

## **EXECUTIVE COMMITTEE**

**December 16, 2021**

### **MINUTES**

STAFF: Brennan, Luu, Melchor, Studebaker, Thoo

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

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

In the absence of Chair Joe Flynn, Vice-Chair Sue Koepp-Baker called the Zoom meeting to order at 11:30 am.

##### **Roll Call**

Present: Koepp-Baker, Auerhahn, Bojorquez (entered at 11:31am), Chao, Perez

Absent: Flynn, Lucero

#### **II. CONSENT ITEMS**

ACTION: Ms. Auerhahn moved, Ms. Perez seconded, and the Committee unanimously approved the acceptance of:

##### **A. Financial Status Report as of October 31, 2021**

#### **III. OPEN FORUM**

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

#### **IV. BUSINESS ITEMS**

##### **A. Minutes Approval**

ACTION: Mr. Chao moved, Ms. Auerhahn seconded, and the Committee unanimously approved the minutes of the October 21, 2021, meeting.

##### **B. Director's Report**

Director Monique Melchor informed the committee that the move of the San Jose Job Center from the Kirk Community Center to the San Jose.

##### **C. In-School Youth Services RFP**

Dat Luu was introduced as Contracts Manager Colleen Brennan's successor upon her retirement from work2future/City of San Jose.

Ms. Brennan reported on the pending Request for Proposals (RFP) for In-School Youth Services. Draft scopes were sent for comments. From the few comments received, incorporation into the final RFP will include a) more emphasis on language skills for the selected proposer's staff and b) more details pertaining to the performance outcomes of In-School Youth. The next steps will be: 1)

the release fo the RFP in January, 2) proposals are due by the end of February, 3) after closure for requests they will be reviewed by selection panel, 4) recommendations for the Executive Committee in March, and 5) recommendations to the Board in April.

**V. OTHER**

This is the final meeting of the Executive Committee for 2021. Next meeting will take place in January of 2022.

**VI. ADJOURNMENT**