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EXECUTIVE COMMITTEE SPECIAL MEETING MINUTES JULY 27, 2009

- I. ROLL CALL:** **Present:** Bryan VanHuystee, Rashad Said, Steve Preminger, Benny Boveda
Absent: Luz Maria Rodriguez, Joe Flynn, Dr. Mark Novak
Staff in Attendance:
Christopher Donnelly, Mary Dariano, Jeff Ruster, Tamia Brown, Leslie Hallenbeck, Angela Cipperly, Wayne Cohen, Mayra Sosa, Martha Morado, Marilyn Bess, Lua Nguyen, Lawrence Thoo

II. OPENING REMARKS: read by Benny Boveda.

III. PUBLIC COMMENT: no public comments.

IV. CONSENT ITEMS

Action: The Committee accepted the CQI Dashboard Report for May 2009.
The motion was made by Steve Preminger, seconded by Rashad Said, and passed unanimously.

V. AGENDA ITEMS

A. Old Business

1. Minutes

Action: The Committee approved the June 8, 2009 work2future Executive Committee Special Meeting Minutes.
The motion was made by Steve Preminger, seconded by Bryan VanHuystee and passed unanimously.

B. New Business

1. Committee Updates

The Executive Committee Chair verified that there was no new information on Committee Projects as there had been no other committee meetings since the last Special Executive Committee Meeting on June 8, 2009.

2. ARRA Youth Program Update

The Assistant Director reported on the progress of the ARRA (American Recovery and Reinvestment Act) Summer Jobs for Youth Program.

2,400 applications were received, 82% of which were San Jose residents. The final number of participants will range from 850-915 and 80% of those come from San Jose. 147 participants are working for city departments.

Outreach efforts were extensive and included: 5,000 CalWORKS recipients, 94 public and private high schools, 6 colleges and universities, 130 non-profits, all service area cities and towns, Santa Clara County agencies and foster youth liaisons.

There are 102 worksites; the top 5 employers are City of San Jose, East Side Union High School District, Santa Clara County, Morgan Hill Unified, and California Waste Solutions.

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There were three designated start dates for the program: June 20, July 6, and July 20. Youth will work in a variety of programs that include: anti-graffiti, clerical and computer skills, environment services, customer service, and library management. As part of the work readiness aspect of the program, youth will learn clean and green concepts, resume techniques, and interviewing skills.

Board member Steve Preminger requested feedback from participants about how the youth program impacted their lives. The Assistant Director reported that plans for an internet "blog" to solicit this kind of information are underway. Once it is up and running, we will provide that information back to the board.

The Committee Chair reported that 31 youth signed up at Target and they are on time, eager to work, and feel value from the program. Management has already noticed some individuals they wish to hire after the program has ended.

work2future will likely have funding remaining after the summer program ends because the number of participants for Summer 2009 was projected to be 1200 and is actually 850-915.

There is a lot of oversight for this program, spot checks will occur throughout its entirety to review time cards and worksite safety.

The Executive Director commended staff for their efforts in successfully putting together a program with the significant paperwork and logistics required.

The committee expressed concern about the youth ending up back on the street after the program ended. The Assistant Director assured the committee that participants will receive an overview of work2future programs and other organization's programs at the end of Summer Jobs for Youth.

The Chair recognized eight new employees and welcomed them.

3. ARRA Adult/Dislocated Worker Program Update

The Assistant Director led the discussion on the ARRA (American Recovery and Reinvestment Act) Adult/Dislocated Worker Program. He advised that the work2future ARRA program has not started yet but will provide additional funding for training and supportive services.

Goals for the training program are:

- ETPL Training – 200 participants. These people will have the opportunity to choose the training school that they would like to choose.
- On the job training (OJT) - 200 participants. Potential employers are Green Vehicles and Solar Power.
- Cohort Training (training of groups in a particular discipline at a discounted rate) – 200 participants, and
- Certified Workshop Training – 200 participants. Targeted workshops will consist of 40+ hours in different disciplines such as Microsoft Office Suite, clean and green, hospitality and other courses at community colleges.

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This year 180 people went through on-line training with a 95% success rate (participants receiving certificates).

Plans are in the works for an internship program for clients who are still not finding work after the training is over. The internships will provide a bridge for trained but unemployed persons, by offering 15-40 hours of work per week and a stipend of \$150/\$200 per week. This will also provide the employers an opportunity to audition the individuals and perhaps decide to hire them.

We are in process to hire new ARRA staff for extended hours in San Jose and Gilroy. work2future will be offering its full array of services, until 8:00 p.m., four nights a week in San Jose and one night a week in Gilroy. There will be a 25% increase in the number of workshops in ESL, GED, problem solving, and computer training. These additional hours are funded with ARRA funds; the extended hours will be terminated and the temporary staff released when the funding is expended. Our goal is to spend all ARRA funds by June 2010.

4. Request for Information (RFI) for Training Update

The Assistant Director presented an update on the proposed RFI for Training under ARRA. It is noted that ARRA authorizes participating WIBs to directly contract higher institutes of learning for training purposes.

work2future will be issuing an RFI for our training program to existing contractors, community colleges, San Jose State University, and other organizations on the state ETPL list. This will solicit information from the responders on cost, types of trainings, cohort trainings (15-25 clients), terms of trainings (ranging from 2 to 4 months), and focusing on subject matter such as transferable skills, clean and green, demand occupations, and trainings resulting in a credential. The RFI is due to be released next week, August 3, 2009.

