



## EXECUTIVE COMMITTEE MEETING

Thursday, February 16, 2023, 11:30 am

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

### COVID-19 NOTICE

Consistent with AB 361 and City of San Jose Resolution Nos. 80628, 80659, 80685, 80724, 80758, 80809, RES2023-1 and RES2023-2, this meeting will not be physically open to the public. Committee members will be videoconferencing from remote locations.

Members of the public can observe the meeting by computer, smartphone, and tablet at <https://zoom.us/j/99335913145?pwd=M1dROFIOM3BSRXhCN3Y3Uk5mcjYyQT09>

To provide Spoken Public Comment *during* the meeting:

a) **Phone** (669) 219-2599, Meeting ID 993 3591 3145, Passcode 970904. **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 on 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 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 [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.

## EXECUTIVE COMMITTEE

### MEMBERS | 2023

Susan Koepf-Baker, *Board Chair*  
Principal  
Enviro-Tech Services

Priya Smith, MPH, *Board Vice-Chair*  
Medical Group Administrator  
The Permanente Medical Group  
Kaiser Permanente

John “Jack” Estill, *Youth Committee Chair*  
Partner  
Coactify

Alan Takahashi, *Business Services Committee Chair*  
Vice President and General Manager  
Multifunction Microwave Solutions  
CAES

Louise Auerhahn  
Director of Economic & Workforce Policy  
Working Partnerships USA

Rajiv Batra  
Associate General Counsel  
Fundbox

Chad Bojorquez  
Chief Program Officer  
Destination: Home

*Ex Officio*

Monique Melchor  
work2future Director

## EXECUTIVE COMMITTEE MEETING

February 16, 2023

11:30 am

### AGENDA

- |   |                        |
|---|------------------------|
| <b>I. CALL TO ORDER &amp; ROLL CALL</b>   | 5 min<br>11:35 am end  |
| <b>II. CONSENT ITEMS {Action}</b><br>Approval of the acceptance of:   | 5 min<br>11:40 am end  |
| <b>A. Minutes of the January 19, 2023, Executive Committee meeting</b>  |                        |
| <b>III. OPEN FORUM</b><br>Members of the public can address the committee on matters not on the agenda.<br>Comment is limited to two minutes unless modified by the Chair.  | 5 min<br>11:45 am end  |
| <b>IV. BUSINESS ITEMS</b>   |                        |
| <b>A. Director's Report {Information}</b><br><i>Monique Melchor, Director</i><br>Reports on various matters of interest.  | 5 min<br>11:50 am end  |
| <b>B. Performance and Enrollment Report {Information}</b><br><i>Sangeeta Durrall, Program Services Manager</i><br>Report on WIOA performance and enrollments in the Adult, Dislocated Worker, and Youth Programs through December 31, 2022.   | 5 min<br>11:55 am end  |
| <b>C. Local and Regional Plans Modification {Action}</b><br><i>Sangeeta Durrall, Program Services Manager</i><br>Recommend Board approval of modifications to the Local Plan and Regional Plan for submission to the State of California.   | 10 min<br>12:05 pm end |
| <b>D. work2future RFP Process Review {Information}</b><br><i>Dat Luu, Contracts Manager</i><br>Report on the review of, and revisions to, the City's Request for Proposals (RFP) bid process as applied for the procurement of WIOA Adult, Dislocated Worker, and Youth program services. | 5 min<br>12:10 pm end  |
| <b>E. Business Services Committee Report {Information}</b><br><i>Alan Takahashi, Business Services Committee Chair</i><br>Report on the activities of the Business Services Committee.  | 5 min<br>12:15 pm end  |
| <b>F. Youth Committee Report {Information}</b><br><i>Jack Estill, Youth Committee Chair</i><br>Report on the startup activities of the Youth Committee.   | 5 min<br>12:20 pm end  |

**G. Grants {Information}**

5 min

*Lawrence Thoo, Strategic Engagement Manager*

12:25 pm end

Information on selected grants awarded and grants applied for, such as the CERF Economic Development Pilot, in which work2future is partnered.

**H. Labor Market Update {Information}**

10 min

*Lawrence Thoo, Strategic Engagement Manager*

12:35 pm end

Currently available data and analysis on the labor market in Santa Clara County and the San Jose-Sunnyvale-Santa Clara Metropolitan Statistical Area.

**V. OTHER**

5 min

Announcements, suggested business for future meetings, other housekeeping

12:40 pm end

**A. Special Meeting of Executive Committee**

Staff will reach out to committee members to schedule a Special Meeting to review and act on preliminary program budget scenarios for FY23-24 and other financial matters.

**B. Other**

**VI. 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.

---