

**EXECUTIVE COMMITTEE**  
**January 21, 2010**  
**3:00 P.M. AFTERNOON SESSION**

**CTO: 3:15 p.m.**

**I. ROLL CALL: Present:** Joe Flynn, Steve Preminger, Rashad Said, Mark Novak.  
**Absent:** Luz Maria Rodriguez, Benny Boveda, Bryan VanHuystee.

**II. OPENING REMARKS:** Read by committee member Dr. Mark Novak.

**III. PUBLIC COMMENTS:** There were no public comments.

**IV. CONSENT ITEMS**

The CQI Dashboard Report for the month of November 2009 was unanimously accepted.

Motion: Steve Preminger

2<sup>nd</sup>: Rashad Said

**V. AGENDA ITEMS**

**A. Old Business**

**1. Meeting Summary Approval**

The Meeting Summary for the October 15, 2009 work2future Executive Committee Meeting was approved by unanimous vote.

Motion: Rashad Said

2<sup>nd</sup>: Steve Preminger

**B. New Business**

**1. Committee Updates**

**Operations:** Dr. Novak reported that the Operations committee held a discussion on its purpose and goals, and defined its membership, adding that this information will be useful to inform incoming committee members of committee protocol. Further, he suggested that such information be identified for the benefit of new Board and committee members. Steve Preminger suggested involving the new board members in the committees. The Executive Director agreed, asking that the members interested in participating in the committees contact him directly.

**Finance:** Joseph Flynn reported on the Finance Committee, saying that the committee is asking for progress updates from the youth contractors who are working with the "carry-over" clients (clients from the year before who are still enrolled with work2future). The Committee approved the budget for the youth contractors and requested ongoing information in order to be diligent.

The Executive Director addressed other concerns of the Finance Committee: maintenance costs on the web page and alternate funds to maintain client services after the ARRA funds are expended. He advised that the web page had been designed to be easier for staff to update and maintain. Additionally, staff is streamlining processes and considering solutions in anticipation of the eventual loss of ARRA funding. Options being considered are: getting more help from partners (EDD) and Board and committee members, receiving donations from industry through the 501(c)3, and receiving donations through a San Jose City option which will allow the donors to claim income tax deductions.

The Executive Director advised that it will take 6-9 months before the 501(c)3 will be up and running. Talks with corporate foundations and others about donations to the program are already in process.

## **2. Healthy Workers**

Committee member Steve Preminger introduced Sarah Muller of Working Partnerships USA. Sarah reported on Healthy Workers, a new health insurance program for small businesses in Santa Clara County that do not currently offer health coverage to their employees.

Enrollment will start on March 1, 2010. The goals for the program are universal health care in Santa Clara County and an affordable product for small businesses,

To be eligible for the program, a business must reside in Santa Clara County, employ 2-50 employees, and not currently offer health insurance to employees who earn \$17.00 per hour or less. The plan is for 20,000 insured with an immediate goal of 1,000. The plan will be comprehensive and have a strong emphasis on preventative health care using County hospital and clinics. The financing structure includes \$75.00 per month from the employee, \$150.00 per month from the employer and the balance from County facilities in services.

This program is a win for the employee who does not have insurance, a win for the employer who can provide insurance at a discounted rate, and a win for county medical services that will receive funds not previously allocated. The program has already been approved by the County Supervisors, and endorsements have been received from 13 small business chambers of commerce.

There are many small businesses already interested. The current plan offers no (or small) co-pays, no deductibles, and only covers the employee. Future plans are to cover the self-employed and dependants. The presentation for Healthy Workers will be made to the Board at the March 18, 2010 Board Meeting. Marketing materials will be available in February.

Sarah asked for advice and help with more outreach. work2future's Business Services manager offered to assist with marketing through

BusinessOwnerSpace.com, Job Fairs, and services for small businesses. Flyers will be placed at work2future and City Hall.

### **3. Final PY 08–09 Performance**

The Assistant Director reported that work2future met six out of six performance outcomes for Adult and Dislocated Workers and three out of three for the Youth Program. He also commended staff for an excellent job in the face of the current economy.

