



WORKFORCE DEVELOPMENT BOARD MEETING

Thursday, March 18, 2021, 9:30 am

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 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://sanjoseca.zoom.us/j/92419630798?pwd=OWtLYTc0cDVQWkxYNVBqbGNyWEZxdz09>

To submit written Public Comment before the meeting: Send e-mail to Lawrence.Thoo@sanjoseca.gov by 8:00 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 (408) 638-0968, Webinar ID 924 1963 0798. Press ***9 to Raise a Hand** to let the Chair know that you'd like to speak. Press ***6 to Unmute and Mute** yourself.

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.

WORKFORCE DEVELOPMENT BOARD MEMBERS

March 2021

1. **Louise Auerhahn**
Director of Economic & Workforce Policy
Working Partnerships USA
2. **Rajiv Batra**
Associate General Counsel
Fundbox
3. **Chad Bojorquez**
Senior Director, Strategic Initiatives
Destination: Home
4. **George Chao, Business Services Committee Chair**
Advanced Manufacturing & Strategic
Partnerships Manager
Manex
5. **John (Jack) Estill**
Lecturer, Economics
San Jose State University
6. **Joseph A. Flynn, Board Chair**
Business Consultant
7. **Leslie Giroy**
San Jose Job Corps Center Director
Career Systems Development Corp.
8. **Blanca Gomez**
Vice President and Community Development Sr.
Consultant
Wells Fargo
9. **Juan Gutierrez**
Organizer
UA Local Union 393 Plumbers, Steamfitters,
Pipefitters, & HVACR Service Technicians
10. **Susan L. Koepp-Baker, Board Vice Chair**
Principal
Enviro-Tech Services
11. **Van T. Le**
Trustee and Clerk of the Board
East Side Union High School District
Agent
State Farm Insurance
12. **Maria Lucero**
Deputy Division Chief, Region I
Northern Division, Workforce Services Branch
Employment Development Department, State of
California
13. **Robert Moreno**
Training Director
Santa Clara County Electrical Joint Apprentice
Training Center, IBEW
14. **Rafaela Perez**
Employment Services Director
Social Services Agency, County of Santa Clara
15. **Steve Preminger**
Director, Office of Strategic &
Intergovernmental Affairs
County of Santa Clara
16. **Priya Smith, MPH**
Medical Group Administrator
The Permanente Medical Group
Kaiser Permanente San Jose
17. **Alan Takahashi**
Vice President and General Manager
Multifunction Microwave Solutions
Cobham Advanced Electronic Solutions (CAES)
18. **Todd Teixeira, MA**
Team Manager (SSM1), San Jose North Branch
California Department of Rehabilitation
19. **Kishan Vujjeni**
Co-chair
South Bay Consortium for Adult Education
Dean of College Transitions & Extension
Programs
San Jose Evergreen Community College District
20. *Nominated, appointment pending*
Emily McGrath
Director of Workforce Development, Education
& Training
NextFlex

WORKFORCE DEVELOPMENT BOARD

March 18, 2021

9:30 am

AGENDA

I. CALL TO ORDER & QUORUM VERIFICATION

II. OPENING REMARKS

III. PUBLIC COMMENT

Matters not on the agenda

IV. CONSENT ITEMS {Action}

Approve the acceptance of:

5 min

9:40 am end

A. Financial Status as of January 31, 2021

V. BUSINESS ITEMS

A. Old Business

1. Minutes Approval {Action}

Approve minutes of the November 19, 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.

5 min

9:50 am end

2. Preliminary Budget Scenarios FY2021-22 {Action}

Allain Mallari, Finance Manager

Approve preliminary budget scenarios for Fiscal Year 2021-22, as follows: a) \$5.813 million, the same level of WIOA program funding allocation as FY 2021); b) \$5.522 million, a 5 percent reduction in WIOA program allocation; and c) \$6.103 million, a 5 percent increase in WIOA program allocation; as well as authorities for the work2future Director to manage allocations between budget line items, and between the Adult and the Dislocated Worker Programs.

20 min

10:10 am end

3. WIOA Regional and Local Plans {Action}

Sangeeta Durrall, Senior Executive Analyst

Approve the submission of the [draft 2021–2024 Regional Plan and Local](#) Plan with public comment to the California Workforce Development Board.

10 min

10:20 am end

- 4. Performance and Program Services (Discussion)** 20 min
Sangeeta Durrall, Senior Executive Analyst; Robert Walker, Project Director, Equus Workforce Solutions; Sead Eminovic, Site Director, International Rescue Committee 10:40 am end
 Report on the performance of WIOA Adult, Dislocated Worker and Youth Program services through the first half of Program Year 2020-21.
- 5. San Jose Works {Discussion}** 10 min
Ruby Carrasco, Program Manager 10:50 am end
 Performance report on the San Jose Works program.
- 6. Community Youth Forum {Discussion}** 10 min
John (Jack) Estill, Board member 11:00 am end
 Report on activities following up on the November 2020 report to the Board of the ad hoc committee on youth strategy.
- 7. Pandemic Assistance for Small Business {Discussion}** 10 min
Dhez Woodworth, Economic Development Officer 11:10 am end
 Report on activities to support the sustainability of small businesses since the onset of the pandemic recession.
- 8. Business Services Committee Report {Discussion}** 5 min
George Chao, Business Services Committee Chair 11:15 am end
 Report on the resumption of Business Services Committee activity.
- 9. Automation, Artificial Intelligence and the Future of Work in the Age of COVID-19 {Discussion}** 10 min
11:25 am end
Lawrence Thoo, Strategic Engagement Manager; Vinz Koller, Senior Strategist for Capacity Building, Social Policy Research Associates
 Report on the progress of the second phase of the LMI project to provide work2future recommendations for effectively meeting the challenges to workers from underrepresented Silicon Valley communities posed by the combined impacts of automation, artificial intelligence and COVID-19.
- 10. Training Provider RFP {Discussion}** 5 min
Colleen Brennan, Contracts Manager 11:30 am end
 Information on pending Request for Proposals for workshop and occupational training providers.
- 11. Board Training {Discussion}** 5 min
Lawrence Thoo, Strategic Engagement Manager 11:35 am end
 Information on required Ethics training for Board members.

VI. SUGGESTIONS FOR FUTURE AGENDA ITEMS

VII. ANNOUNCEMENTS

VIII. ADJOURNMENT

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.

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.

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.
