



BUSINESS SERVICES COMMITTEE

Tuesday, July 13, 2021, 3:00 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=QmZHbkRMMFNZZG1MUVJpVEIhejI0QT09>

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 *9** to Raise a Hand to let the Chair know that you'd like to speak. **Press *6** to Mute and Unmute 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.

BUSINESS SERVICES COMMITTEE

MEMBERS | 2021

George Chao, *Chair*

Manager, Advanced & Clean Tech Manufacturing
Manex

Rajiv Batra

Associate General Counsel
Fundbox

Blanca Gomez

Social Impact and Innovation
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)

ex officio

Joe Flynn, *Board Chair*

Business Development Consultant

BUSINESS SERVICES COMMITTEE

July 13, 2021

3:00 pm

MEETING AGENDA

- | | | |
|-------------|--|--------------------|
| I. | CALL TO ORDER & ROLL CALL | <i>5 min</i> |
| | | <i>3:05 pm end</i> |
| II. | OPEN FORUM | <i>5 min</i> |
| | Members of the public are able to address the committee on matters not on the agenda | <i>3:10 pm end</i> |
| III. | BUSINESS | |
| | A. Minutes Approval {Action} | <i>5 min</i> |
| | Approve minutes of the June 8, 2021 Business Services Committee meeting | <i>3:15 pm end</i> |
| | B. Employer Engagement | <i>10 min</i> |
| | <i>Staff reports and discussion, including without limitation</i> | <i>3:25 pm end</i> |
| | 1. Facebook Digital Marketing Internships | |
| | 2. Resilience Corps | |
| | C. Services | <i>10 min</i> |
| | <i>Staff reports and discussion, including without limitation</i> | <i>3:35 pm end</i> |
| | 1. Trades Orientation Program | |
| | 2. Job Fairs | |
| | D. Business Intelligence | <i>25 min</i> |
| | <i>Staff reports and discussion, including without limitation</i> | <i>4:00 pm end</i> |
| | 1. May LMI Summary | |
| | 2. Recent Layoff Activity | |
| | 3. An employer's perspective: PG&E | |
| | <i>Conversation with Alexandria Baker, MBA, PHR, South Bay Manager, PowerPathway</i> | |
| | E. Workplan {Discussion} | <i>5 min</i> |
| | <i>Staff report and discussion</i> | <i>4:05 pm end</i> |
| | Workplan items for future discussion and possible action | |
| | F. Other Staff Reports {Discussion} | <i>5 min</i> |
| | Various matters of interest not on the agenda | <i>4:10 pm end</i> |
| IV. | OTHER | |
| | Announcements, suggested business for future meetings, other housekeeping | |
| V. | 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.

Open Forum

III.A

Minutes Approval

[Action]

BUSINESS SERVICES COMMITTEE

June 8, 2021

3:03 pm

MINUTES

Staff: Azevedo, Thoo, Tran, Woodworth

I. CALL TO ORDER & ROLL CALL

Chair Chao called the Zoom meeting to order at 3:03 pm

Roll Call

Present: Chao, Batra, Koepp-Baker, Smith (left at 4:00 pm),

Absent: Flynn, Gomez, McGrath, Takahashi

II. OPEN FORUM

None

III. BUSINESS

A. Minutes Approval

ACTION: Ms. Koepp-Baker moved, Ms. Smith seconded, and the committee members present unanimously approved the minutes of the April 13, 2021 Business Services Committee meeting.

B. Business Intelligence

Staff reported on various matters of interest to the committee, including:

1. **April LMI Summary** — Strategic Engagement Manager Thoo reviewed an updated version of the April Labor Market Information Summary included in the agenda packet. Ms. Koepp-Baker asked about the number of “refilers” for unemployment benefits in the county and Mr. Thoo responded that he would research that question. Discussion among committee members ensued.

2. **Recent Layoff Activity** — Analyst Huong Tran informed the committee that there have been no WARN notices in the previous two weeks. Ms. Tran also mentioned several upcoming recruiting events.

3. **Recommendations of the Automation, Artificial Intelligence, COVID-19, Future of Work study** — Mr. Thoo reported that the Social Policy Research consultant team are wrapping up work after presenting preliminary results to the Executive Committee at their June 4, 2021. The team would present their recommendations to the Board at their June 17, 2021 meeting.

C. Employer Engagement

1. **Facebook Digital Marketing Internships** — Economic Development Officer Dhez Woodworth reported that most of the young adults placed with COVID-impacted small businesses and non-profits would begin their internships the following week. He said that work2future would be extending the original 12-week internships to 26 weeks.

2. **Resilience Corps** — Mr. Woodworth explained that Resilience Corps is a Covid-response employment assistance project proposed by San Jose Mayor Sam Liccardo, with five pathways:

vaccine distribution, food distribution, learning loss, environmental resilience and supporting business recovery. Work2future would lead the business recovery pathway, working in partnership with Goodwill Industries. They would focus on small businesses and unemployed young adults living in “low resource census tracts” identified for the California Fair Housing Task Force and take an approach similar to the Facebook Internships program: training in digital media/marketing skills and followed by placement in six-month internships with participating employers.

