



## WORKFORCE DEVELOPMENT BOARD MEETING

Thursday, November 17, 2022, 9:30 am

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

**Susan Koepp-Baker, Chair**

**Priya Smith, MPH, Vice-Chair**

### COVID-19 NOTICE

Consistent with AB 361 and City of San Jose Resolution Nos. 80628, 80659, 80685 and 80724, this meeting will not be physically open to the public. Committee members will be teleconferencing from remote locations.

Members of the public can observe the meeting by computer, smartphone, and tablet at <https://sanjoseca.zoom.us/j/97716797057?pwd=WFhvSjFMMzI1NGRXVUFRQWdUc2hZz09>

To provide Spoken Public Comment *during* the meeting:

- a) **Phone** (408) 638-0968, Meeting ID 977 1679 7057, Passcode 989794. **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 the Zoom application or 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, normally two minutes.

To submit written Public Comment *before* the committee meeting: Send by e-mail to [Lawrence.Thoo@sanjoseca.gov](mailto: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 [Deanna.Walter@sanjoseca.gov](mailto:Deanna.Walter@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.

**WORKFORCE DEVELOPMENT BOARD MEMBERS**

November 2022

**Board Chair**

**Susan L. Koeppe-Baker**  
Principal  
Envirotech Services

**Board Vice Chair**

**Priya Smith, MPH**  
Medical Group Administrator  
The Permanente Medical Group  
Kaiser Permanente San Jose

1. **Louise Auerhahn**  
Director of Economic & Workforce Policy  
Working Partnerships USA
2. **Rajiv Batra**  
Associate General Counsel  
Fundbox
3. **Ricardo Benavidez**  
Director of Infrastructure  
Google LLC
4. **Chad Bojorquez**  
Chief Program Officer  
Destination: Home
5. **George Chao, *Business Services Committee Chair***  
Director of Strategic Partnerships  
Manex
6. **John (Jack) Estill**  
Partner  
Coactify
7. **Joseph A. Flynn**  
Vice President of Software Transformation  
CommScope
8. **Van T. Le**  
Trustee and Clerk of the Board  
East Side Union High School District  
Agent  
State Farm Insurance
9. **Maria Lucero**  
Deputy Division Chief, Region I  
Northern Division, Workforce Services Branch  
Employment Development Department, State of California
10. **Emily McGrath**  
Director of Workforce Development, Education  
& Training  
NextFlex
11. **Robert Moreno**  
Training Director  
Electrical Training Alliance of Silicon Valley  
IBEW-NECA
12. **Brian N. Murphy**  
Director of Training  
Pipe Trades Training Center  
UA Local 393
13. **Rafaela Perez**  
Employment Services Director  
Social Services Agency, County of Santa Clara
14. **Steve Preminger**  
Director, Office of Strategic &  
Intergovernmental Affairs  
County of Santa Clara
15. **Alan Takahashi**  
Vice President and General Manager  
Multifunction Microwave Solutions  
CAES (Cobham Advanced Electronic Solutions)
16. **Todd Teixeira, MA**  
Team Manager (SSM1), San Jose North Branch  
California Department of Rehabilitation
17. **Ken West**  
President & CEO  
Regional Medical Center San Jose  
Health Corporation of America
18. **Traci Williams**  
Co-chair  
South Bay Consortium for Adult Education  
Director  
East Side Adult Education

**WORKFORCE DEVELOPMENT BOARD**

**November 17, 2022**

**9:30 am**

**MEETING AGENDA**

- I. CALL TO ORDER & ROLL CALL** *10 min*  
**A. Introduction of New Board Members** *9:40 am end*
- II. CONSENT ITEMS {Action}** *5 min*  
Approve the acceptance of: *9:45 am end*  
**A. Financial Status Report as of August 31, 2022**  
**B. San Jose Works Report as of October 31, 2022**  
**C. Labor Market Update**  
**D. Minutes of the September 15, 2022, meeting**
- III. OPEN FORUM** *5 min*  
Members of the public may take this opportunity to address the Board on matters not on *9:50 am end*  
the agenda
- IV. BUSINESS ITEMS**
- A. Director's Report {Information}** *5 min*  
*Monique Melchor, Director* *9:55 am end*  
Reports on various matters of interest.
- B. FY 2022-23 Program Operating Budget Reconciliation {Action}** *10 min*  
*Katty Alvarez, Accountant* *10:05 am end*  
Approve proposed adjustments to the Fiscal Year 2022–23 Program Operating Budget as follows:  
i) Adjust the Program Operating Budget to reflect a \$132,264 decrease in funding due to actual savings being less than the projected carry-over amount in the June 2022 Board-approved budget; ii) Decrease carry-over administrative funding by \$5,525; iii) Increase funding by \$215,226 in the WIOA Rapid Response operating budget; iv) Adjust the Summary of Discretionary Funding sources, both new and carry-over, to \$3,944,814.
- C. Amendments to Article VI of the work2future By-laws {Action}** *5 min*  
*Lawrence Thoo, Strategic Engagement Manager* *10:10 am end*  
Approve amendments to Article VI of the work2future By-laws, which addresses work2future committees, to provide for the creation of additional standing committees, as first presented at the September 15, 2023, Board meeting.
- D. Creation of a Youth Committee (Action)** *10 min*  
*Lawrence Thoo, Strategic Engagement Manager* *10:20 am end*  
Pending necessary amendments to Article VI of the work2future By-laws, approve a resolution to

create a Youth Committee as a standing committee of the Board, with stipulated provisions for the membership and duties of the committee.

- E. WIOA Performance Report for Q1 of PY 2022 {Information}** 10 min  
*Sangeeta Durrall, Program Services Manager; Rick Robles, Project Director, Equus* 10:30 am end  
*Workforce Solutions; Sead Eminovic, IRC San Jose Director, International Rescue Committee*  
Report on Workforce Innovation and Opportunity Act (WIOA) program performance for the first quarter of Program Year 2022-23 (PY 2021).
- F. Board Elections {Action}** 10 min  
*Lawrence Thoo, Strategic Engagement Manager* 10:40 am end  
Nomination of candidates and election of a Board member to fill one at-large seat if the Board has approved the creation of a Youth Committee, two at-large seats if the Board has not approved the creation of a Youth Committee, on the Executive Committee for a two-year term beginning January 1, 2023 and ending December 31, 2025.
- G. 2023 Proposed Schedule of Meetings {Action}** 5 min  
*Lawrence Thoo, Strategic Engagement Manager* 10:45 am end  
Adopt a schedule of work2future Board meetings for calendar year 2023.
- V. OTHER**  
Announcements, suggested agenda items for future meetings, other housekeeping
- A. TBA**
- VI. ADJOURNMENT**  
**To be followed by a presentation on the 2022 Community Builder Awards**

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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 online at [www.work2future.org](http://www.work2future.org) and 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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