



YOUTH COMMITTEE

Wednesday, November 29, 2023, 3:00 pm

www.work2future.org

HYBRID MEETING

Committee members will meet in person at the work2future Business Services & Administrative Services Center, Almaden Winery, 5730 Chambertin Dr, San Jose.

Members of the public can attend the meeting at the location above or by computer, smartphone and smart tablet at <https://zoom.us/j/99449614363?pwd=d2pwQ0dPVmFDNDJVbEV6cFZMTXYzZz09>

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

a) **Phone** (669) 219-2599, Meeting ID 994 4961 4363. **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 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, usually two minutes.

To submit written Public Comment *before* the committee meeting: Send by e-mail to Lawrence.Thoo@sanjoseca.gov by 12:00 pm 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.

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

Youth Liberation Movement

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

YOUTH COMMITTEE

November 29, 2023, 3:00 pm

work2future Business Services & Administrative Services Center, 5730 Chambertin Dr, San Jose

Online at: <https://zoom.us/j/99449614363?pwd=d2pwQ0dPVmFDNDJVBvEV6cFZMTXYzZz09>

SPECIAL MEETING AGENDA

- | | |
|---|-----------------------|
| I. CALL TO ORDER & ROLL CALL | 5 min |
| II. BUSINESS | 3:05 pm end |
| A. Approval of Minutes {Action}
<i>Jack Estill, Committee Chair</i>
Approve the October 12, 2023, Youth Committee meeting minutes. | 5 min
3:10 pm end |
| B. 2024 Schedule of Meetings {Action}
<i>Jack Estill, Committee Chair</i>
Approve the recommended 2024 schedule of Youth Committee meetings. | 5 min
3:15 pm end |
| C. Election {Action}
<i>Lawrence Thoo, Strategic Engagement Manager</i>
Nominate candidates for and elect the Youth Committee Chair to serve January 1, 2024, through December 31, 2024. | 10 min
3:25 pm end |
| III. OPEN FORUM
Members of the public can address the committee on matters not on the agenda. | 5 min
3:30 pm end |
| IV. OTHER
<i>Announcements, committee housekeeping</i> | 5 min
3:35 pm end |
| V. ADJOURNMENT | |

Please note: *Times to the right of agenda items are estimates only of the duration of the 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 Youth Committee member(s) will attend the November 29, 2023, special meeting by teleconference from the indicated location(s):

Committee member: Joseph K. Herrity

Location: Hotel Anadluz

Main Lobby atrium

125 2nd St NW

Albuquerque, NM 87102

CITY OF SAN JOSE CODE OF CONDUCT FOR PUBLIC MEETINGS IN THE COUNCIL CHAMBERS AND COMMITTEE ROOMS

The Code of Conduct is intended to promote open meetings that welcome debate of public policy issues being discussed by the City Council, their 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 required in the Council Chambers and Committee Rooms at all times.
- 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 Council Chambers and Committee Rooms, except as otherwise pre-approved by City staff.
- g. All persons entering the Council Chambers and Committee Rooms, 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 Council Chambers and Committee Rooms, with the following restrictions: § No objects will be larger than 2 feet by 3 feet.
- b. No sticks, posts, poles or other such items will be attached to the signs or other symbolic materials.
- c. The items cannot create a building maintenance problem or a fire or safety hazard.
- d. 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.
- e. 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 Council Chambers and Committee Rooms 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 Council, Committee, Board or Commission:

- 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 City Clerk or other administrative staff at the meeting.
- b. Meeting attendees are usually given two (2) minutes to speak on any discussion item and/or during open forum; the total amount of time allocated for public testimony for each public speaker or for an agenda item is in the discretion of the Chair of the meeting and may be limited when appropriate. (California Government Code Section 54954.3; Council Policy 0-37) Applicants and appellants in land use matters are usually given more time to speak. Speakers using a translator will be given twice the time allotted to ensure non-English speakers receive the same opportunity to directly address the Council, Committee, Board or Commission.
- c. Speakers should discuss only the agenda item when called to speak for that item, and only topics related to City business when called to speak during open forum on the agenda.
- d. Speakers' comments should be addressed to the full body. Requests to engage the Mayor, Council Members, Board Members, Commissioners 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 City Clerk or other 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.

I

**Call to Order
& Roll Call**

II.A

Approval of Minutes

{ACTION}

YOUTH COMMITTEE MEETING

**October 12, 2023
MEETING MINUTES**

STAFF: Durrall, Handzar, Thoo, Walter

I. CALL TO ORDER & ROLL CALL

Chair Estill called the meeting to order at 3:38 pm.

