



BOARD RETREAT AGENDA

Thursday, June 20, 2019

11:00 am

NextFlex

2040 Fortune Drive

San Jose, CA 95131

www.work2future.biz

Joseph Flynn, Chair

Susan Koeppe-Baker, Vice Chair

Monique Melchor, Secretary

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<http://www.sanjoseca.gov/DocumentCenter/Home/View/17>

For questions regarding this agenda, please call Lawrence Thoo at 408.794.1170. To request an accommodation or alternative format for work2future meetings, events or printed materials, please call Kathryn Azevedo at 408.794.1176 or call 408.294.9337 (TTY) as soon as possible, but at least three business days before the meeting/event.

WORKFORCE BOARD

Name/Company	Executive	Finance	Priv Emp	Youth
Amador-LeBeau, Rose <i>Conxi3n to Community (Center for Training and Careers)</i>			M	
Auerhahn, Louise <i>Working Partnerships USA</i>				
Batra, Rajiv <i>PayPal</i>				
Burrill, Jeff <i>Pangenera LLC, a Panera Bread franchisee</i>				
Chao, George <i>Manex</i>				
Estill, Jack <i>San Jose State University</i>		M		
Flynn, Joseph <i>PRGX Global, Inc.</i>	C			
Gilroy, Leslie <i>CSDC/San Jose Job Corps</i>				
Gomez, Blanca <i>Wells Fargo</i>		M		
Gutierrez, Juan <i>UA Local 393 Plumbers, Steamfitters, Pipefitters & HVACR Service Technicians</i>				
Koepp-Baker, Susan <i>Enviro-Tech Services</i>	M	C	M	
Le, Van <i>State Farm Insurance Agent</i>			M	M
Lucero, Maria <i>California Employment Development Department</i>				
Moore, Pamela <i>California Department of Rehabilitation</i>			M	
Parmeter, Brynt <i>NextFlex</i>				
Perez, Rafaela <i>Social Services Agency, County of Santa Clara</i>				
Preminger, Steve <i>Office of Strategic & Intergovernmental Affairs, County of Santa Clara</i>	M			
Said, Rashad <i>Advanced Vocational Institute</i>	M		M	
Schoch, Mitch <i>Bentek, Inc.</i>			C	
Villalovoz, Henri <i>Sourcewise</i>				
Vujjeni, Kishan <i>South Bay Consortium for Adult Education; SJECCD</i>				
Wahl, David <i>Jabil, Inc.</i>				

M = Committee Member; VC = Vice Chair; C = Chair

WORKFORCE DEVELOPMENT BOARD

June 20, 2019
11:00 am

RETREAT AGENDA

I. CALL TO ORDER

II. QUORUM VERIFICATION

III. BOARD RETREAT {Discussion}

Facilitator: Shawn Spano, Professor, Communications Studies, San Jose State University; communications consultant

Facilitated presentations and discussions regarding the Board's strategic direction, and Board engagement, structure and communication.

3 hr, 5 min 2:10 pm end

IV. PUBLIC COMMENT

V. NEXT STEPS AND WRAP-UP {Discussion}

VI. ADJOURNMENT

5 min 2:15 pm end

15 min 2:30 pm end

Please note: *Times to the right of agenda items are estimates only of the duration of the item and its approximate ending time. Actual times may vary, and items may be taken out of order at the discretion of the chair.*

**CITY OF SAN JOSE CODE OF CONDUCT
FOR PUBLIC MEETINGS IN THE COUNCIL CHAMBERS AND COMMITTEE ROOMS**

The Code of Conduct is intended to promote open meetings that welcome debate of public policy issues being discussed by the City Council, its Committees, and City Boards and Commissions in an atmosphere of fairness, courtesy, and respect for differing points of view.

1. Public Meeting Decorum:
 - a. Persons in the audience will refrain from behavior which will disrupt the public meeting. This will include making loud noises, clapping, shouting, booing, hissing or engaging in any other activity in a manner that disturbs, disrupts or impedes the orderly conduct of the meeting.
 - b. Persons in the audience will refrain from creating, provoking or participating in any type of disturbance involving unwelcome physical contact.
 - c. Persons in the audience will refrain from using cellular phones and/or pagers while the meeting is in session.
 - d. Appropriate attire, including shoes and shirts are required in the Council Chambers and Committee Rooms at all times.
 - e. Persons in the audience will not place their feet on the seats in front of them.
 - f. No food, drink (other than bottled water with a cap), or chewing gum will be allowed in the Council Chambers and Committee Rooms, except as otherwise pre-approved by City staff.
 - g. All persons entering the Council Chambers and Committee Rooms, including their bags, purses, briefcases and similar belongings, may be subject to search for weapons and other dangerous materials.
2. Signs, Objects or Symbolic Material:
 - a. Objects and symbolic materials, such as signs or banners, will be allowed in the Council Chambers and Committee Rooms, with the following restrictions:
 - i. No objects will be larger than 2 feet by 3 feet.
 - ii. No sticks, posts, poles or other such items will be attached to the signs or other symbolic materials.
 - iii. 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 pointers, scissors, razors, scalpels, box cutting knives, and other cutting tools; letter openers, corkscrews, can openers with points, knitting needles, and

