



## WORKFORCE DEVELOPMENT BOARD MEETING

Thursday, September 17, 2020, 9:30 am

[www.work2future.org](http://www.work2future.org)

Joseph Flynn, Chair

Susan Koepp-Baker, Vice Chair

### COVID-19 NOTICE

Consistent with the California Governor's Executive Order No. N-29-20, Resolution No. 79450 from the City of San José and the Santa Clara County Health Officer's March 16, 2020 Shelter in Place Order, the Workforce Development Board meeting will not be physically open to the public and Board members will be videoconferencing/teleconferencing from remote locations.

Members of the public can observe the meeting by computer, smartphone and smart tablet at <https://sanjoseca.zoom.us/j/92215257965?pwd=QUt4ZTRxd1NaMWtrVHR4UnBJd2JYUT09>

To submit written Public Comment *before* the Board meeting: Send by e-mail to [Lawrence.Thoo@sanjoseca.gov](mailto:Lawrence.Thoo@sanjoseca.gov) by 8:00 am the day of the meeting. E-mails will be posted with the Agenda as "Letters from the Public". Identify the Agenda Item Number in the subject line.

To submit written Public Comment *during* the Board meeting: Send e-mail during the meeting to [Kathryn.Azevedo@sanjoseca.gov](mailto:Kathryn.Azevedo@sanjoseca.gov), identifying the Agenda Item Number in the e-mail subject line, to have the comments verbally read into the record, with a maximum of 250 words, which corresponds to approximately 2 minutes per individual comment, subject to the Chair's discretion. Comments received after the agenda item is heard but before the close of the meeting will be included as a part of the meeting record but will not be read into the record.

To provide Spoken Public Comment *during* the Board meeting: a) **Phone** (408) 638 0968, Meeting ID 922 1525 7965, Password: 616342. Click \*9 to raise a hand to speak. Or b) go **online** using the [hyperlink](#) above. 1) Use a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer. Mute all other audio before speaking. Using multiple devices can cause an audio feedback. 2) Enter an email address and name. The name will be visible online and will be used to notify you that it is your turn to speak. 3) When the Chair calls for the item on which you wish to speak, click on "Raise Hand." Speakers will be notified shortly before they are called to speak. 4) When called, please limit your remarks to the time limit allotted.

**WORKFORCE DEVELOPMENT BOARD MEMBERS**

January 2020

1. **Rose AMADOR-LE BEAU**  
President & CEO  
ConXion to Community
2. **Louise AUERHAHN**  
Director of Economic & Workforce Policy  
Working Partnerships USA
3. **Rajiv BATRA**  
Senior Legal Counsel  
PayPal, Inc.
4. **Chad BOJORQUEZ**  
Senior Director, Strategic Initiatives  
Destination: Home
5. **George CHAO**  
Manager, Advanced Manufacturing & Strategic  
Partnerships  
Manex
6. **Jack ESTILL**  
Lecturer, Economics  
San Jose State University
7. **Joseph A. FLYNN, Board Chair**  
Business Consultant
8. **Leslie GILROY**  
San Jose Job Corps Center Director  
Career Systems Development Corp.
9. **Blanca GOMEZ**  
Vice President and Community Development Sr.  
Consultant  
Wells Fargo
10. **Juan GUTIERREZ**  
Organizer  
UA Local Union 393 Plumbers, Steamfitters,  
Pipefitters, & HVACR Service Technicians
11. **Susan L. KOEPP-BAKER, Board Vice Chair**  
Principal  
Enviro-Tech Services
12. **Van T. LE**  
Trustee and Clerk of the Board  
East Side Union High School District  
Agent  
State Farm Insurance
13. **Maria LUCERO**  
Employment Program Manager III  
Employment Development Department, State of  
California
14. **Robert MORENO**  
Training Director  
Santa Clara County Electrical Joint Apprentice  
Training Center, IBEW
15. **Rafaela PEREZ**  
Employment Services Director  
Santa Clara County Social Services Agency
16. **Steve PREMINGER**  
Director, Office of Strategic &  
Intergovernmental Affairs  
County of Santa Clara
17. **Priya SMITH, MPH**  
Medical Group Administrator  
The Permanente Medical Group  
Kaiser Permanente San Jose
18. **Alan TAKAHASHI**  
Vice President and General Manager  
Multifunction Microwave Solutions  
Cobham Advanced Electronic Solutions
19. **Henri VILLALOVOZ**  
Director of Senior Employment Services  
Sourcewise
20. **Kishan VUJJENI**  
Co-chair  
South Bay Consortium for Adult Education  
Dean of College Transitions & Extension  
Programs  
San Jose Evergreen Community College District

**WORKFORCE DEVELOPMENT BOARD**

**September 17, 2020**

**9:30 am**

**AGENDA**

**I. CALL TO ORDER & QUORUM VERIFICATION**

**II. OPENING REMARKS**

**III. CONSENT ITEMS {Action}**

Approve the acceptance of:

*5 min*

*9:40 am end*

**A. Financial Status as of June 30, 2020**

**B. Performance and Program Services Update as of June 30, 2020**

**IV. BUSINESS ITEMS**

**A. Old Business**

**1. Minutes Approval {Action}**

Approve minutes of the June 18, 2020 Board meeting.

