



JOINT RETREAT OF THE WORKFORCE DEVELOPMENT BOARD AND ITS BUSINESS SERVICES AND YOUTH COMMITTEES

Thursday, March 16, 2023, 12:00 pm

www.work2future.org

Location: Conference Rooms at 1608 Las Plumas Ave, San Jose

HYBRID MEETING

Members of the public may attend the retreat in person at the location above or virtually by computer, smartphone, or tablet at

<https://sanjoseca.zoom.us/j/84283159942?pwd=Z0xZVVVWVW5uYm9ibmlGVGxLUS9Mdz09>

If observing virtually, to provide Spoken Public Comment *during* the meeting:

a) **Phone** (408) 638-0968, Meeting ID 842 8315 9942#. **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 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, 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

March 2023

Board Chair*
Susan L. Koepp-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***
Senior Director
Bluevine
3. **Ricardo Benavidez**
Director of Social Infrastructure
Google LLC
4. **Chad Bojorquez***
Chief Program Officer
Destination: Home
5. **George Chao**
Director of Strategic Partnerships
Manex
6. **John (Jack) Estill, Youth Committee Chair***
Partner
Coactify
7. **Joseph A. Flynn**
Vice President of Software Transformation
CommScope
8. **Van T. Le**
Agent
State Farm Insurance
Trustee and Clerk of the Board
East Side Union High School District
9. **Maria Lucero**
Deputy Division Chief, Region I
Northern Division, Workforce Services Branch
Employment Development Department, State of
California
10. **Emily McGrath**
Senior Fellow | Director of Workforce Policy
The Century Foundation
11. **Brian N. Murphy**
Director of Training
Pipe Trades Training Center
UA Local 393
12. **Rafaela Perez***
Employment Services Director
Social Services Agency, County of Santa Clara
13. **Steve Preminger**
Director, Office of Strategic &
Intergovernmental Affairs
County of Santa Clara
14. **Alan Takahashi, Business Services Committee
Chair***
Vice President and General Manager
Multifunction Microwave Solutions
CAES
15. **Todd Teixeira, MA**
Team Manager (SSM1), San Jose North Branch
California Department of Rehabilitation
16. **Traci Williams**
Co-chair
South Bay Consortium for Adult Education
Director
East Side Adult Education

*Members of the Executive Committee

WORKFORCE DEVELOPMENT BOARD STANDING COMMITTEES

BUSINESS SERVICES COMMITTEE

MEMBERS | 2023

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

Ricardo Benavidez
Director of Social Infrastructure
Google LLC

George Chao
Director of Strategic Partnerships
Manex

Emily McGrath
Senior Fellow | Director of Workforce Policy
The Century Foundation

Mitesh Shah
Vice-President and Business Unit Head
Tech Mahindra

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

ex officio
Susan Koepp-Baker, *Board Chair*
Principal
Enviro-Tech Services

YOUTH COMMITTEE

MEMBERS | 2023

Jack Estill,* *Committee Chair*
Partner
Coactify

Deryk Clark
Division Director of Youth Development
Bill Wilson Center

Joseph K. Herrity
Principal
Groundwork Social Sector Consulting

Sofia Jaquez
Youth Liberation Movement

Emily McGrath
Senior Fellow | Director of Workforce Policy
The Century Foundation

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
Lighthouse Silicon Valley

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

**WORKFORCE DEVELOPMENT BOARD+BUSINESS SERVICES COMMITTEE+YOUTH
 COMMITTEE**

March 16, 2023

12:00 pm

Conference Rooms, 1608 Las Plumas Ave, San Jose

Online at: <https://sanjoseca.zoom.us/j/84283159942?pwd=Z0xZVVVWVW5uYm9ibmlGVGxLUS9Mdz09>

JOINT RETREAT AGENDA (Revised)

- | | | |
|-------------|--|--------------------------------|
| I. | CALL TO ORDER & ROLL CALL | <i>5 min
12:05 pm end</i> |
| II. | RETREAT ITEMS | |
| | A. Set Retreat Context | <i>10 min
12:15 pm end</i> |
| | <i>Susan L. Koepf-Baker, Board Chair; Shawn Spano, Facilitator</i> | |
| | B. Board Member Introduction Activity | <i>50 min
1:05 pm end</i> |
| | <i>Shawn Spano, Facilitator, and Board and committee members</i> | |
| | Board members will introduce themselves, describing professional and work-related background, interests, and skills in serving on the Board, and their accomplishment goals for the coming year. | |
| | C. WIOA and work2future Orientation | <i>60 min
2:05 pm end</i> |
| | <i>work2future staff</i> | |
| | Staff will brief on the role of local workforce development boards as described in the Workforce Innovation and Opportunity Act of 2014 and by supervising bodies in California, and on services that work2future provides. They will share an example of how the services are communicated to stakeholders. Board members will be able ask questions and engage with staff. | |
| | D. Develop Goals and Generate Improvement Ideas | <i>90 min
3:35 pm end</i> |
| | <i>Board members</i> | |
| | Board members will identify goals they want to achieve, and ideas to improve services and organizational effectiveness, with opportunities for staff to respond. Participants may break into smaller groups during this exercise. Breakout groups will not be accessible via Zoom. | |
| | E. Next Steps | <i>15 min
3:50 pm end</i> |
| | <i>Shawn Spano, Facilitator</i> | |
| | The facilitator will summarize the results of the discussions, and identify next steps needed to prepare the Board to finalize goal and improvement ideas. | |
| III. | OPEN FORUM | <i>5 min
3:55 pm end</i> |
| | Members of the public may address the committee on matters not on the agenda. | |
| IV. | ADJOURNMENT | |

Please note: *Times to the right of agenda items are estimates only. Items may be taken out of order.*

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.

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 online at 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.
