



## **BUSINESS SERVICES COMMITTEE**

**Wednesday, March 27, 2024**

**5:00 pm**

**Almaden Room, Business and Administrative Services Center,  
5730 Chambertin Dr, 2<sup>nd</sup> Floor, San Jose**

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

This meeting can be viewed live on computer, smartphone, and tablet at  
<https://sanjoseca.zoom.us/j/99876466195?pwd=KzIIMVVNNVJCUnJnRVRRaWNxTktSdz09>

### **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 12:30 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](mailto:Deanna.Walter@sanjoseca.gov), identifying the Agenda Item Number in the e-mail subject line. Comments received will be included as a part of the meeting record but will not be read into the record.

## **BUSINESS SERVICES COMMITTEE**

### **MEMBERS | March 2024**

**Alan Takahashi, *Committee Chair*\***

Senior Vice President and Division General Manager, Missile Systems  
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, Talent 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\***

Chief Administrative Officer  
Kaiser Permanente—Greater San Jose Area

\*work2future Board member

## BUSINESS SERVICES COMMITTEE MEETING

**March 27, 2024, 5:00 pm**

rescheduled from February 13, 2024, 3:00 pm

Almaden Room, Business & Administrative Services Center, 5730 Chambertin Dr, 2<sup>nd</sup> Floor, San Jose

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

### AGENDA

- |   |                       |
|---|-----------------------|
| <b>I. CALL TO ORDER &amp; ROLL CALL</b>   | 5 min                 |
| <b>II. BUSINESS</b>   | 5:05 pm end           |
| <b>A. Approval of Minutes {Action}</b><br><i>Alan Takahashi, Committee Chair</i><br>Approve minutes of the January 16, 2024, Business Services Committee special meeting.   | 5 min<br>5:10 pm end  |
| <b>B. Election {Action}</b><br><i>Alan Takahashi, Committee Chair</i><br>Direct staff to conduct an election for Business Services Committee Chairperson.   | 5 min<br>5:15 pm end  |
| <b>C. Non-Traditional Apprenticeships {Information}</b><br><i>Lawrence Thoo, Strategic Engagement Manager; Mike Hill, Committee member; Andy Scott, Committee member</i><br>Discussion of first-in-the-state semiconductor technician apprenticeships as new talent gateways for South Bay manufacturers and high-road career opportunities for job seekers from historically under-resourced/underinvested/marginalized backgrounds. | 10 min<br>5:25 pm end |
| <b>D. Healthcare Sector Partnership Initiative {Information}</b><br><i>Priya Smith, Committee member; John Melville, CEO, Collaborative Economics</i><br>Report on the scheduled April launch meeting of a work2future initiative to convene South Bay healthcare leaders to discuss workforce challenges and solutions.  | 10 min<br>5:35 pm end |
| <b>E. RERP {Information}</b><br><i>Lawrence Thoo, Strategic Engagement Manager</i><br>Information on the Bay-Peninsula Regional Planning Unit's California Workforce Development Board-funded Regional Equity and Recovery Partnerships grant project.  | 5 min<br>5:40 pm end  |
| <b>F. Miscellaneous Updates {Information}</b><br><i>Deanna Walter, Strategic Engagement Project Manager</i><br>Updates on job fairs and other business services.  | 5 min<br>5:45 pm end  |
| <b>G. Layoffs Report {Information}</b><br><i>Huong Tran, Business Services Lead Analyst</i><br>Discussion of year-to-date layoff activity affecting the region.   | 5 min<br>5:50 pm end  |
| <b>H. Labor Market Update {Information}</b><br><i>Lawrence Thoo, Strategic Engagement Manager</i><br>Most recent data (February 2024) on the local labor market.  | 10 min<br>6:00 pm end |

- |  |                                     |
|--|-------------------------------------|
| <b>I. Members' Roundtable</b><br><i>Alan Takahashi, Committee Chair</i><br>Discussion on effecting better business engagement in the service of effective workforce development. | <i>10 min</i><br><i>6:10 pm end</i> |
| <b>III. OPEN FORUM</b><br>Members of the public can address the committee on matters not on the agenda.  | <i>5 min</i><br><i>6:15 pm end</i>  |
| <b>IV. OTHER</b><br><i>Announcements, committee housekeeping</i>   | <i>5 min</i><br><i>6:20 pm end</i>  |
| <b>V. ADJOURNMENT</b>  |                                     |

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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.*