*5 min*

*9:45 am end*

**B. New Business**

**1. Director's Report {Discussion}**

*Monique Melchor, Director*

Reports on various matters of interest.

*10 min*

*9:55 am end*

**2. FY 2020-21 Program Operating Budget Reconciliation {Action}**

*Allain Mallari, Finance Manager*

Approve adjustments to the Fiscal Year 2020–21 Program Operating Budget as follows:

*15 min*

*10:10 am end*

**a)** Re-budget \$553,049 in additional carry-over program funding from FY 2019-20, thereby amending the estimated carry-over funding as of March 31, 2020 that was included in the June 2020 Board-approved Program Operating Budget for FY 2020-21;

**b)** Increase funding by \$164,850 in the WIOA Rapid Response operating budget. This is comprised of \$121,408 carry-over funds from FY 2019-20 and \$43,442 increase in the final program allocation compared to estimated funding;

**c)** Adjust the Summary of Discretionary funding sources, both new and carry-over to \$4,056,215.

**3. Coronavirus Relief Funds/CARES ACT Work Experience Project {Discussion}**

*Monique Melchor, Director*

Report on the Executive Committee's approval on behalf of the Board, pursuant to Article VI, Section 6.4 of the Bylaws, to accept \$2,479,500 in Coronavirus Relief Funds for the CARES WEX and Training Project, including the allocation of funds to Goodwill Silicon Valley and the

*10 min*

*10:20 am end*

Foundation for California Community Colleges to carry out certain responsibilities related to the project.

- 4. Labor Market Update {Discussion}** 10 min  
*Lawrence Thoo, Strategic Engagement Manager* 10:30 am end  
Report on the labor market in Santa Clara County.
- 5. Ad Hoc Committee Update {Discussion}** 10 min  
*Joe Flynn, Chair* 10:40 am end  
Report on the status and activities of the ad hoc committee on youth strategy
- 6. New Career Service Providers {Discussion}** 30 min  
*Monique Melchor, Director. Guests: Stephanie Koontz, Director of Service Delivery,* 11:10 am end  
*Janette Dunn, Regional Director, Equus Workforce Solutions; Sarah Terlouw, Executive Director,*  
*Sead Eminovic, Site Director, Kevin Davis, Career Development Coordinator, International*  
*Rescue Committee*  
Introduction of incoming career service providers, Equus Workforce Solutions (formerly ResCare Workforce Services) and the International Rescue Committee, which will assume responsibility October 1, 2020, for providing Adult, Dislocated Worker and Youth Program services at the San Jose, North San Jose and Gilroy Career Centers.
- 7. Bridge to Recovery Program {Discussion}** 15 min  
*Monique Melchor, Director. Guest: Michael Mancini, Division Director, Economic* 11:25 am end  
*Development Services, Catholic Charities of Santa Clara County*  
Presentation on the Bridge to Recovery Program, a community-wide initiative coordinated and led by Catholic Charities of Santa Clara County to re-envision an integrated and holistic interagency and employer-engaged approach to providing a social safety net and workforce development for the region's most vulnerable and traditionally underserved communities.

**V. PUBLIC COMMENT**

Matters not on the agenda

**VI. SUGGESTIONS FOR FUTURE AGENDA ITEMS**

**VII. ANNOUNCEMENTS**

- A. The next meeting of the Board is scheduled for Thursday, November 19, 2020, 9:30 am.
- B. Other

**VIII. ADJOURNMENT**

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Please note: *Times to the right of agenda items are estimates only of the duration of each 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**

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.

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### **Novel Coronavirus (COVID-19) Precautions**

Consistent with the California Governor's Executive Order No. N-29-20, Resolution No. 79450 from the City of San José and the Santa Clara County Health Officer's March 16, 2020 Shelter in Place Order, the meeting will not be physically open to the public. Instead, the meeting will be conducted via on-line videoconference open to the public. The Code of Conduct will apply to the extent possible in a videoconference setting.

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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 always required in the meeting room.
  - 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 meeting room, except as otherwise pre-approved by City staff.
  - g. All persons entering the meeting room, 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 meeting room, 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 meeting room 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 Board or Committee:

- 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 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 work2future business on the agenda, unless they are speaking during open forum.
- d. Speakers' comments should be addressed to the full body. Requests to engage Board or Committee Members 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 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.

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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 work2future's Business and Administrative Services Center 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.

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