



BUSINESS SERVICES COMMITTEE

Tuesday, March 9, 2021, 3:30 pm

www.work2future.org

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 meeting will not be physically open to the public. Committee members will participate from remote locations.

Members of the public can observe the meeting by computer, smartphone and smart tablet at <https://zoom.us/j/98118983017?pwd=QmZHbkRMMFNZZG1MUVJpVElhejI0QT09>

To submit written Public Comment *before* the committee meeting: Send by e-mail to Lawrence.Thoo@sanjoseca.gov by 9:30 am the day of the meeting. The e-mails will be posted with the Agenda as "Letters from the Public". Please identify the Agenda Item Number in the subject line of your email.

To submit written Public Comment *during* the meeting: Send e-mail during the meeting to 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 meeting:

a) **Phone** (669) 900-9128, Meeting ID 981 1898 3017. Press *6 to Mute and Unmute yourself. Press *9 to Raise a Hand to let the Chair know that you'd like to speak.

b) **Online** using the [Zoom link](#) above: 1) Use an 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 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 Agenda Item to which you wish to speak, click on the "Raise Hand" icon or command. Speakers will be notified shortly before they are called on to speak.

Please limit remarks to the time limit allotted by the meeting chair, usually two minutes.

BUSINESS SERVICES COMMITTEE

MEMBERS | 2021

George Chao, *Chair*

Manager, Advanced & Clean Tech Manufacturing
Manex

Rajiv Batra

Associate General Counsel
Fundbox

Joe Flynn

Business Development Consultant

Blanca Gomez

Vice President and Community Development Manager
Wells Fargo

Susan Koepp-Baker

Principal
Enviro-Tech Services

Emily McGrath

Director of Workforce Development, Education and Training
NextFlex

Priya Smith, MPH

Medical Group Administrator, The Permanente Medical Group
Kaiser Permanente, San Jose

Alan Takahashi

Senior Vice President and General Manager, Multifunction Microwave Solutions
Cobham Advanced Electronic Solutions (CAES)

BUSINESS SERVICES COMMITTEE

March 9, 2021

3:30 pm

MEETING AGENDA

- | | | |
|-------------|---|--------------------|
| I. | CALL TO ORDER & ROLL CALL | <i>5 min</i> |
| | | <i>3:35 pm end</i> |
| II. | OPENING REMARKS | <i>5 min</i> |
| | <i>Committee Chair George Chao</i> | <i>3:40 pm end</i> |
| III. | PUBLIC COMMENT | <i>5 min</i> |
| | Members of the public are able to address the committee on matters not on the agenda | <i>3:45 pm end</i> |
| IV. | OLD BUSINESS | |
| | A. Minutes Approval {Action} | <i>5 min</i> |
| | Approve minutes of the February 9, 2021 Business Services Committee meeting | <i>3:50 pm end</i> |
| V. | NEW BUSINESS | |
| | A. Staff Reports {Discussion} | <i>10 min</i> |
| | Staff reports on various matters of interest to the committee | <i>4:00 pm end</i> |
| | B. Committee Workplan {Discussion} | <i>30 min</i> |
| | Staff will facilitate a discussion of priorities business/employer-related needs, challenges, opportunities and priorities as a first step towards the development of the committee's workplan for 2021 | <i>4:30 pm end</i> |
| VI. | OTHER | |
| | Announcements, suggested business for future meetings, other housekeeping | |
| VII. | ADJOURNMENT | |

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

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.

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 video teleconference open to the public. The Code of Conduct will apply to the extent possible in a video teleconference setting.

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.

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.

I.

Call to Order &
Roll Call

II.

Opening Remarks



Public Comment

IV.A.

Minutes Approval

[Action]

BUSINESS SERVICES COMMITTEE

Special Meeting

February 9, 2021

Staff: K. Azevedo, L. Thoo, F. Sanchez, N. Hupman, H. Tran, D. Woodworth

MINUTES

Prepared: K. Azevedo; reviewed: L. Thoo

Unless otherwise stated, all votes were taken by roll call.

