

EXECUTIVE COMMITTEE MINUTES

JUNE 8, 2009

3:00 p.m.-5:00 p.m.

CTO 3:03 p.m.

I. ROLL CALL:

Present: Steve Preminger, Brian VanHuystee, Joe Flynn, Rashad Said, Benny Boveda

Absent: Luz Maria Rodriguez, Mark Novak

Staff in attendance:

Angela Cipperly, Leslie Hallenbeck, Javier Vanga, Aaron, Chris Donnelly, Mary Dariano, Jeff Ruster, Denise Lum, Joy Salandanan, Tamia Brown, Mark DeCastro

II. OPENING REMARKS: were read by chair. Benny Boveda.

III. PUBLIC COMMENT: There were no public comments.

IV. CONSENT ITEMS

Recommendation: Accept report on One Stop Integration and CQI (Continuous Quality Improvement).

This item was deferred to next meeting.

V. AGENDA ITEMS

A. Old Business

1. Minutes

Action: The minutes of the April 23, 2009 work²future Executive Committee Special Meeting were approved by unanimous vote.

Motion: Steve Preminger

Second: Joe Flynn

Motion carried.

B. New Business

1. Committee Updates

Benny Boveda, Board/Executive Committee Chair led a discussion between committee members and heard reports from other committees.

From the Youth committee, Brian VanHuystee spoke about the great job Chris and staff are doing on the Youth Program and the Summer Jobs for Youth ARRA project. He commended staff and the

leadership team for being able to create and implement the program with short notice and under strict federal guidelines.

Joe Flynn from the Finance Committee reported that the committee didn't meet because there was not a quorum..

The Executive Committee report was about the Edge campaign. It is moving along just fine. Several board members attended the last meeting and are signing up to take part in strategic planning groups.

2. ARRA Youth Program Update

The Assistant Director led the discussion on the progress on the ARRA Summer Jobs for Youth Program.

The Assistant Director reported that the outreach was extensive for the program: packets were sent to 5,000 Calwork recipients, 94 to public and private high schools in our area, 6 colleges and universities, 130 non-profits, and foster youth liaisons. In the last two days before the final deadline, 1,500 applicants came into the One Stop to apply. All staff worked together to accept applications from the youth. If the budget had been larger, we could have served more youth. It is expected that all the monies will be spent this summer.

The Executive and Youth committees have approved the budget for youth. We have \$152K decrease in budget for the youth program from \$4.8M to \$4.7M. The original budget submitted did not include FICA, or the city overhead rate and was increased from 1,000 participants to 1,200 participants. Because of this, youth program salaries will be paid out of youth formula funds in the amount of \$680K.

The cost per individual is \$4,500- \$4,700 per youth and based on qualified applicants, up to 850 youth will be enrolled this summer. (The cost per participant was researched across the state and ranged from \$1K to \$10K, depending on the area) 2,300 youth applied and there were a number of them that met the low-income criteria but did not have the additional barrier required by WIA legislation. The additional barriers for the youth program are specified as: foster children, ex-offenders, pregnant or parenting youth, and/or basic skills deficient individuals. Brian VanHuystee reported that this is something that the Youth committee wants to address for next year: petitioning to allow low-income kids without a barrier to qualify for the program.

There will be three different start dates: 6/22, 6/29, and 7/14 (2009). 82% of enrolled youth are from San Jose; there are 100 kids from Gilroy and Morgan Hill. There are 98 different work sites in San Jose: from East Side Union High School District, Santa Clara County, Morgan Hill Unified and San Jose Water District.

3. WIA Formula/ARRA Budget/ARRA Funding Adjustment

Action: The Executive Committee approved the WIA formula/ARRA Budget/FY09/10/Budget adjustments for Summer Jobs for Youth Program, and the Adult Stimulus program.

There are two components to this presentation: reconciliation of the ARRA budget and the WIA formula allocation for 09/10. work²future estimated ARRA allocations to be \$9.8M; the actual amount allocated is \$11.8M. Rapid Response and Adult/Dislocated Worker allocation is \$2M more than anticipated; however the youth allocation is \$152K less than expected. \$404K is unallocated in the March budget to serve as a buffer in this circumstance.

Additionally, there are cost over-runs in FICA and San Jose City overhead for salaries that are represented in the budget. Also, the budget for 1,000 youth has been increased to serve an additional 200 youth or 1,200 total youth. \$680K of youth formula funds in savings will be used to cover \$259K in FICA costs, \$350K in City overhead and \$241K to serve 200 extra youth. An extra \$45K will be used in non-personnel costs.

\$94K unallocated ARRA dollars will be spent in PY10/11 to cover close out costs. \$638K of Rapid Response money was not included in the original budget. It will be used to hire an additional 4 temporary unclassified staff to compliment the team in Business Services and other services.

