

**EXECUTIVE COMMITTEE MEETING**  
**January 17, 2019**  
**Called to Order: 11:39 a.m.**

**ACTION MINUTES**

Draft minutes prepared by Kathryn Azevedo, approved by Monique Melchor

WDB Staff: Monique Melchor, Bige Yilmaz, Kathryn Azevedo, Joy Salandanan, Lawrence Thoo, Sangeeta Durrall

**I. OPENING REMARKS:** Read by Joe Flynn

**II. QUORUM VERIFICATION**

Present: Joe Flynn, Rashad Said (left meeting at 12:42 p.m.), Steve Preminger

**III. CONSENT ITEMS**

The Executive Committee unanimously accepted the Consent Items.

Motion: Rashad Said

Second: Steve Preminger

**IV. AGENDA ITEMS**

**A. Old Business**

**1. Minutes Approval**

Mr. Steve Preminger moved, Mr. Rashad Said seconded, and the Committee unanimously approved the minutes of the November 15, 2018 Joint Meeting of the Executive Committee and the Finance and Performance Committee.

**B. New Business**

**1. Director's Report {Discussion}**

Director Melchor reported on her recent meeting with the Directors of the Bay Peninsula Regional Planning Unit (RPU) and, specifically, the \$4 million the RPU is planning to ask from the state for the Prison to Employment Initiative. work2future is the Program Lead and NOVA is the Fiscal Lead for this two-year program.

## **2. Regional Plan and Local Plan Revisions {Discussion}**

Senior Project Manager Sangeeta Durrall discussed modifications to the work2future Local Plan and Bay Peninsula Regional Plan which are due to the state on March 15, 2019. The plan includes developing robust partnerships with state mandated partners CalFresh, Department of Rehabilitation, and English-Language Learning providers, to enhance services to clients. Ms. Durrall also noted that staff are working on developing referral mechanisms for clients and cross-training opportunities for partner staff. The major modification with the Regional Plan is the planned collaboration with the Department of Corrections to enhance services to ex-offenders.

Committee members discussed the plan revisions.

## **3. Board Retreat {Action}**

Mr. Shawn Spano, Professor, Communication Studies, San Jose State University, led a discussion of possible agenda items for the 2019 Board retreat. The idea of the retreat came from the phone meetings Director Melchor had with each board member. Committee members discussed how to use the retreat to engage board members. Joe Flynn pointed out that the retreat should be strategic, not tactical. The retreat gives board members the opportunity to clarify their roles and responsibilities.

Mr. Said left the meeting at 12:42 p.m. The committee did not vote on a date or an agenda for the retreat because they didn't have a quorum.

**V. Public Comment:** None

## **VI. SUGGESTED FUTURE AGENDA ITEMS:**

1. Report back on upcoming initiatives (Prison-to-Employment, SB1, etc.)
2. Retreat planning
3. Budget proposal
4. Board engagement (if Director Melchor attends a NOVA board meeting by February 21, 2019)

## **VII. Announcements:**

- A. The next meeting of the Executive Committee, to be held jointly with the Finance & Performance Committee, is scheduled for Thursday, February 21, 2019 at 11:30 am.

**VIII. Adjournment:** The meeting was adjourned at 1:10 pm.