

work²futureSM

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BUSINESS SERVICES COMMITTEE

Tuesday, January 16, 2024, 12:30 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/98171516876?pwd=N3B0anhyM2hiMIZEVkJ1SkMwVURQUT09>

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

a) **Phone** (669) 900-9128, Meeting ID 981 7151 6876. **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 10:00 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.

BUSINESS SERVICES COMMITTEE

MEMBERS | 2023

Alan Takahashi, *Committee Chair**

Senior Vice President and General Manager, Multifunction Microwave Solutions
CAES

Ricardo Benavidez*

Director of Social Infrastructure
Google LLC

George Chao*

Director of Strategic Partnerships
Manex

Jayati Goel

Co-founder and CEO
Nidaan Systems, Inc

Mike Hill*

Senior Director, Learning and Organizational Development
Applied Materials

Andy Scott

Senior Learning and Development Specialist
Infinera

Mitesh Shah*

Vice-President and Business Unit Head
Tech Mahindra

Priya Smith, MPH*

Medical Group Administrator, The Permanente Medical Group
Kaiser Permanente, San Jose

ex officio (in memoriam)

Susan Koepp-Baker, *Board Chair**

Principal
Enviro-Tech Services

*work2future Board member

BUSINESS SERVICES COMMITTEE

January 16, 2024, 12:30 pm

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

Online at: <https://zoom.us/j/98171516876?pwd=N3B0anhyM2hiMIZEVkJ1SkMwVURQUT09>

AMENDED-SPECIAL MEETING AGENDA (HYBRID)

- | | |
|---|-----------------------|
| I. CALL TO ORDER & ROLL CALL | 5 min |
| II. BUSINESS | 12:35 pm end |
| A. Approval of Minutes {Action}
<i>Alan Takahashi, Committee Chair</i>
Approve the August 8, 2023, Business Service Committee meeting minutes. | 5 min
12:40 pm end |
| B. 2024 Schedule of Meetings {Action}
<i>Alan Takahashi, Committee Chair</i>
Approve the recommended 2024 schedule of Business Services Committee meetings. | 5 min
12:45 pm end |
| C. Election {Action}
<i>Lawrence Thoo, Strategic Engagement Manager</i>
Nominate candidates for and elect the Business Services Committee Chairperson to serve upon adjournment of this meeting through December 31, 2024. | 5 min
12:50 pm end |
| III. OPEN FORUM
Members of the public can address the committee on matters not on the agenda. | 5 min
12:55 pm end |
| IV. OTHER
<i>Announcements, committee housekeeping</i> | 5 min
1:00 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 Business Services Committee member(s) will attend the January 16, 2024, special meeting by teleconference from the indicated location(s):

Committee member: Alan Takahashi
Location (accessible by the public): CAES
5300 Hellyer Avenue, San Jose

Committee member: Priya Smith
Location (accessible by the public): The Permanente Medical Group Administrative Offices
Kaiser
275 Hospital Parkway, San Jose

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:

3. 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.
4. -No sticks, posts, poles or other such items will be attached to the signs or other symbolic materials.
5. -The items cannot create a building maintenance problem or a fire or safety hazard.
6. 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.
7. 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.

8. 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.

I

**Call to Order
& Roll Call**

II.A

Approval of Minutes

{ACTION}

BUSINESS SERVICES COMMITTEE **August 8, 2023**

MEETING MINUTES

STAFF: Thoo, Tran, Walter

GUESTS: Michael Hill, PhD, Sr Director, Talent & Org Development, Applied Materials; Andy Scott, Sr L&D Specialist, Infinera; John Melville, CEO, Collaborative Economics; Greg Harris, Business Services Representative, Equus Workforce Solutions

I. CALL TO ORDER & ROLL CALL

Chair Alan Takahashi called the meeting to order at 3:05 pm.

Roll Call

Present: Benavidez, Goel (arrived 3:11), McGrath, Smith, Takahashi, Koepp-Baker (ex officio)

Absent: Chao, Shah

II. OPEN FORUM

No public comments were offered.

III. BUSINESS

A. Minutes Approval

Mr. Benavidez moved and Mr. Takahashi seconded approval of the minutes of the February 14, 2023, Business Services Committee meeting. The committee approved unanimously.

B. Business Intelligence

- 1. Labor Market Update** – Lawrence Thoo, Strategic Engagement Manager, reported on the status of the labor market in Santa Clara County and the San José-Sunnyvale-Santa Clara Metropolitan Statistical Area (MSA). The unemployment rate in the MSA was 3.7 percent in June 2023, up from a revised 3.3 percent in May 2023, and continuing an upward trend over the previous six months, according to the Employment Development Department’s Labor Market Information Division. The unemployment rate was 3.6 percent in Santa Clara County in June 2023. The total labor force in the County grew to 1,045,600, marking a year-over-year increase of over 11,000 labor force participants. Mr. Thoo reported a slowing down of online job postings, and education and economic barriers that impact work2future’s job seeking clients. There was some discussion about the role the Business Services Committee can play in guiding the larger Board in these matters.
- 2. WARN Report** - Business Services Lead Analyst Huong Tran gave a year-end report on Worker Adjustment and Retraining Notification (WARN) activity in work2future’s service area and subsequent Rapid Response efforts for Program Year 2022-23. Ms. Tran provided details about the 29 WARN notices and 3,037 impacted workers within the San Jose-Silicon Valley (work2future) Local Workforce Development Area since the beginning of the fiscal year in July 2022. She noted a slowdown in layoff activity in June and July of 2023 and described work2future efforts to provide Rapid Response services. There was some discussion about the implementation of Rapid Response services.

