



WORKFORCE DEVELOPMENT BOARD MEETING

Thursday, November 18, 2021, 9:30 am

www.work2future.org

Joseph Flynn, Chair

Susan Koepp-Baker, Vice-Chair

COVID-19 NOTICE

Consistent with AB 361 and City of San Jose Resolution Nos. 79485, 80237 and 80266, this meeting will not be physically open to the public and Board Members will be teleconferencing 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 on work2future.org 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 two 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

November 2021

1. **Louise Auerhahn**
Director of Economic & Workforce Policy
Working Partnerships USA
2. **Rajiv Batra**
Associate General Counsel
Fundbox
3. **Chad Bojorquez**
Chief Program Officer
Destination: Home
4. **George Chao, *Business Services Committee Chair***
Advanced Manufacturing & Strategic
Partnerships Manager
Manex
5. **John (Jack) Estill**
Partner
Coactify
6. **Joseph A. Flynn, *Board Chairperson***
COO
Sourcewise
7. **Leslie Gilroy**
Operations Director
Career Systems Development Corp.
8. **Blanca Gomez**
Social Impact and Innovation
Wells Fargo
9. **Juan Gutierrez**
Organizer
UA Local Union 393 Plumbers, Steamfitters,
Pipefitters, & HVACR Service Technicians
10. **Susan L. Koepp-Baker, *Board Vice-Chairperson***
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. **Emily McGrath**
Director of Workforce Development, Education
& Training
NextFlex
14. **Robert Moreno**
Training Director
Santa Clara County Electrical Joint Apprentice
Training Center, IBEW
15. **Rafaela Perez**
Employment Services Director
Social Services Agency, County of Santa Clara
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 (CAES)
19. **Todd Teixeira, MA**
Team Manager (SSM1), San Jose North Branch
California Department of Rehabilitation
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

November 18, 2021

9:30 am

MEETING AGENDA

- | | |
|---|--------------------------------|
| I. CALL TO ORDER & ROLL CALL | <i>5 min 9:35 am end</i> |
| II. CONSENT ITEMS {Action} Approve the acceptance of: A. Financial Status Report as of September 30, 2021 B. San Jose Works Report as of October 31, 2021 C. September 2021 Labor Market Summary | <i>5 min 9:40 am end</i> |
| III. OPEN FORUM Members of the public may address the committee on matters not on the agenda | <i>5 min 9:45 am end</i> |
| IV. BUSINESS ITEMS | |
| A. Minutes Approval {Action} Approve minutes of the September 16, 2021, Board meeting | <i>5 min 9:50 am end</i> |
| B. Director's Report {Information} <i>Monique Melchor, Director</i> Reports on various matters of interest | <i>5 min 9:55 am end</i> |
| C. RFP Administration {Information} <i>Colleen Brennan, Contracts Manager</i> Presentation on the Webgrants system used to administer work2future's Requests for Proposals (RFP) | <i>10 min 10:05 am end</i> |
| D. CAREER NDWG Grant {Action} <i>Allain Mallari, Finance Manager</i> Approval for the acceptance of \$500,000 for the implementation of the CAREER National Dislocated Worker Grant program led by NOVAworks | <i>5 min 10:10 am end</i> |
| E. FY 2021-22 Budget Reconciliation {Action} <i>Allain Mallari, Finance Manager</i> Approval of staff's proposed adjustments to the Fiscal Year 2021-22 Program Operating Budget, as follows: i) Adjust the Program Operating Budget to reflect a \$10,043 decrease in funding due to actual savings being less than the projected carry-over amount in the June 2021 Board-approved budget; ii) Re-budget \$43,817 additional carry-over administrative funding; iii) Decrease funding by \$141,382 in the WIOA Rapid Response operating budget; iv) Adjust the Summary of Discretionary Funding Sources, both new and carry-over, to \$4,693,816 | <i>10 min 10:20 am end</i> |

- F. WIOA Performance Report for Q1 of PY 2021 {Information}** 10 min
Monique Melchor, Director; Adrineh Terantonians, Regional Director, Equus Workforce Solutions; Sead Eminovic, IRC San Jose Director, International Rescue Committee 10:30 am end
Report on Workforce Innovation and Opportunity Act (WIOA) program performance for the first quarter of Program Year 2021-22 (PY 2021)
- G. Community Youth Forum {Information}** 5 min
Jack Estill, Board member 10:35 am end
Update on activities of the community youth forum since the September Board meeting.
- H. Elections {Action}** 15 min
Lawrence Thoo, Strategic Engagement Manager 10:50 am end
1. Election of a business representative Board member to serve as **Chairperson** for a two-year term beginning January 1, 2022, and ending December 31, 2023
 2. Election of a business representative Board member to serve as **Vice-Chairperson** for a two-year term beginning January 1, 2022, and ending December 31, 2023
 3. Election of two Board members to fill **at-large seats on the Executive Committee** for two-year terms beginning January 1, 2022, and ending December 31, 2023
- V. OTHER**
Announcements, suggested agenda items for a future meeting, other housekeeping
- A. Other
- VI. ADJOURNMENT: To be followed by a presentation on the 2021 Community Builder Awards**

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.
