



YOUTH COMMITTEE

Special Meeting

Thursday, January 19, 2023, 3:00 pm

www.work2future.org

COVID-19 NOTICE

Consistent with AB 361 and City of San Jose Resolution Nos. 80628, 80659, 80685, 80724, 80758, 80809 and 80853, 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 smart tablet at <https://zoom.us/j/93994878986?pwd=OUlEaWRrTHBvYUtBbnc1SmxOeEx3Zz09>

To provide Spoken Public Comment *during* the meeting:

a) **Phone** (669) 900-9128, Meeting ID 939 9487 8986, Passcode: 447484. **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.

To submit written Public Comment *before* the committee meeting: Send by e-mail to Lawrence.Thoo@sanjoseca.gov by 10:00 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, 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.

YOUTH COMMITTEE

MEMBERS | 2023

Jack Estill,* *Chair Pro Tempore*

Partner

Coactify

Deryk Clark

Division Director of Youth Development

Bill Wilson Center

Joseph K. Herrity

Principal

Groundwork Social Sector Consulting

Sofia Jaquez

Committee Youth Member

Emily McGrath*

Director of Workforce Development, Education and Training

NextFlex

Rafaela Perez*

Employment Services Director

Social Services Agency, County of Santa Clara

Steve Preminger*

Director, Office of Strategic & Intergovernmental Affairs

County of Santa Clara

Maria Vans

Committee Youth Member

Traci Williams*

Co-chair

South Bay Consortium for Adult Education

Director

East Side Adult Education

ex officio

Susan Koepp-Baker,* *Board Chair*

Principal

Enviro-Tech Services

*work2future Board member

YOUTH COMMITTEE

January 19, 2023

3:00 pm

SPECIAL MEETING AGENDA

- | | |
|---|-------------------------------|
| I. CALL TO ORDER & ROLL CALL | <i>10 min
3:10 pm end</i> |
| A. Roll Call | |
| B. Introductions
Introduction of new committee members | |
| II. OPEN FORUM | <i>5 min
3:15 pm end</i> |
| Members of the public can address the committee on matters not on the agenda | |
| III. BUSINESS | |
| A. Approval of Minutes {Action} | |
| <i>Jack Estill, Chair Pro Tem</i> | |
| Approve the December 12, 2022, Youth Committee Special Meeting minutes | |
| B. Election of the Committee Chair {Action} | |
| <i>Lawrence Thoo, Strategic Engagement Manager</i> | |
| Elect the Youth Committee Chairperson to serve immediately upon election through December 31, 2023 | |
| C. Formation of the Youth Committee {Discussion} | |
| <i>Committee Chairperson</i> | |
| Review the Board resolution of November 17, 2022, creating the Youth Committee and setting forth its duties, membership, and meetings | |
| D. 2023 Schedule of Meetings {Action} | |
| <i>Committee Chairperson</i> | |
| Adopt a schedule of Youth Committee meetings for 2023 | |
| E. Review of the WIOA Youth Program {Information} | |
| <i>Mirza Handzar, Program Services & Training</i> | |
| Review work2future's Workforce Innovation and Opportunity Act (WIOA) Youth Program including program mission, providers and enrollment and performance metrics | |
| F. Committee Communications {Discussion} | |
| <i>Committee Chairperson</i> | |
| Discuss ensuring that all members have clear means of communicating that enhances the committee's effectiveness, while observing the public meeting requirements of the Brown Act | |

IV. OTHER

Announcements, committee housekeeping

*5 min
4:15 pm end*

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

**Roll Call &
Introductions**

II

Open Forum

III.A

Approval of Minutes

{Action}

YOUTH COMMITTEE SPECIAL MEETING

**December 12, 2022
MEETING MINUTES**

STAFF: Handzar, Melchor, Thoo, Walter

GUESTS: Leila Villarreal, Program Manager, Equus Workforce Solutions; Rick Robles, Project Director, Equus Workforce Solutions; Keirra Jones, Youth Operations Supervisor, Equus Workforce Solutions; Sead Eminovic, IRC San Jose Director, International Rescue Committee

I. CALL TO ORDER & ROLL CALL

Chair Pro Tempore Jack Estill called the meeting to order at 12:31 pm.

Roll Call

Present: Estill, McGrath, Perez, Preminger, Williams

II. OPEN FORUM

One public comment was presented by Mr. Paul Soto.

III. BUSINESS

A. Board Resolution Review

Mr. Estill reviewed the Board resolution of November 17, 2022, creating the Youth Committee and setting forth its duties, membership, and meetings. A brief discussion ensued among the Board members. Mr. Estill noted his intention that the Committee return to this discussion once the full Committee membership has been established.