D. Services

Mr. Thoo reported on the following:

1. **Gilroy (Virtual) Job Fair** on Wednesday, June 16, 2021, 11 am – 1pm
2. **Trades Orientation Program (TOP)** — The cohort training program component of this pre-apprenticeship program just graduated 28 participants in its second 2021 Cohort. Seven of the 28 graduates were accepted into apprenticeships within a couple of weeks of graduation.
3. **PG&E PowerPathway** — 19 participants graduated from a Gas Operations cohort training program organized and supervised by PG&E. It is expected that most of these graduates will eventually be hired by PG&E.
4. **Workforce Accelerator Fund 9.0 Grant** — California State Workforce Development Board awarded work2future a \$250,000 grant to create two innovative pathways to manufacturing careers working in partnership with Growth Sector, Cobham, and Evergreen Valley Community College and others.

E. Workplan

Mr. Thoo discussed the workplan with the committee, including a focus on Business Intelligence and Incumbent Worker Training in July and August, a new model of employment-related cohort training and Business Intelligence in August, and Incumbent Worker Training and Employer Engagement in September.

F. Other Staff Reports

Mr. Thoo reported that work2future is moving ahead with plans to move the San Jose Career Center, currently located at 1601 Foxworthy, San Jose to 1608 Las Plumas, San Jose by the end of the calendar year. The board will consider approval of the move at its June 17, 2021 meeting.

IV. Other - None

V. ADJOURNMENT

Chair Chao adjourned the meeting at 4:20 pm.

Draft minutes prepared by K. Azevedo, reviewed by L. Thoo

III.B

Employer Engagement

[Discussion]

EMPLOYER ENGAGEMENT

Staff will report briefly on matters related to the committee work plan, including without limitation:

1. Facebook Digital Marketing Internships
2. Resilience Corps

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III.C

Services

[Discussion]

SERVICES

Staff will report briefly on matters related to the committee work plan, including, without limitation, the following:

1. Trades Orientation Program
2. Job Fairs

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III.D

Business Intelligence

[Discussion]

BUSINESS INTELLIGENCE

Staff will report briefly on matters related to the committee work plan, including, without limitation, the following:

1. May LMI Summary
2. Recent Layoff Activity
3. An employer's perspective: PG&E
Presentation and discussion with Alexandria Baker, MBA, PHR, South Bay Manager, PowerPathway, PG&E

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Attachment: III.B.1 May Labor Market Information Summary

MAY LABOR MARKET INFORMATION SUMMARY

Employment Development Department — The unemployment rate in the San Jose-Sunnyvale-Santa Clara MSA was 4.7 percent in May 2021, down from a revised 5.0 percent in April 2021, and below the year-ago estimate of 11.4 percent. This compares with an unadjusted unemployment rate of 7.5 percent for California and 5.5 percent for the nation during the same period. The unemployment rate was 4.7 percent in Santa Clara County, and 7.1 percent in San Benito County.

Between April 2021 and May 2021, total employment in the San Jose-Sunnyvale-Santa Clara MSA, which also includes San Benito County, increased by 7,100 jobs to reach 1,091,900¹.

- Leisure and hospitality dominated all major industries by adding 5,500 jobs to payrolls, with most of the job gains coming from food services and drinking places (up 3,500 jobs).
- Government logged a payroll expansion of 700 jobs, in local government (up 500 jobs) and state government (up 200 jobs).
- Information (up 600 jobs) added employment for the month of May.
- Private educational and health services posted a month gain of 400 jobs, which was spread out among social assistance (up 200 jobs), health care (up 100 jobs), and private educational services (up 100 jobs).

Between May 2020 and May 2021, combined employment in the South Bay counties of San Benito and Santa Clara, rose by 55,700 jobs, or 5.4 percent.

- Leisure and hospitality (up 15,000 jobs) led the year-over job growth. Restaurants (up 8,000 jobs) accounted for more than half of the growth.
- Trade, transportation, and utilities registered gains of 12,200 jobs. The majority of hiring came from retail trade (up 10,700 jobs).
- Private educational and health services (up 8,300 jobs) posted a net growth. An increase in health care and social assistance (up 11,100 jobs) more than offset the decline in private educational services (down 2,800 jobs).
- Professional and business services (up 6,300 jobs) experienced an uptick in hiring for administrative and support and waste management and remediation services (up 4,300 jobs), professional, scientific, and technical services (up 1,900 jobs), and management of companies and enterprises (up 100 jobs).

Ed. note: The labor force in Santa Clara County inched upwards to 1,010,300 in May from 1,003,800 in April. The May estimate remained 4.5 percent shy of the pre-pandemic labor force of 1,057,600 in February 2020, indicating that many people have yet to return to the labor market. There were an estimated 1,030,500 filled jobs in Santa Clara County in February 2020, when the unemployment rate was estimated at 2.7 percent in the MSA.

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¹ Of the estimated 1,091,900 jobs in the MSA, 963,100 were in Santa Clara County.

III.E

Workplan

[Discussion]

WORKPLAN

Staff will update the committee on the status of various work plan items for future discussion and possible action.

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III.F

Other Staff Reports

[Discussion]

OTHER STAFF REPORTS

Staff will provide brief reports on various matters of interest not on the agenda.

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IV.

Other

V.

Adjournment