The committee chair suggested looking at the current inventory of training classes in the community colleges and San Jose State, to determine if there is anything already underway that could be modified to fit our needs. The Assistant Director responded that work2future will research this possibility to see how we can maximize current offerings but advised that a lot of community college programs are impacted and are unavailable for additional enrollment. The suggestion is to contact other departments in the system, such as contract ED, who may be able to add a cohort program.

5. Mission Statement-work2future

The Executive Director led the discussion on the current Mission Statement. He advised that it has been about three years since the board and committees have evaluated the mission statement for work2future and he requested feedback from the committee members on the "fit" of the language to work2future's current profile.

Rashad Said offered that the mission statement is all encompassing.

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Steve Preminger suggested that we add language to embrace diversity among job seekers; also, an item to re-engage dislocated individuals who have become discouraged over time and estranged from proactive job-seeking.

6. Performance Update

The Assistant Director provided an update on current DOL (Department of Labor) performance outcomes and enrollments in the Adult and Youth Programs. This is the second to the last performance report for FY08/09. work2future did meet seven out of nine performance outcomes.

The Adult Entered Employment rate performance goal is 77%; our performance was actually 49.48% resulting in a 64.26% success rate. Also, DW Entered Employment Rate performance goal was 80%; our performance was actually 76.15% resulting in a 95.19% success rate. All other success rates for A/DW and youth exceeded 100%, giving us overall 7 out of 9 areas of exceeded performance goals. The "soft exits" from the program as well as the current state of the economy were contributing factors to the performance shortfall.

A performance management team is part of our upcoming plans. This team will engage clients that may be soft exiting (not participating in services), ensure that they know about our services, and determine if they are employed. They will oversee the Adult, Dislocated Worker, and Youth programs, will primarily be staffed by ARRA personnel, and be managed by Monique Melchor, Integration and Youth Program Manager and Rowena Suen, MIS Manager.

Steve Preminger asked about the average earnings listed in the performance report. This number is an average from the state and is the change between the amount earned before and after services, not total income.

The Committee Chair asked if there was any collaboration between the WIBs to share "best practices". The Assistant Director advised that the Integration Collaborative, although still active, has not met or had conference calls in the last several months, but are reconvening in the near future. It is agreed among the integration WIBS that soft-exiting clients is the biggest issue impacting performance numbers.

7. Update of First Year of Integration

Tamia Brown presented some of the information on the first year of integration. These numbers are gathered from the Dashboard Report and the Comment Card data.

The highest enrollment of customers was in July of 2008 at 975 enrollees; low was in December 2008 at 491 enrollees. There is an average of 649 enrollees per month and there were 468 soft exits. 38,000 individuals participated in workshops, 17,000 received comprehensive assessment, and 414 participated in training services.

The Executive Director advised that we will present a report on the first year of integration at the 8/20/09 Executive Committee Meeting and get feedback on it from the committee. We will incorporate the feedback and include the benefits and challenges of the Learning Lab experience in a final, comprehensive report to present to the Board at the September 2009 meeting.

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8. Update on work2future Events

BJ Sims, Business Services Manager presented an update on the HP Pavilion Job Fair (July 29) and Celebracion del Campo (August 29).

The job fair will be held at the HP Pavilion next Wednesday. There will be an apprenticeship representative at the event for the Electricians and Carpenters. 32 employers will be participating; flyers with their logos were passed out to the committee. KGO is helping with advertising and we are hoping that 3,000 to 5,000 people will attend. Ads were placed in the Spanish and Vietnamese magazines, in community newspapers, and on the Mercury News website.

The City of San Jose Housing Department will be at HP Pavilion to provide information on foreclosure assistance.

Celebracion del Campo will be held this year at the Usegi Farms on August 29. An ad has been placed in the Gilroy Dispatch. There are six businesses committed so far but it is early in the game, more are expected.

The Gilroy Outlets are not hiring very much as business is slow. Also, businesses from the smaller communities tend to hire within the communities. The committee chair (Target) says back to school season is going well so far.

The Executive Director advised that Celebracion del Campo is a not only a job fair but also offers access to resource agencies and health agencies.

Steve Preminger asked about employers for ex offenders after release from jail. Are there any employers willing to hire ex-cons? The Business Services Manager advised that businesses are very practical. Staff is careful to select businesses that could be receptive to this population.

C. Set Items for Next Agenda

June and July 2009 Dashboard
Integration Performance Report
Youth Report
ARRA- standing item
Mission Statement
CQI Update

D. Announcements

The Fatherhood conference was a great success- there were good workshops and the attendance was great. work2future had a booth, manned by Sal Lopez and Anthony Martinez. They felt the work had great value.

The Dalai Lama gave out awards to people for Community Service. Steve Preminger received an award.

Leslie Hallenback asked for feedback on the website templates being considered. The templates will be sent to the committee in pdf form. Please send feedback by next Executive Committee Meeting.

E. Next Meeting

The next Executive Committee meeting is scheduled for **August 20, 2009** at 3:00 p.m. in the Boardroom at the San Jose One-Stop, 1290 Parkmoor Ave., San Jose, California.

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F. Adjournment: 4:14 pm

Motion to adjourn was made by Rashad Said, seconded by Bryan VanHuystee, and was passed unanimously.

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.