (B) (6)

work2future's Five-Year
Business Model

[Discussion]

	SOURCES/USES	Total 10-11 Adult/DW Budget	Total 11-12 Adult/ DW Budget	Inc/(Dec)	% Inc(Dec)	FY 11-12 Remarks
		A	B	C=(B-A)	D= (C/A)	
	WIA & ARRA Funding Sources					
1	Allocation	8,034,523	6,700,000	(1,334,523)	-17%	Assumes \$6.7 m in AD/DW Formula Funding
2	+ Carry over from FY 10-11 (5%)	1,189,054	342,014	(847,040)	-71%	Does not include savings that may be generated throughout the year
3	+ Other Sources	0	201,000	201,000	100%	Assumes revenues from Econovue and Other Funding sources
4	Carry Over to FY 12-13 (5% of AD, DW, Youth)	-338,000	-335,000	3,000	-1%	Assume 5% carryover to FY 12-13
5	- Admin (10% of AD, DW, Youth)	-676,000	-670,000	6,000	-1%	10% Administrative cap
6	Program Budget Alloc Total	8,209,577	6,238,014	(1,971,563)	-24%	
	WIA & ARRA Expenditures FY 09-10	Total 10-11 Adult/DW Budget	Total 11-12 Adult/ DW Budget	Inc/Dec	% Inc (Dec)	
8	Personnel/Non-Personnel					
9	Personnel Cost 24 FTE	5,100,185	2,528,037	(2,572,148)	-50%	Budget in FY 10-11 includes \$1.5 million of contracted services; Addition of 2 FTEs from reduction in client related services and 1.5 contracted FTEs
10	Non -Personnel Cost	1,506,366	1,430,379	(75,987)	-5%	
11	Rent	694,380	767,998	73,618	11%	
12	Utilities	188,119	211,050	22,931	12%	
13	(Supplies, Travel, Other Professional Services, etc.)	623,867	451,331	(172,536)	-28%	Other Prof. Svcs. - \$450,000
14	Sub total Personnel and Non Personnel	6,606,551	3,958,416	(2,648,135)	-40%	
15	Client Related Services					
16	Adult Client Related Svcs					
17	Workshops	559,000	503,100	(55,900)	-10%	Reduction as a result of Executive Committee Discussion; amount reduced went to Personnel Costs line
18	Supportive Services	167,126	150,413	(16,713)	-10%	Reduction as a result of Executive Committee Discussion; amount reduced went to Personnel Costs line
19	Training (ETPL/Cohort/OJT/Online)	600,000	480,000	(120,000)	-20%	Reduction as a result of Executive Committee Discussion; amount reduced went to Personnel Costs line
20	Other Client Related Costs	100,000	100,000	0	0%	Assessment tools/on line (Work-Keys/Ed2go)
21	Total - Adult Client Related Services	1,426,126	1,233,513	(192,613)	-14%	
	Total Program Expenditures	8,032,677	5,191,929	(2,840,748)	-35%	
23	One Time Funding-Parkmoor Move	0	350,000	350,000	100%	Parkmoor Move- Tenant Improvement, TI lines/router/phones
24	One Time Funding-Automated Svcs.	0	150,000	150,000	100%	Automated Client Services/IT Procurement
25	Unallocated Reserve	176,900	546,085	369,185	209%	
26	Total Funding	8,209,577	6,238,014	(1,971,563)	-24%	

work2future Budget Parameters

FY 2011-2012

Executive Committee- January 20, 2011

Total Budget \$10 million

AD/DW \$6.7 million

Youth \$3.3 million

	Original	Executive Mtg. 11.18.10	Change	
Budget Change- Exec Mtg. 11.18.10				
Increase in Personnel Costs (Ln. 9)	\$2,254,424	\$2,447,037	\$192,613	2 FTEs
Decrease in Workshops (Ln. 17)	\$559,000	\$503,100	(\$55,900)	
Decrease in Supportive Services (Ln. 18)	\$167,126	\$150,413	(\$16,713)	
Decrease in Training Services (Ln. 19)	\$600,000	\$480,000	(\$120,000)	
Net Change	\$3,580,550	\$3,580,550	\$0	

	Original	w2f staff 1.6.11	Change	
Budget Change - w2f staff 1.6.11				
Decrease in Unallocated Reserve (Ln.25)	\$1,127,085	\$546,085	(\$581,000)	
Increase in One-time funding (Ln. 23)	\$0	\$350,000	\$350,000	Parkmoor Move-TI, T1 lines/router/phones, etc.
Increase in One-time funding (Ln. 24)	\$0	\$150,000	\$150,000	Automated Client Svcs./IT procurement
Increase in Personnel Costs (Ln. 9)	\$2,447,037	\$2,528,037	\$81,000	1.5 WI staff
Program Spending Plan Change in \$	\$3,574,122	\$3,574,122	\$0	

work2future Budget Parameters
 FY 2011-2012
 Executive Committee - January 20, 2011

