WORKFORCE DEVELOPMENT BOARD MEETING
Thursday, September 21, 2023, 9:30 am
www.work2future.org
Susan Koepp-Baker, Chair
Priya Smith, MPH, Vice-Chair
Location: Conference Rooms, 1608 Las Plumas Ave, San Jose

HYBRID MEETING

Members of the public may attend the meeting in person at the location above or virtually by computer, smartphone, or tablet at https://sanjoseca.zoom.us/j/84283159942?pwd=Z0xZVVWW5Ym9ibmIGxLUS9Mdz09

If attending/observing virtually, provide Spoken Public Comment during the meeting by:

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
September 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. Mitesh Shah
    Vice-President and Business Unit Head
    Tech Mahindra

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

16. Todd Teixeira, MA
    Team Manager (SSM1), San Jose North Branch
    California Department of Rehabilitation

17. Traci Williams
    Co-chair
    South Bay Consortium for Adult Education
    Director
    East Side Adult Education

*Members of the Executive Committee
WORKFORCE DEVELOPMENT BOARD

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Online at: https://sanjoseca.zoom.us/j/84283159942?pwd=Z0xZVVVVW5uYm9ibmIGVGxLUS9Md09

MEETING AGENDA

I. CALL TO ORDER & ROLL CALL

II. CONSENT ITEMS {ACTION}
Accept the following:
A. Minutes of the June 26, 2023, Board special meeting
B. Preliminary Financial Status Report as of June 30, 2023
C. San Jose Works Program Report as of August 31, 2023

III. OPEN FORUM
Members of the public may address the committee on matters not on the agenda.

IV. BUSINESS ITEMS

A. Director’s Report {Information}
Monique Melchor, Director
Reports on various matters of interest.

B. Amendments to the work2future By-laws {ACTION}
Lawrence Thoo, Strategic Engagement Manager
Approve amendments to Article II (Purposes) of the work2future By-laws, in response to a California Employment Development Department field monitoring finding.

C. WIOA Performance and Enrollment Reports for Q4 of PY 2022 {Information}
Sangeeta Durrail, WIOA Program Services Manager
Report on Workforce Innovation and Opportunity Act (WIOA) program performance and client enrollments as of the fourth quarter of Program Year 2022-23 (PY 2022).

D. Board Retreat Follow-up {Discussion}
Susan Koepp-Baker, Board Chair; Monique Melchor, Director
Discussion on proposing outcomes from the Board retreat held on March 16, 2023.

E. Business Services Committee Report {Information}
Alan Takahashi, Business Services Committee Chair
Report of the Business Services Committee Chair.
F. **Youth Committee Report {Information}**
   Jack Estill, Youth Committee Chair
   Report of the Youth Committee Chair.

G. **Labor Market Update {Information}**
   Lawrence Thoo, Strategic Engagement Manager
   Analysis of the labor market in Santa Clara County and the San Jose-Sunnyvale-Santa Clara Metropolitan Statistical Area.

H. **Board Elections Preview {Information}**
   Lawrence Thoo, Strategic Engagement Manager
   Preliminary information for the election at the November 16 Board meeting of Board members to the offices of Board Chair, Board Vice Chair, and two at-large members of the Executive Committee for two-year terms ending December 31, 2025.

V. **OTHER**
   Announcements, suggested agenda items for a future meeting, other housekeeping.
   A. Fall job fair planned at San Jose City College, November 1, 2023, 3 pm–5 pm
   B. Annual Community Builder Award presentations at the November 16, 2023, Board meeting
   C. Other

VI. **ADJOURNMENT**

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.*

**Teleconferencing Notice**

Pursuant to provisions of the Ralph M. Brown Act, the following Board member(s) will attend the September 21, 2023, work2future Board meeting by teleconference from the indicated location(s):

**Board member:** George Chao  
**Location:** 7908 Farina Ct, Sarasota, FL 34238
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.