I. CALL TO ORDER & ROLL CALL

Chair Chao called the Zoom meeting to order at 3:31 p.m.

Roll Call

Present: R. Batra (arr. 3:34 pm), G. Chao, B. Gomez, S. Koepp-Baker, E. McGrath, A. Takahashi

Note: P. Smith arrived at 4:05 pm

Absent: J. Flynn

II. INTRODUCTIONS

Committee members introduced themselves and shared brief updates on how their businesses and business sectors were able to pivot in order to mitigate the effects of the pandemic-related recession.

III. PUBLIC COMMENT

None

IV. BUSINESS ITEMS

A. Election of Committee Chair

ACTION: Mr. Batra nominated Mr. George Chao for a second one-year term as committee chair. Ms. Koepp-Baker seconded the nomination. There were no other nominations. By acclamation, the committee agreed Mr. Chao's re-election to serve as committee chair through the first committee meeting of 2022.

B. Staff Reports

Strategic Engagement Manager Thoo presented a Labor Market Update for the local area. Ms. Tran updated the committee on layoff and furlough activity since the beginning of the pandemic. Mr. Sanchez reported on the four virtual job fairs offered since last March. Ms. Hupman reported on the CARES WEX and the Ohlone College/Evolve Manufacturing Earn and Learn Pilot Projects. Mr. Woodworth gave an update on small business support and activities. Mr. Takahashi asked about the similarities of the Ohlone/Evolve project with the Evergreen/Cobham earn and learn project. Mr. Thoo will follow up with Mr. Takahashi. Ms. Koepp-Baker asked about expanding opportunities for training with colleges.

C. The Committee in 2021

Committee members agreed by consensus to meet next on March 9 and then on April 13, 2021, to discuss priorities and develop a workplan. Subsequent meetings would be scheduled afterwards. Mr. Thoo asked committee members to consider how they can advise on regional business

intelligence, their workplan, and also think about how they may take a strategic approach to their work.

V. OTHER

None

VI. ADJOURNMENT

Chair Chao adjourned the meeting at 4:39 p.m.

DRAFT

V.A.

Staff Reports

[Discussion]

STAFF REPORTS

Staff will provide brief updates on various matters of interest to the committee, including, without limitation:

- Layoff activities since the February Business Services Committee meeting.
- Job Stream Career Fair, February 11, 2021
- Status of the Evolve Manufacturing Earn-and-Learn Pilot Project
- Facebook Internships Project
- Workforce Accelerator Fund 9.0 grant application
- Project Update: Future of Work in Silicon Valley in an Automated, Artificial Intelligence, COVID-19 World
- [Public comment period](#) (ends March 17, 2021) for the 2021–2024 Bay Peninsula Regional Planning Unit Regional Plan and work2future Local Plan (see <https://www.work2future.org/localregional-plan/>)

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V.B.

Committee Workplan

[Discussion]

BUSINESS SERVICES COMMITTEE WORKPLAN

Staff will facilitate the committee's discussion of business/employer-related needs, challenges, opportunities and priorities as a first step towards the development of the committee's workplan for 2021.

Discussion topics may include, without limitation, the role of the committee in furthering access to quality jobs for persons from underrepresented communities as identified in two studies conducted for work2future, [The Silicon Valley Dichotomy](#) (2017)¹ and [Silicon Valley Dichotomy II](#) (2018)², persons from low-income backgrounds and persons who face other barriers to quality employment and careers, such as educational attainment, English-language proficiency, and so forth.

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¹ The Silicon Valley Dichotomy, BW Research Partnership, March 2017. Available at https://www.work2future.org/wp-content/uploads/2019/10/SiliconValleyDichotomy_rel061517.pdf

² Silicon Valley Dichotomy II, Keen Independent Research LLC, June 2018. Available at https://www.work2future.org/wp-content/uploads/2019/10/SiliconValleyDichotomyII_rel062118.pdf

VI.

Other

VII.

Adjournment