C. Employer Engagement

1. **South County Engagement** – Deanna Walter, Strategic Engagement Project Manager, briefed the committee on a partnership with the Morgan Hill Chamber of Commerce to increase engagement in South County. She noted an upcoming Business Forum hosted by the Chamber with the work2future Business Services Team providing the keynote presentation.
2. **Advanced Manufacturing Apprenticeships** – Mr. Thoo introduced the committee to the launch of pilot semiconductor technician apprenticeships aimed at creating new talent pipelines for South Bay manufacturers and high-road career opportunities for job seekers from historically under-resourced/underinvested/marginalized backgrounds. Michael Hill, PhD, Sr Director, Talent & Org Development, Applied Materials, and Andy Scott, Sr L&D Specialist, Infinera, shared their experience with and expectations for the program.
3. **Healthcare Sector Convening** – Board Vice Chair Priya Smith announced a work2future project to bring together South Bay healthcare employers around workforce challenges and solutions. Ms. Smith is co-chairing the effort, which is being facilitated by consultant John Melville, CEO of Collaborative Economics. Mr. Melville provided additional details and talked through the initial steps of the project.

D. WIOA Services

1. **Career Fairs** – Ms. Tran gave a year-end review of Career Fairs and other recruiting events in Program Year 2022-23, noting 8 events that served 304 employers and 1,400+ job seekers. She also provided an update on the HIRING NOW! Job Fair planned for August 15, 2023, focused on employment opportunities in manufacturing, healthcare, and government.
2. **On-the-Job Training** – Greg Harris, Business Services Representative from Equus Workforce Solutions, provided a year-end report on the On-the-Job Training program efforts for Program Year 2022-23. He noted that all participation and expenditure goals were met.
3. **Incumbent Worker Training** – Ms. Walter gave a report on the launch year efforts related to the Incumbent Worker Training program. She highlighted program success stories and learning opportunities as the program enters its second year.

E. Member's Roundtable

Committee members shared thoughts and experiences about a variety of topics. Of note, a recent trend in construction hiring and project work in South County.

IV. OTHER

No additional comments were noted.

V. ADJOURNMENT

Mr. Takahashi adjourned the meeting at 4:32 pm.

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

II.B

**2024 Schedule of
Meetings**

{ACTION}



Memorandum

TO: BUSINESS SERVICES COMMITTEE

FROM: Lawrence Thoo

SUBJECT: 2024 Schedule of Meetings

DATE: January 15, 2024

Approved

Date:

RECOMMENDATION

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

BACKGROUND AND ANALYSIS

The Business Services Committee has historically scheduled its regular meetings for 3 p.m. on the second Tuesday of every other month beginning in February, i.e., February, April, June, August, October, and December. However, the work2future Board also holds a regular meeting in June, resulting in two meetings that month for committee members who are also Board members. To avoid a month with two meetings for the majority of committee members, staff recommends adoption of one of the following two meeting schedules, Version A for six meetings a year, or Version B for five meetings a year.

Version A (six meetings):

1. Tuesday, February 13
2. Tuesday, April 9
3. Tuesday, May 7
4. Tuesday, July 9
5. Tuesday, October 8
6. Tuesday, December 10

Version B (five meetings):

1. Tuesday, February 13
2. Tuesday, April 9
3. Tuesday, July 9
4. Tuesday, October 8
5. Tuesday, December 10

Meetings would continue to be scheduled for 90-minute blocks starting at 3:00 pm.

/s/

LAWRENCE THOO

Strategic Engagement Manager

II.C

Election

{ACTION}



Memorandum

TO: BUSINESS SERVICES COMMITTEE

FROM: Lawrence Thoo

SUBJECT: Election

DATE: January 15, 2024

Approved

Date:

RECOMMENDATION

Nominate candidates for and elect the Business Services Committee Chairperson to serve upon adjournment of this meeting through December 31, 2024.

BACKGROUND AND ANALYSIS

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

Committee members may nominate for Committee Chairperson any member of the committee, including the current chairperson. Any number of candidates 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 majority of votes is elected. If no candidate wins a majority of votes cast, staff will conduct a subsequent election comprised of the top two vote getters.

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 Chairperson, or may decline it and request the committee conduct another election.

/s/
LAWRENCE THOO
Strategic Engagement Manager

III

Open Forum

IV

Other

V

Adjournment