Performance teams for adult and youth will contact everyone who has exited training. Also, a newsletter is distributed monthly. With these efforts, it is possible that staff might be able to meet 9 out of 9 performance outcomes this year.

The Executive Director thanked work2future's Board and committee member Joseph Flynn for taking time to recognize work2future's efforts, given the economy and the new, integrated program challenges. He also expressed appreciation for Mr. Flynn's offer of practical, hands-on assistance from Board and committee members. He commended staff for stepping up to the challenge and responding to organizational and community needs.

When considering performance measurement percentages, the total number of clients served should be taken into account. work2future enrolled 8,000 clients last year, and 49% entered employment. For example, Santa Barbara WIB enrolled 120 clients, 85% of which entered employment. The actual numbers of clients finding employment are 2,500 for work2future and 48 in Santa Barbara. In all 12 integrated learning labs, 110,000 clients were enrolled; in the remaining 37 Workforce Investment Boards only 23,000 were enrolled. Additionally, the state has requested that learning labs track activities. 8,000 enrollees participated in 65,000 activities at work2future.

Mr. Flynn suggested that the Board members be made aware of the performance numbers, as well as work2future's accomplishments in the community. This information would engage the board members to talk about work2future's accomplishments as well as give them the information to provide to people in the community.

The Executive Director advised the committee that plans were in the making to provide information to new members in the form of an orientation and membership binder. Also, a simplified report on performance and customer data will be designed. A template will be provided at the February 2010 Executive Committee meeting.

### **4. NUMMI Rapid Response Update**

The Assistant Director and Business Services Manager presented an update on the NUMMI Rapid Response efforts. 4,700 employees will be laid off from NUMMI on March 31, 2010, 818 of which will be in Santa Clara County and about 600 will be in the work2future service area. NUMMI has been certified under the Trade Adjustment Assistance Reform Act, and workers will be able to receive assistance that provides up to \$12K in

training fees for retraining, COBRA benefits, and 130 weeks of unemployment.

We have requested \$3.5M for NUMMI to support a re-employment center to be located down the street from the San Jose One Stop, to include additional staff and services for between 600 and 1,000 additional clients. The state is looking at \$10M additional federal funds for NUMMI.

Committee member Steve Preminger advised that Toyota still wants to capture the California market while taking jobs out of the state. Job losses are estimated 20,000 including suppliers and contractors.

**5. American Recovery and Reinvestment Act (ARRA)/Integration Updates**

Monique Melchor, Integration and Adult/DW Program Manager presented an update on the ARRA/Integration progress. The demand has been high, the One-Stop is full, and parking is at a premium, especially on days workshops are in session.

People are taking advantage of ETPL occupational skills training. A vendor fair for the training providers was held last week, and 300 people came to participate and sign up for classes. 800 people have signed up for 400 classes. A San Jose State course in Project Management was very popular; Medical/Health Care and IT courses attracted a lot of interest. There are 28 viable cohort training programs planned.

The Assistant Director reported that classes are reviewed regularly. Frequency and cancellations of courses are adjusted according to demand and attendance. The on-line training classes are hugely successful and managed by Workforce Institute. There are opportunities for clients who don't own computers to use the computer labs at the One-Stop to take their courses.

Additionally, after students have passed on-line courses, subsidies may be available to buy software upgrades for home computers to encourage clients to further their education with on-line courses.

Committee member Joseph Flynn revisited a conversation from the last Board meeting during which Board member Dave Matuzak momentarily confused on-line training with cohort training. It was explained that cohort training was classroom training and on-line training was self-directed. This alleviated Mr. Matuzak's concerns.

There is also an opportunity for NUMMI clients to come in and review training possibilities before signing up for on-line classes.

EDD is organizing the Bay Area Community College Consortium, which is discussing cohort training for Trade Adjustment Act clients. work2future has been invited.

The Executive Director moved Item #8 up to follow Item #5 because of its relationship to the conversation regarding cohort training.