The total budget for PY 09/10 is \$25.9M as compared to \$10.9M for PY08/09.

The work²future total budget is \$24.8M, which includes: WIA Formula funds in the amount of \$13.4M (includes carry-over funds from FY08/09 and estimated carryover to FY 09/10); ARRA funds in the amount of \$11.08M, and an estimated Rapid Response allocation of \$358K (This is an estimated amount. Notification of allocation for FY 09/10 not expected until August, 2009) The remaining \$1.044M is made up of discretionary funding: Project Hope/New Americans (\$115,566 carryover), a Federal earmark for BOS for website enhancements and outreach events (\$245K), CSJ Housing Trust funds, (\$320K), DOL Job Training (\$328K) , and Corporate Accounts (\$35K).

The expectation is that we will spend 96% of ARRA funds for the Adult and Dislocated Worker Program and 100% for the Youth Program. The overall budget is 70% on client related services the remaining \$1.1M or 30% is for overhead and staffing.

New possible supportive services will include one-time Cobra payments, rental assistance, and new training programs. An

internship program is being designed to help people who have completed their training but have been unable to find work. The 400 internships will be for three to four months, for 20-30 hours/week and will pay a small stipend of \$150.00-\$200.00 per week. There is also an Entrepreneurial program that will be available at work2future for small business start-ups that will provide computers, assistance with web page design, and education in other areas of business support and promotion such as business presentations.

Updates on the ARRA programs will be presented to all the work2future committees at all of the committee meetings.

There was one recusal for this item: Rashad Said, Career Advancement Solutions, sub-contractor for Evergreen Community College and recipient of WIA formula funds.

The motion to approve the WIA formula/ARRA Budget FY 09/10/Budget adjustments for Summer Jobs for Youth Program, and the Adult Stimulus program was made by Joe Flynn.

Second: Brian VanHuystee

Motion carried.

4. Adult/Dislocated Worker Contract PY 09/10

Action: The Executive Committee approved the Workforce Institute (WI) Contract for PY 09/10.

The WI contract amount for 09/10 is \$3,180,000: \$1.8M is allocated to provide intensive services and assessments to Adult and Dislocated Workers and \$1.3M is allocated to provide job fairs, on-line trainings, workshops, and recruitments. \$2.9M of this budget will be from Adult and Dislocated Worker formula funds and the balance will be allocated from ARRA funds. This is the 3rd year renewal of a 5 year contract during which each year, WI has successfully met all performance outcomes.

Specialized recruitments have been held for P.G.& E., Home Depot, and Safeway. The employers have been very satisfied with the pre-qualification of the applicants and have placed a number of work2future clients in jobs with these employers. P.G.& E. has interviewed fifty work2future clients and has hired about 15.

More high demand workshops have been added, such as Microsoft Office Suite and workshop hours have been extended into the weekday evenings.

There was one recusal for this item: Rashad Said, Career Advancement Solutions, sub-contractor for Evergreen Community College and recipient of WIA formula funds.

The motion to approve the WI contract was made by Steve Preminger.
Second: Joe Flynn
Motion carried.

5. Youth Program Contracts, PY 09/10

Action: The Executive Committee unanimously approved the tentative Youth Program Contracts for PY 09/10.

The Assistant Director presented the tentative youth program allocations for PY09/10. The allocations are tentative because the final performance outcomes for youth contractors will not be completely tallied until 6/30/09. Depending upon the results of the reports, due on July 15, 2009, the allocations may be adjusted. The final performance outcomes and recommendations will be brought back to the next Youth Council and Executive Committee Meeting.

The Youth Council has approved the following tentative recommendations:

- a. Workforce Institute (WI) - \$600K to serve 101 youth
- b. Center for Training and Careers (CTC) - \$390K to serve 65 youth
- c. San Jose Conservation Corps (SJCC) \$240K to serve 40 youth

Preliminary performance outcomes were reported. WI has met 100% of enrollment goals as well as a high percentage of its contractual occupational skills training, placement, and employment goals. Five "carried over" from PY07-08 and there were no negative exits. In the current year, WI has 5 negative exits out of 101 enrollments, or nearly 5% of its enrollment goal.

CTC has exceeded its goals for program enrollments but it is uncertain whether they will meet literacy/numercy and occupational skills training goals. For PY07-08 there were 22 clients "carried over" and 7 negative exits. For the current year, CTC has no negative exits.

SJCC has not met performance targets for occupational skills training and the literacy/numercy rate. 13 youth were "carried over" into the current program year and 8 of these there were negative exits. For PY08/09 there are 2 negative exits out of 40 enrollments.