Roll Call

Present: Estill, Clark, Jaquez (arrived 3:47), McGrath, Perez (attended via Zoom under the teleconferencing provisions in the Brown Act), Preminger, Vans, Williams

Absent: Herrity

II. BUSINESS

A. Approval of Minutes

ACTION: Mr. Preminger moved, Ms. Williams seconded, and the committee—with Ms. Jaquez not yet present—unanimously approved the acceptance of the August 10, 2023, Youth Committee Meeting minutes.

B. Chair's Report

Chair Estill gave a brief update from the recent work2future Board meeting. He also thanked staff for their efforts in researching and compiling a list of process and outcome metrics.

C. Youth Forum Update

In Mr. Herrity's absence, Chair Estill discussed the most recent Youth Forum 2.0 meeting, noting its focus on youth leaders and their success stories, as well as the group's review of three successful youth service programs. He highlighted the Forum's next meeting scheduled for October 20, 2023, commended the wide interest in the Youth Forum within the Committee, and suggested using information from the Youth Forum's gatherings to develop up to three recommendations that work2future might consider supporting "next year."

D. WIOA Youth Program Update PY 2023-24

WIOA Programs Manager Sangeeta Durrall gave a year-to-date report on enrollments and other metrics in the WIOA Youth Program for Program Year 2023, which began on July 1, 2023. The Committee discussed program impacts in different geographical regions within the work2future service area.

E. WIOA Youth Program Report PY 2022-23

Ms. Durrall and Youth and Training Project Manager Mirza Handzar provided a year-end review of the WIOA Youth Program for Program Year 2022-23, which ended on June 30, 2023. Their presentation included a new metrics dashboard highlighting participant outcomes as well as performance measures for work2future service providers.

Committee members discussed the needs of youth participants during the enrollment process. There was also a larger conversation about reporting timelines and staff resources, and a request to bring back this item at the Committee's next regular meeting.

III. OPEN FORUM

There were no public comments.

IV. OTHER

Strategic Engagement Manager Lawrence Thoo noted the need to schedule a Special Meeting before the end of the year to elect a committee chair for 2024 and to agree on the 2024 meeting schedule. There were no additional announcements or housekeeping comments.

V. ADJOURNMENT

Chair Estill adjourned the meeting at 4:52 p.m.

Draft minutes prepared by D. Walter, reviewed by L. Thoo.

DRAFT

II.B

2024 Schedule of Meetings

{INFORMATION}



Memorandum

TO: YOUTH COMMITTEE
FROM: Lawrence Thoo
SUBJECT: 2024 Schedule of Meetings
DATE: November 28, 2023

Approved _____ **Date:** _____

RECOMMENDATION

Adopt the recommended 2024 schedule of Youth Committee meetings as proposed in the Background and Analysis section below.

BACKGROUND AND ANALYSIS

The resolution approved by the work2future Board on November 17, 2022, establishing the Youth Committee requires that it meet four times a year, and that it can use one of those four meetings for the purpose of conducting a community forum. In its first full year, the committee has met on the second Thursday of the month preceding a regular Board meeting. It has not convened a community forum. However, committee members have participated, and some have had a leading role, in an independent youth forum and shared information from that forum with the Youth Committee.

If it keeps to its practice this year, the Youth Committee's regular meetings in 2024 will be on:

1. Thursday, February 8
2. Thursday, May 9
3. Thursday, August 8
4. Thursday, October 10

Youth Committee meetings are currently scheduled for 90-minute blocks starting at 3:30 pm.

/s/
LAWRENCE THOO
Strategic Engagement Manager

IL.C

Election

{INFORMATION}



Memorandum

TO: YOUTH COMMITTEE

FROM: Lawrence Thoo

SUBJECT: Elections

DATE: November 28, 2023

Approved

Date:

RECOMMENDATION

Nominate, elect and recommend to the work2future Board Chair a member of the Youth Committee to serve as Youth Committee Chair from January 1, 2024, through December 31, 2025.

BACKGROUND AND ANALYSIS

Article VI, Section 6.13 of the work2future By-laws stipulates that committees, with the exception of the Executive Committee, shall choose its own chairs with the approval of the Board Chair.

Committee members may nominate for Committee Chair any qualified member who shall be a member in good standing of the committee during the term of chairmanship. More than one candidate may be nominated.

Election

Staff will conduct the elections. Committee members will be asked to put member names into nomination for Committee Chair.

A member who is nominated for Committee Chair may accept or decline the nomination. After all nominations have been made and accepted, candidates will have the opportunity, if they choose, to address the committee. Voting will take place after candidate remarks, if any, have concluded. The candidate with the largest number of votes is elected.

Staff will convey to the Board Chair the results of the committee's election. The Board Chair may accept the committee's recommendation for Committee Chair, or may decline it and request the committee conduct another election.

/s/
LAWRENCE THOO
Strategic Engagement Manager

III

Open Forum

IV

Other

V

Adjournment