

## EXECUTIVE COMMITTEE

January 20, 2022

### MINUTES

STAFF: Studebaker, Thoo

GUESTS: Jack Estill

NOTE: All votes were by roll call, unless otherwise indicated.

#### I. CALL TO ORDER & ROLL CALL

Chair Sue Koepp-Baker called the Zoom meeting to order at 11:31 am

##### Roll Call

Present: Koepp-Baker, Smith (entered at 11:33am), Auerhahn, Batra, Bojorquez, Chao, Perez

#### II. CONSENT ITEMS

ACTION: Ms. Auerhahn moved, Mr. Chao seconded, and the Executive Committee members present at the time, unanimously approved the acceptance of:

##### A. Financial Status Report as of November 30, 2021

#### III. OPEN FORUM

Ms. Koepp-Baker asked for any public comments. None were noted.

#### IV. BUSINESS ITEMS

##### A. Minutes Approval {Action}

ACTION: Ms. Auerhahn moved, Mr. Chao seconded, and the Committee approved the minutes of the December 16, 2021, Executive Committee meeting, as follows:

AYES: Auerhahn, Bojorquez, Chao, Koepp-Baker, Perez, Smith

ABSTAINED: Batra

##### B. Director's Report {Discussion}

Mr. Thoo reported in place of Ms. Melchor. He gave an update on the relocation of the job center from the Kirk Community Center to the San Jose Environmental Innovation Center. Work has been completed. Staff have moved into the center and are now starting to meet with clients at this new location.

##### C. 2022 Board Committees {Discussion}

Ms. Koepp-Baker affirmed the membership 2022 standing Board Committees, Executive and Business Services. It was noted that there is no Youth Ad Hoc Committee on the list. This was explained by Ms. Koepp-Baker and Mr. Thoo that ad hoc committees are not standing committees, but are appointed by the Board Chair to serve for a limited time, focused on a specific issue or set of issues. It was also clarified that the Community Youth Forum is not a committee of work2future.

**D. Ad Hoc RFP Committee {Discussion}**

Mr. Bojorquez gave an update on the formation and proposed activities of the newly formed ad hoc committee. The term of the committee, which was appointed in November 2021 will end when it presents its report to the Board at its June 2022 meeting. Some complications were noted around members being a part of both the Ad Hoc and Executive Committees. In observance of the Brown Act Ad Hoc Committee members will discuss committee business with Executive Committee members who are not part of the Ad Hoc Committee only as part of a properly agendized and noticed Executive Committee meeting. Monthly meetings are planned, although there may be additional meetings to accommodate guest speakers.

**E. Community Youth Forum {Discussion}**

Mr. Estill gave an update on the activities of the Community Youth Forum. Homelessness was addressed at the last meeting. Mr. Bojorquez gave a presentation to the Forum. It was requested that the presentation be made available to members of the committee. Various members of the committee discussed how homelessness affects youth and other classes of people regionally. They also stated that staff members of organizations should be trained to be able to properly obtain and retain clients in their programs.

**F. Labor Market Update {Discussion}**

Mr. Thoo gave a presentation on the status of labor market in Santa Clara County and the San Jose-Sunnyvale-Santa Clara Metropolitan Statistical Area (MSA). He noted that work2future's priority sectors will be reviewed this year, as they had last been reviewed six years ago.

**V. OTHER**

Mr. Thoo announced that the Executive Committee meeting scheduled for February 17, 2022, may be re-scheduled to accommodate the closing of the RFP for WIOA In-School Youth services. Possible dates would be February 24th, 2022, or March 3, 2022.

Ms. Smith requested a future agenda item to discuss Board composition.

**VI. ADJOURNMENT**

Chair Sue Koepp-Baker adjourned the Zoom meeting at 12:29 pm