One public comment was presented by Mr. Paul Soto.

B. Additional Members

Mr. Estill reviewed the possible nomination of four individuals for the Executive Committee's consideration: Deryk Clark, Joseph K. Herrity, Sofia Jaquez, and Maria Vans. After a brief discussion, members expressed consensus that Mr. Estill present these four individuals to the Executive Committee for consideration. Mr. Preminger requested that these individuals be invited to the upcoming Executive Committee meeting scheduled for December 15, 2022.

C. 2023 Schedule of Meetings

Mr. Estill discussed a possible schedule of meetings for 2023 and polled members regarding preferred meeting times and dates. After a brief discussion, it was agreed that the meeting schedule will be finalized after all Committee Members have been nominated. Several Committee members suggested late afternoon or early evening meeting times as a possible accommodation for potential youth members.

IV. OTHER

There were no additional announcements or housekeeping comments.

V. ADJOURNMENT

Mr. Estill adjourned the meeting at 1:11 pm.

Draft minutes prepared by D. Walter, reviewed by L. Thoo.

III.B

Election of the Committee Chair

{Action}

ELECTION

Members of the Youth Committee will nominate candidates for and elect by majority vote a committee chairperson for the period January 19, 2023, through December 31, 2023. In accordance with the work2future Bylaws, the committee chairperson must be a currently serving member of the committee and of the work2future Board.

Staff will manage the election.

###

III.C

Formation of the Youth Committee

{Discussion}

FORMATION OF THE YOUTH COMMITTEE

At its meeting on November 17, 2022, the work2future Board approved a resolution creating the Youth Committee and setting forth its duties, membership, and meetings, as follows:

RESOLVED that there shall be a Youth Committee as a standing committee of the work2future Board, including stipulated provisions for the membership and duties of such a committee, as follows:

a) Duties

- a. Review the WIOA Youth Program, including performance and outcomes, and any procurements related to the Program which would require a formal Request for Proposals, and make recommendations to staff, the Executive Committee, and the Board, as necessary and appropriate.
- b. Review discretionary grant-supported youth programs or projects and make recommendations to staff, the Executive Committee, and the Board, as necessary and appropriate.
- c. Assist in the recruitment of businesses for youth work experience opportunities.
- d. Act as a convener on behalf of the Board, as outlined in WIOA, of local youth service providers to facilitate the creation of a more coordinated and integrated delivery system that supports the Board's workforce development activities.

b) Membership

- a. The Youth Committee shall have a total of nine members, a majority of whom shall be serving members of the work2future Board, including representation of the Board's business members.
- b. The Board Chair shall appoint Board members to the Youth Committee.
- c. The Executive Committee, by majority vote, shall appoint as Committee members, qualified individuals who are not members of the work2future Board, including no fewer than two who are between the ages of 16 and 24 at the time of appointment.
- d. Committee members will serve staggered terms of two years, except that in the initial round of appointments one-half of the Board members or of the non-Board members, whichever is the even-numbered group, shall be appointed for a one-year term, and one less than half of the odd-numbered group shall be appointed to a one-year term

c) Meetings

- a. Committee meetings are covered by the Brown Act
- b. The Youth Committee shall hold four meetings a year, one of which may serve as the convening of a community youth forum

###

III.D

2023 Schedule of Meetings

{Action}

2023 SCHEDULE OF MEETINGS

The work2future Board's November 17, 2022, resolution establishing the Youth Committee stipulates, "The Youth Committee shall hold four meetings a year, one of which may serve as the convening of a community youth forum."

The members of the Youth Committee will discuss and adopt a schedule of meetings for 2023.

#

III.E

Review of the WIOA Youth Program

{Information}

REVIEW OF THE WIOA YOUTH PROGRAM

Program Services and Training Project Manager Mirza Handzar will describe work2future's Workforce Innovation and Opportunity Act (WIOA) Youth Program, including both In-School Youth and Out-of-School Youth. He will provide information about the program mission, program providers, and enrollment and performance metrics and provide a common foundation for Youth Committee members, moving forward.

###

III.F

Committee Communications

{Discussion}

COMMITTEE COMMUNICATIONS

The Committee Chairperson will lead a discussion aimed at ensuring that all members of the Youth Committee have clear means of communicating which enhances the committee's effectiveness, while observing the public meeting requirements of the Brown Act.

The Brown Act is a state law that promotes transparency and good government. It requires that public bodies, including work2future, conduct their business in the public eye, not in private.

#

IV

Other

V

Adjournment