#### **Teleconferencing Notice**

Pursuant to provisions of the Ralph M. Brown Act, the following member(s) will attend the Business Services Committee meeting by teleconference from the indicated publicly accessible location(s):

**Committee member:** Jayati Goel

**Location:** 1651 N. Collins Blvd. Ste # 220, Richardson, Texas

**Committee member:** Mike Hill

**Location:** Room 653, Business Tower 6<sup>th</sup> Floor, San José State University, San Jose

**Committee member:** Andy Scott

**Location:** Infinera headquarters, 6373 San Ignacio Ave, San Jose

**Committee member:** Priya Smith

**Location:** Suite 702, 275 Hospital Parkway 7<sup>th</sup> Floor, 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 SPECIAL MEETING

**January 16, 2024  
MEETING MINUTES**

STAFF: Thoo, Walter

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

Chair Takahashi called the meeting to order at 12:33 pm.

#### **Roll Call**

**Present:** Benavidez, Goel, Hill, Scott, Shah (arrived at 12:40 pm), Smith (attended via Zoom under the teleconferencing provisions in the Brown Act), Takahashi (attended via Zoom under the teleconferencing provisions in the Brown Act)

**Absent:** Chao

All votes were taken via voice vote.

### **II. BUSINESS**

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

**ACTION:** Ms. Goel moved, Mr. Hill seconded, and the committee unanimously approved the acceptance of the August 8, 2023, Business Services Committee Meeting minutes.

#### **B. 2024 Schedule of Meetings**

Lawrence Thoo, Strategic Engagement Manager, proposed two versions of a 2024 meeting schedule for the Business Services Committee.

**ACTION:** After discussion, Mr. Benavidez moved that the Committee increase the meeting time from 90 to 120 minutes and adopt a quarterly meeting schedule on the following dates in 2024:

1. Tuesday, February 13
2. Tuesday, May 14
3. Tuesday, August 13
4. Tuesday, November 12

Mr. Hill seconded the motion, and the Committee voted unanimously to approve the proposed 2024 meeting schedule.

Meetings will continue to be scheduled to begin at 3 pm.

#### **C. Election**

Mr. Thoo facilitated the election of a Committee Chair to serve a one-year term beginning January 1, 2024, and ending December 31, 2024.

**ACTION:** Ms. Goel nominated Mr. Alan Takahashi. There were no other nominations. Mr. Takahashi was elected unanimously to serve as Committee Chair through December 31, 2024.

**III. OPEN FORUM**

No comments were noted.

**IV. OTHER**

Deanna Walter, Strategic Engagement Project Manager, shared details about an upcoming job fair hosted by the work2future Career Center. Mr. Thoo gave an update regarding future changes in the work2future leadership team. The Committee also discussed their response to the recent passing of work2future Board Chair Susan Koepp-Baker.

**V. ADJOURNMENT**

Chair Takahashi adjourned the meeting at 1:03 p.m.

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

**II.B**

**Election**

**{ACTION}**



# Memorandum

**TO:** BUSINESS SERVICES COMMITTEE

**FROM:** Lawrence Thoo

**SUBJECT:** Election

**DATE:** March 24, 2024

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**Approved**

**Date:**

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## **RECOMMENDATION**

Should Chairperson Alan Takahashi resign from the office, direct staff to conduct immediately an election for Chairperson of the Business Services Committee.

## **BACKGROUND AND ANALYSIS**

At its meeting on March 21, 2024, the Board elected Board Vice-Chairperson (Vice-Chair) Priya Smith to serve as Board Chairperson (Chair), as the office had been made vacant by the unexpected death of Susan Koepp-Baker in December. Ms. Koepp-Baker and Ms. Smith had been elected at the November 16, 2023, Board meeting to second two-year terms as Chair and Vice-Chair, respectively, effective January 1, 2024. Ms. Smith's election to Chair made the office of Vice-Chair vacant and the Board then elected Business Services Committee Chairperson Alan Takahashi to serve as Board Vice-Chairperson.

The by-laws do not prohibit Mr. Takahashi from holding the office of Board Vice-Chairperson and the office of Business Services Committee Chairperson concurrently. However, he has informed staff of his intention to step down as Committee Chair considering his election to be Board Vice-Chair. Should he do so, the Business Services Committee should direct staff to conduct an election for committee chairperson.

The committee chair is presently elected to a one-year term, and the election for Mr. Takahashi's successor would therefore be to a term that will run through December 31, 2024. However, the by-laws do not stipulate a term for committee chairpersons, and the Business Services Committee is free to redefine the length of the term.

