



WORKFORCE DEVELOPMENT BOARD MEETING

Thursday, November 16, 2023, 10:30 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/91790371765?pwd=UzI4L21sbVVKaEtHbnBocHRUT2k0Zz09>

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

- a) **Phone** (408) 638-0968, Meeting ID 917 9037 1765#. **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 Board 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

November 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. **George Chao**
Director of Strategic Partnerships
Manex
5. **John (Jack) Estill, Youth Committee Chair***
Partner
Coactify
6. **Joseph A. Flynn**
Vice President of Software Transformation
CommScope
7. **Van T. Le**
Agent
State Farm Insurance
Trustee and Clerk of the Board
East Side Union High School District
8. **Maria Lucero**
Deputy Division Chief, Region I
Northern Division, Workforce Services Branch
Employment Development Department, State of
California
9. **Emily McGrath**
Senior Fellow | Director of Workforce Policy
The Century Foundation
10. **Brian N. Murphy**
Director of Training
Pipe Trades Training Center
UA Local 393
11. **Rafaela Perez**
Employment Services Director
Social Services Agency, County of Santa Clara
12. **Steve Preminger**
Director, Office of Strategic &
Intergovernmental Affairs
County of Santa Clara
13. **Mitesh Shah**
Vice-President and Business Unit Head
Tech Mahindra
14. **Alan Takahashi, Business Services Committee
Chair***
Vice President and General Manager
Multifunction Microwave Solutions
CAES
15. **Todd Teixeira, MA**
Team Manager (SSM1), San Jose North Branch
California Department of Rehabilitation
16. **Traci Williams**
Co-chair
South Bay Consortium for Adult Education
Director
East Side Adult Education

*Members of the Executive Committee

WORKFORCE DEVELOPMENT BOARD

November 16, 2023

10:30 am

Conference Rooms, 1608 Las Plumas Ave, San Jose

Online at: <https://sanjoseca.zoom.us/j/91790371765?pwd=UzI4L21sbVVKaEtHbnBochHRUT2k0Zz09>

MEETING AGENDA

- | | |
|--|--------------------------------|
| I. CALL TO ORDER & ROLL CALL | <i>5 min
10:35 am end</i> |
| II. CONSENT ITEMS {ACTION}
Accept the following: | <i>5 min
10:40 am end</i> |
| A. Minutes of the September 21, 2023, Board meeting | |
| B. Preliminary Financial Status Report as of August 31, 2023 | |
| C. San Jose Works Program Report as of October 31, 2023 | |
| D. Labor Market Update | |
| III. OPEN FORUM
Members of the public may address the committee on matters not on the agenda. | <i>5 min
10:45 am end</i> |
| IV. BUSINESS ITEMS | |
| A. Director's Report {Information}
<i>Monique Melchor, Director</i>
Reports on various matters of interest. | <i>5 min
10:50 am end</i> |
| B. FY 2023-24 Program Operating Budget Reconciliation {Action}
<i>Lynn Lee, Interim Finance Manager</i>
Approve staff's proposed adjustments to the Fiscal Year 2023–24 Program Operating Budget as follows: i) Adjust the Program Operating Budget to reflect a \$741,001 decrease in funding due to actual savings being less than the projected carry-over amount in the June 2023 Board-approved budget; ii) Adjust the Administrative Budget to reflect a \$11,547 decrease in funding due to the actual savings being less than the projected carry-over amount in the June 2023 Board-approved budget; iii) Adjust the WIOA Rapid Response Budget to reflect a \$77,728 decrease in funding due to the actual FY2023-2024 formula allocation being less than the projected allocation in the June 2023 Board-approved budget; iv) Adjust the Summary of Discretionary Funding sources to reflect a \$123,951 increase in funding due to additional discretionary grants. | <i>15 min
11:05 am end</i> |
| C. WIOA Program Services Report {Information}
<i>Rick Robles, Project Director, Equus Workforce Solutions; Sead Eminovic, Director, IRC San Jose</i>
Report on the Workforce Innovation and Opportunity Act (WIOA) programs. | <i>10 min
11:15 am end</i> |

D. Board Elections {Action}

20 min
11:35 am end

Lawrence Thoo, Strategic Engagement Manager

Hear nominations and conduct elections for the following:

1. **Board Chair**
2. **Board Vice Chair**
3. **Two full-term at-large members of the Executive Committee**
4. **One partial-term at-large member of the Executive Committee to serve the remainder of the two-year term through 2024 vacated by Chad Bojorquez October 31, 2023, at the conclusion of his term on the work2future Board**

E. 2024 Schedule of Meetings {Action}

5 min
11:40 am end

Lawrence Thoo, Strategic Engagement Manager

Adopt the recommended 2024 schedule of Board and Executive Committee meetings.

V. OTHER

Announcements, suggested agenda items for a future meeting, other housekeeping.

5 min
11:45 am end

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 November 16, 2023, work2future Board meeting by teleconference from the indicated location(s):

Board member: George Chao

Location: 7908 Farina Ct, Sarasota, FL 34238

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.