	SOURCES/USES	Total 10-11 Adult/DW Budget	Total 11-12 Adult/ DW Budget	Inc/(Dec)	% Inc(Dec)	FY.11-12 Remarks
		A	B	C=(B-A)	D= (C/A)	
	WIA & ARRA Funding Sources					
1	Allocation	8,034,523	6,030,000	(2,004,523)	-25%	Assumes \$6.030 m in AD/DW Formula Funding
2	+ Carry over from FY 10-11 (5%)	1,189,054	342,014	(847,040)	-71%	Does not include savings that may be generated throughout the year
3	+ Other Sources	0	201,000	201,000	100%	Assumes revenues from Econovue and Other Funding sources
4	Carry Over to FY 12-13 (5% of AD, DW, Youth)	-338,000	-301,500	36,500	-11%	Assume 5% carryover to FY 12-13
5	- Admin (10% of AD, DW, Youth)	-676,000	-603,000	73,000	-11%	10% Administrative cap
6	Program Budget Alloc Total	8,209,577	5,668,514	(2,541,063)	-31%	
	WIA & ARRA Expenditures FY 09-10	Total 10-11 Adult/DW Budget	Total 11-12 Adult/ DW Budget	Inc/Dec	% Inc (Dec)	
8	Personnel/Non-Personnel					
9	Personnel Cost 24 FTE	5,100,185	2,447,037	(2,653,148)	-52%	Budget in FY 10-11 includes \$1.5 million of contracted services; Addition of 2 FTEs from reduction in client related services
10	Non -Personnel Cost	1,506,366	1,430,379	(75,987)	-5%	
11	Rent	694,380	767,998	73,618	11%	
12	Utilities	188,119	211,050	22,931	12%	
13	(Supplies, Travel, Other Professional Services, etc.)	623,867	451,331	(172,536)	-28%	Other Prof. Svcs. - \$450,000
14	Sub total Personnel and Non Personnel	6,606,551	3,877,416	(2,729,135)	-41%	
15	Client Related Services					
16	Adult Client Related Svcs					
17	Workshops	559,000	503,100	(55,900)	-10%	Reduction as a result of Executive Committee Discussion; amount reduced went to Personnel Costs line
18	Supportive Services	167,126	150,413	(16,713)	-10%	Reduction as a result of Executive Committee Discussion; amount reduced went to Personnel Costs line
19	Training (ETPL/Cohort/OJT/Online)	600,000	480,000	(120,000)	-20%	Reduction as a result of Executive Committee Discussion; amount reduced went to Personnel Costs line
20	Other Client Related Costs	100,000	157,585	57,585	58%	Assessment tools/on line (Work-Keys/Ed2go); Increase by \$57,585 to fund client-related software
21	Total - Adult Client Related Services	1,426,126	1,291,098	(135,028)	-9%	
22	Total Program Expenditures	8,032,677	5,168,514	(2,864,163)	-36%	
23	One-time Funding - Parkmoor Move	0	350,000	350,000	100%	Parkmoor Move-Tenant Improvements; TI lines/router/phones
4	One-time Funding - Parkmoor Move	0	150,000	150,000	100%	Automated Client Services/IT Procurement
25	Unallocated Reserve	176,900	0	(176,900)	-100%	
26	Total Funding	8,209,577	5,668,514	(2,541,063)	-31%	

work2future Budget Parameters
 FY 2011-2012
 Executive Committee - January 20, 2011

Total Budget \$9 million
AD/DW \$6.030 million
Youth \$2.970 million

	Original	Executive Mtg 11.18.10	Change
Budget Change - Exec Mtg. 11.18.10			
Increase in Personnel Costs (Ln. 9)	\$2,254,424	\$2,447,037	\$192,613 2 FTEs
Decrease in Workshops (Ln. 17)	\$559,000	\$503,100	(\$55,900)
Decrease in Supportive Services (Ln. 18)	\$167,126	\$150,413	(\$16,713)
Decrease in Training Services (Ln. 19)	\$600,000	\$480,000	(\$120,000)
Net Change	\$3,580,550	\$3,580,550	\$0

	Original	w2f Staff 1.6.11	Change
Budget Change - w2f. staff 1.6.11			
Decrease in Unallocated Reserve (Ln. 25)	\$1,127,085	\$546,085	(\$581,000)
Increase in One-time Funding (Ln. 23)	\$0	\$350,000	\$350,000 Parkmoor Move- T1, T1 lines/router/phones, etc.
Increase in One-time Funding (Ln. 24)	\$0	\$150,000	\$150,000 Automated Client Svcs/IT procurement
Increase in Personnel Costs (Ln. 9)	\$2,447,037	\$2,528,037	\$81,000 1.5 WI Staff
Program Spending Plan Change in \$	\$3,574,122	\$3,574,122	\$0

Funding Change (\$10m vs. \$9m) net change of \$569,500			
	Original Base	New Base	Change
Projected Funding Allocation for PY 11-12	\$10,000,000	\$9,000,000	(\$1,000,000)
Youth Share 33% of total	\$3,300,000	\$2,970,000	(\$330,000)
AD/DW Share 67% of total	\$6,700,000	\$6,030,000	(\$670,000)
5% of AD/DW Share to PY 12-13	(\$335,000)	(\$301,500)	\$33,500
10% Admin	(\$670,000)	(\$603,000)	\$67,000
5% from PY 10-11	\$342,014	\$342,014	\$0
Other Sources	\$201,000	\$201,000	\$0
Program Budget Allocation change in \$	\$6,238,014	\$5,668,514	(\$569,500)

Spending Plan Change corresponding to the change in allocation (net change of \$569,500)			
Elimination of Unallocated Reserve	\$546,085	\$0	(\$546,085)
Reduction of 1.5 Contracted Staff	\$2,528,037	\$2,447,037	(\$81,000)
Increase in Other Client Related Services	\$100,000	\$157,585	\$57,585 client software
Program Spending Plan Change in \$	\$3,174,122	\$2,604,622	(\$569,500)

IV (B) (7)

Monitoring and Audit Update

[Information]

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 on February 17, 2011 at 3:00 p.m. at the San Jose One-Stop, 1290 Parkmoor Ave., San Jose, CA 95126, (408) 794-1100.

V
Public Comment

VI
Adjournment