## **8. ITA Cap Waiver Policy Update**

The Assistant Director presented follow-up information regarding the Individualized Training Account cap waiver. The waiver was enacted two years ago so that individuals requiring more than the \$3K training allowance to complete a specific training could petition to have the allowance raised up to \$6K. The waiver also provides the opportunity for individuals who have employers willing to commit in writing to hire them after they were trained, to receive in excess of the \$3K allowance. There have only been five requests for a waiver this year.

This policy relates to the cohort trainings as follows: cohort training is the purchase of a classroom to be occupied by a group of individuals (approximately 20) who take a course together. The cost of the classroom is divided by the number of students taking the course, which often results in a lower cost per capita than if the course was solicited by or for just one individual at a time. However, the reduced cost of some of these cohort trainings still results in more than work2future's training allowance of \$3K per individual. In this circumstance, work2future wants to invoke the waiver so that individuals are able to take trainings without incurring personal cost.

Committee member Steve Preminger asked if staff was looking for a motion from the committee to support the ITA waiver. The Executive Director advised that the committee had already authorized the waiver and asked for updates. The number of waiver requests are expected to increase due to the cohort training costs, and therefore the topic of the waiver was brought back to the committee.

Upon receipt of expected additional stimulus funds, work2future plans to provide more cohort trainings.

## **6. Website Update**

Leslie Hallenbeck, One-Stop Manager, demonstrated the new work2future website. The website was a soft launch on the 10<sup>th</sup> of January. The site architecture followed the design chosen by the Executive Committee. There are links to sections within the website on the home page. Some of the links are: Job seeker, Board and Committee, staff, Business Services, partners and special programs. The website is partially populated with information and is expected to be complete by the March 18, 2010 Board Meeting; however, the Vietnamese and Spanish sections will not be completed by this date.

## **7. Grants and 501(c) 3 Updates**

Javier Vanga, Program Manager, presented updates on current grants and applications, and work2future's progress toward formation of a 501(c)3.

work2future was not funded under the Pathways out of Poverty grant; however, The National Council of La Raza with affiliate Center for Training and Careers did receive part of the grant. The Regional Clusters of Opportunity Grant that was submitted in partnership with Nova will be announced next week. The Healthcare Sector Grant submitted in

partnership with San Jose State Foundation will be announced in February. Also, there is a federal earmark of \$1.5M for a green training program for youth and an earmark for helping businesses go green that are expected next year. A third earmark is expected this summer to help minority-owned businesses.

A donation has been made to pay attorney fees needed to successfully establish the 501(c)3. Next week, the attorneys hired will work with City Attorneys on conflict of interest possibilities and will review the application paperwork. There will more complete information at the February Executive Committee meeting. The Executive Director advised that work2future had received a Washington Mutual grant from Bryan VanHuystee. With his permission, staff will utilize this money to pay for costs to establish the 501(c)3.

A meeting time for the 501(c)3 to follow the next Executive Committee meeting was discussed.

**C. Set Items for Next Agenda**

1. Board orientation packet discussion and/or binder outline and discussion materials the committee members need for staff to prepare the packet
2. Report for board – template- (simplified dashboard)
3. Grants update
4. 501(c)3 update

**C. Announcements**

1. Steve Preminger expressed thanks to the WIB and BJ Sims, Business Services Manager, for community workshops for victims of domestic violence. Sabby Kaur represented work2future at an event at Elmwood to talk to perpetrators about work2future services. Mr. Preminger said that he was proud to be on the work2future Board.
2. Pride of San Jose Award will be presented to work2future on February 18, 2010 at the Mayor's State of the City Breakfast.
3. Joseph Flynn wants to put pressure on Board members to contribute more to work2future efforts.
4. "Enrolled client only" job fair in Campbell One Stop on Tuesday, January 26, 2010. Shuttles for clients will run from Parkmoor to Campbell to alleviate parking problems.
5. Retooling for the Future – The Executive Director will be presenting on Trends

**E. Next Meeting**

The next Executive Committee meeting is currently scheduled to take place on **Thursday, February 18, 2010** at 3:00 p.m. in the Boardroom at the One Stop San Jose, 1290 Parkmoor Ave., San Jose, 794.1100.

**F. Adjournment**

Motion to adjourn: Joe Flynn  
2<sup>nd</sup>: Steve Preminger