



## EXECUTIVE COMMITTEE MEETING

Thursday, February 15, 2024, 11:30 am

**Almaden Room, Business and Administrative Services Center,  
5730 Chambertin Dr, San Jose, CA 95118**

[www.work2future.org](http://www.work2future.org)

This meeting can also be viewed live on computer, smartphone, and tablet at  
<https://sanjoseca.zoom.us/j/96214231327?pwd=Mm8zZmlhQjN3bVgxYitStzBjMzF3Zz09>

### PUBLIC COMMENT

To provide Spoken Public Comment *during* the meeting, please be present at the meeting location above. Fill in an available blue card and provide it to a meeting staff person.

Please limit remarks to the time limit allotted by the meeting chair, normally two minutes.

To submit written Public Comment *before* the committee meeting: Send by e-mail to [Lawrence.Thoo@sanjoseca.gov](mailto:Lawrence.Thoo@sanjoseca.gov) by 9:30 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](mailto: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.

**EXECUTIVE COMMITTEE**  
**MEMBERS | February 2024**

Priya Smith, MPH, *Board Vice-Chair and Chair Pro Tempore*  
Chief Administrative Officer  
The Permanente Medical Group  
Kaiser Permanente San Jose

John “Jack” Estill, *Youth Committee Chair*  
Partner  
Coactify

Alan Takahashi, *Business Services Committee Chair*  
Vice President and General Manager  
Multifunction Microwave Solutions  
CAES

Louise Auerhahn  
Director of Economic & Workforce Policy  
Working Partnerships USA

Van Le  
Agent  
State Farm Insurance  
Trustee and Clerk of the Board  
East Side Union High School District

Traci Williams  
Co-chair  
South Bay Consortium for Adult Education  
Director  
Ease Side Adult Education

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11:30 am

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5730 Chambertin Dr, San Jose

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### AGENDA

- |   |                     |
|---|---------------------|
| <b>I. CALL TO ORDER &amp; ROLL CALL</b>   | <i>5 min</i>        |
|   | <i>11:35 am end</i> |
| <b>II. CONSENT ITEMS {Action}</b>   | <i>5 min</i>        |
| Approval of the acceptance of:  | <i>11:40 am end</i> |
| <b>A. Minutes of the November 6, 2023, Executive Committee meeting</b>  |                     |
| <b>B. Preliminary Financial Status Report as of November 30, 2023</b>   |                     |
| <b>III. OPEN FORUM</b>  | <i>5 min</i>        |
| Members of the public can address the committee on matters not on the agenda. Comment is limited to two minutes unless modified by the Chair.   | <i>11:45 am end</i> |
| <b>IV. BUSINESS ITEMS</b>   |                     |
| <b>A. Director's Report {Information}</b>   | <i>10 min</i>       |
| <i>Monique Melchor, Director</i>  | <i>11:55 am end</i> |
| Report on the transition of work2future Directors and various other matters of interest.  |                     |
| <b>B. Election of a Board Chairperson {Information}</b>   | <i>5 min</i>        |
| <i>Lawrence Thoo, Strategic Engagement Manager</i>  | <i>12:00 pm end</i> |
| Information on the process for filling the vacancy left by the passing of the late Board Chairperson Susan Koepp-Baker.   |                     |
| <b>C. work2future RFP Process Revisions {Action}</b>  | <i>10 min</i>       |
| <i>Dat Luu, Contracts Manager</i>   | <i>12:10 pm end</i> |
| Recommend Board acceptance of staff's report on the implementation of revisions, based on prior recommendations of an ad hoc committee and the Executive Committee, to the City's Request for Proposals (RFP) process as applied to the procurement of WIOA Adult, Dislocated Worker, and Youth program services. |                     |
| <b>D. Appointments to the Youth Committee {Action}</b>  | <i>5 min</i>        |
| <i>Lawrence Thoo, Strategic Engagement Manager</i>  | <i>12:15 pm end</i> |
| Reappoint community members Deryk Clark, Division Director of Youth Development, Bill Wilson  |                     |

Center, and Joseph K. Herrity, Principal, Groundwork Social Sector Consulting, to the Youth Committee for two-year terms backdated to January 1, 2024, and expiring December 31, 2025.

- E. Performance and Enrollment Report {Information}** 10 min  
*Sangeeta Durrall, Director* 12:25 pm end  
Report on WIOA performance and enrollments in the Adult, Dislocated Worker, and Youth Programs through December 31, 2023.
- F. Business Services Committee Report {Information}** 10 in  
*Alan Takahashi, Business Services Committee Chair* 12:35 pm end  
Report on the activities of the Business Services Committee.
- G. Youth Committee Report {Information}** 10 min  
*Jack Estill, Youth Committee Chair* 12:45 pm end  
Report on the activities of the Youth Committee.
- H. Labor Market Update {Information}** 10 min  
*Lawrence Thoo, Strategic Engagement Manager* 12:55 pm end  
Currently available data and analysis on the labor market in Santa Clara County and the San Jose-Sunnyvale-Santa Clara Metropolitan Statistical Area.
- V. OTHER** 5 min  
Announcements, suggested business for future meetings, other housekeeping. 1:00 pm end

## VI. ADJOURNMENT

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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.*

## **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.**