hooks; hairspray, pepper spray, and aerosol containers; tools; glass containers; and large backpacks and suitcases that contain items unrelated to the meeting.

3. Addressing the Council, Committee, Board or Commission:
 - a. Persons wishing to speak on an agenda item or during open forum are requested to complete a speaker card and submit the card to the City Clerk or other administrative staff at the meeting.
 - b. Meeting attendees are usually given two (2) minutes to speak on any agenda item and/or during open forum; the time limit is in the discretion of the Chair of the meeting and may be limited when appropriate. Applicants and appellants in land use matters are usually given more time to speak.
 - c. Speakers should discuss topics related to City business on the agenda, unless they are speaking during open forum.
 - d. Speakers' comments should be addressed to the full body. Requests to engage the Mayor, Council Members, Board Members, Commissioners or Staff in conversation will not be honored. Abusive language is inappropriate.
 - e. Speakers will not bring to the podium any items other than a prepared written statement, writing materials, or objects that have been inspected by security staff.
 - f. If an individual wishes to submit written information, he or she may give it to the City Clerk or other administrative staff at the meeting.
 - g. Speakers and any other members of the public will not approach the dais at any time without prior consent from the Chair of the meeting.

Failure to comply with this Code of Conduct which will disturb, disrupt or impede the orderly conduct of the meeting may result in removal from the meeting and/or possible arrest.

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at the Almaden Winery Community Center, 5730 Chambertin Drive, San Jose, California at the same time that the public records are distributed or made available to the legislative body.

I.

Call to Order

II.

Quorum Verification

III.

BOARD RETREAT

[Discussion]

BOARD RETREAT

11:05 Set the Retreat Context

- Preview purposes and format
 - ✓ Assist in shaping the strategic direction of the organization
 - ✓ Identify strategies to enhance Board support and Board member engagement

11:30 Shape the Strategic Direction

- Present ideas for enhancing work2future partnerships and offering new services and initiatives
- Form break-out groups (assign a facilitator recorder/reporter) to address following questions:
 - Partnerships: *What do you think about the potential new partnerships? What excites you? What concerns, if any, do you have? Are there other partnerships that staff should explore? What are the highest priority partnerships that staff should pursue?*
 - New Services/Initiatives: *What do you think about the new services/initiatives? What excites you? What concerns, if any, do you have? Are there other services/initiatives that staff should explore? What are the highest priority services/initiatives that staff should pursue?*
- Group reports with Q & A
- Summary of group reports and facilitated discussion of resources and metrics:
 - *What resources are needed to design and implement the partnerships and services/initiatives? How will these resources be secured?*
 - *How will we know we are successful? What information and data are needed?*

12:00 Lunch

12:30 Continue Strategic Direction Topic

- Group reports with Q & A
- Summary of group reports and facilitated discussion of resources and metrics:
 - *What resources are needed to design and implement the partnerships and services/initiatives? How will these resources be secured?*
 - *How will we know we are successful? What information and data are needed?*

1:00 Board Engagement, Committee Structure and Communication

- Back in the break-out groups (with the assigned facilitator recorder/reporter) to address following questions:
 - *How can the Board support the design and implementation of the proposed partnerships and the new services/initiatives?*
 - *In what ways can the Board committee structure be reorganized to better support the strategic direction?*
 - *How do you, as an individual Board member, want to be involved? Where is your enthusiasm and passion? What actions and activities can you engage in?*
 - *How can Board communication be enhanced? What strategies and actions can facilitate more and better communication?*

- Group reports with Q & A

2:10 Time for Public Comment

2:15 Wrap Up and Next Steps

- *What agreements, decisions and actions steps were made?*
- *What are the next steps to move the action items forward?*
- *What are your observations and evaluations of this retreat? Conduct delta/plus.*

2:30 Adjourn to NextFlex tour (optional)

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IV

Public Comment

V.

NEXT STEPS AND WRAP-UP

[Discussion]

VI.

Adjournment