The final allocations may be modified at the September 2009 Youth Council. How the remaining \$1.2M will be dispersed will be decided then also. Contractors are reimbursed according to cost and performance.

Motion to approve was made by Steve Preminger
2nd: Rashad Said
Motion carried.

6. Demonstration – Geomapper

Javier Vanga, Program Manager provided an update and demonstration of the latest GeoMapper innovations, including PayPal and subscription services.

Twelve proposals for GeoMapper subscriptions have been sent out to the first target market, other WIBs. Out of these, none have balked at the pricing and there are 4 who are firm for subscription after the state-wide data base is done. Also, conversations with out-of-state WIBs is in process: a demonstration of the GeoMapper at the California Federation of Labor to 35 members from locations throughout the states had a fantastic response, attendees stayed 30 + minutes after the presentation to ask questions.

A demonstration followed, showing the newest program additions and speed abilities as well as the pop up screens for users to pay for the downloading of requested data via PayPal.

Some subscriptions will be for unlimited service; however, there will be a governor past a certain amount of requested data items. There will be a pop-up that says: "Call Javier". Users may not sell data acquired through their subscription to another user or to a competitor.

There will be a map to locate the Summer Jobs for Youth program clients that will track age, type of job, address, mode of transportation and worksites. This will give us the opportunity to study the results of the PY08/09 Summer Jobs for Youth program.

7. Conflict of Interest Form

Mark DeCastro, City Attorneys Office, presented a review of the City's conflict of Interest protocol..

For economical conflict, a member must fill out a statement and declaration of Conflict of Interest, sign it and submit to staff, who will then submit it to the City Clerk's office and to the City Attorney. For a personal interest conflict, there is a generic form. A conflict of interest form must be filled out 24 hours ahead of the meeting and the member must recuse himself and step out of the room during the discussion and the vote at the meeting. The City Clerk's website Policy 0-34 gives the City Council's declaration about this policy. A form must be filled out for every item on every agenda that appears at any meeting for which a conflict exists.

Stepping out of the room does not affect the existence of a meeting quorum. The committee requested that Mary send conflict forms with the agenda. If the committee members have any questions they should ask staff or the City Attorney's Office.

8. Complaint Policy

Action: The Executive Committee approved the revised work2future Complaint Policies regarding: (1) discrimination and equal opportunity complaints, (2) issues arising from WIA programs or activities, and (3) WIA –related fraud, waste, abuse, and criminal activities.

Last year work2future received two guidance memos from EDD requiring additions to the existing policies. As a result of following the EDD directive, work2future further had to rewrite the complaint policy to reconcile inconsistencies between the new and old policies and, additionally, implement changes required due to the implementation of integration.

An independent party is now required to hear a complaint that has arisen through the process to a hearing level. Complaints must be addressed within 30 days.

The Executive Director advised that one of our customers brought this to our attention. The Committee Chair asked if the number of people complaining has increased. Although it was anticipated that performance indicators would drop due to the new integrated pilot program, and they have, but less than anticipated due to the diligent oversight of the Continuous Quality Improvement team.

Motion to approve: Steve Preminger

2nd: Rashad Said

Motion carried

9. Small Business Development Committee

The Executive Director led the discussion about the possibility of work2future in a role of program oversight of this committee. He reported that a meeting was held between some of the board members and staff regarding this issue and the consensus was that work2future was not interested in taking over the committee to oversee complaint, discrimination, or bad procurement practices, but to help all small businesses grow and thrive in the City of San Jose. Assisting BOS and the business communities was something the group was interested in and this is why they have brought the item back to the Executive Committee. It is proposed to do this for two years and have work2future provide the funding for the first two years with the caveat that the second two years be funded by the City of San Jose, if work2future continues to operate the committee.

C. Set Items for Next Agenda

7-16-09- because of the heightened scrutiny on ARRA, we will be bringing back updates to the budget memo and financial reports. This will be a standing item on future agendas.

D. Announcements

Javier introduced Aaron Wilster who is a graduate student at UC Berkeley in City Planning. He is developing clean and green study and will be with through the fall.

The Assistant Director mentioned an article in the Willow Glen Resident about work2future.

The Assistant Director mentioned that the Executive Director was on TV with Kim Walesh and Sara Hser in a show about work2future. It was televised in a town hall format.

Steve Preminger mentioned an annual fatherhood conference: he will send the information to work2future to help publicize the event.

E. Next Meeting

The next Executive Committee meeting is scheduled for **July 16, 2009** at 3:00 p.m. in the Boardroom at the San Jose One-Stop, 1290 Parkmoor Ave., San Jose, California.

F. Adjournment

Motion: Steve Preminger

Second: Brian VanHuystee

Motion Carried

Adjournment 4:44 p.m.