/s/  
LAWRENCE THOO  
Strategic Engagement Manager

**IL.C**

**Non-Traditional  
Apprenticeships**

**{INFORMATION}**

### **NON-TRADITIONAL APPRENTICESHIPS**

South Bay companies are close to hiring more than 30 first-in-the-state semiconductor manufacturing Registered Apprentices since staff first reported on this initiative to the Business Services Committee on August 8, 2023. After onboarding about a dozen apprentices in the fall, two of the pioneering companies, Applied Materials in Santa Clara and Infinera in San Jose launched a second round of recruiting in the late winter. They were joined by San Jose’s Western Digital, which recruited its first cohort of apprentices. A third company, Enablence in Fremont, hired their first apprentice late in 2023.

work2future staff conducted digital marketing outreach to support both rounds of recruiting, efforts which drew more than 4,000 pairs of eyes to work2future’s web site and led to hundreds of “Apply Here” clicks to the companies’ application pages.

work2future is also providing On-the-Job Training financial support to at least three of the companies, including extended support for apprentices who are San Jose residents through a one-time allocation of funds by the San José City Council.

The partnership behind the initiative to create new talent pipelines for manufacturers and new opportunity gateways for job seekers, especially those from underserved and/or disinvested communities, includes, in addition to the companies and workforce development boards work2future and NOVAworks, the SEMI Foundation, the National Institute for Innovation and Technology and Foothill College.

Committee members Mike Hill and Andy Scott, representing Applied Materials and Infinera, will share the companies’ experiences and their vision for apprenticeships.

###

**ILD**

**Healthcare Sector  
Partnership Initiative**

**{INFORMATION}**

### **HEALTHCARE SECTOR PARTNERSHIP INITIATIVE**

Board Chair and Business Services Committee member Priya Smith and Collaborative Economics CEO John Melville will report on the scheduled April launch meeting of a work2future initiative to convene South Bay healthcare leaders to discuss workforce challenges and solutions. They will include brief discussions of the project's vision and the Next Gen Sector Partnership approach that is being used.

Ms. Smith leads the initiative on behalf of work2future. She is the Chief Administrative Officer of Kaiser Permanente in the Greater San Jose Area and has been joined in project leadership by Jo Caffaro, Regional Vice President, Hospital Council of Northern and Central California. They have focused initially on hospital and community clinic leadership in Santa Clara County and expect to bring together a dozen leaders for a launch meeting scheduled for April 16, 2024.

An equivalent number of healthcare education and training leaders are expected to join the meeting to observe the industry leaders' discussions.

Project consultant Melville, a founder of the Next Gen Sector Partnership model, has been advising the initiative's co-leaders and staff in the planning and outreach for the launch meeting and will facilitate discussion at the meeting. He will also support activities emanating from the launch meeting.

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Attachment: Santa Clara County Healthcare Sector Partnership Landscape Paper



**II.E**

**Regional Equity and  
Recovery Partnerships  
(RERP)**

**{INFORMATION}**

### **RERP**

Strategic Engagement Manager Lawrence Thoo will brief the committee on the Bay-Peninsula Regional Planning Unit (RPU) grant of \$1.6 million from the California Workforce Development Board for a two-year Regional Equity and Recovery Partnership project.

work2future, NOVA Workforce Development Board (lead fiscal agent) and the San Francisco Office of Economic and Workforce Development, which comprise the Bay-Peninsula RPU, are partnered with four community colleges—Gavilan College, Mission College, College of San Mateo (CSM) and City College of San Francisco (CCSF)— “to build bridges to accessible training and career opportunities in industry sectors that will drive the global economy for years to come.” The partners will focus on occupations in cybersecurity (Gavilan College), mechatronics (Mission College) and cloud computing (CSM, CCSF) and on individuals from low-income backgrounds and other circumstances that tend to be barriers to employment, especially in high-potential occupations and careers.

###

**ILF**

**Miscellaneous Updates**

**{INFORMATION}**

**MISCELLANEOUS UPDATES**

Strategic Engagement Project Manager Deanna Walter will report on job fairs and other business services, such as Incumbent Worker Training.

###

**II.G**

**Layoffs Report**

**{INFORMATION}**

## LAYOFFS REPORT

The California Employment Development Department (EDD) tallied 13,429 jobs in Santa Clara County lost permanently to layoffs announced in Workforce Adjustment and Retraining Notifications (WARNs) in 2023. Of those, 3,483 were in the San Jose Silicon Valley Local Workforce Development Area (LWDA). This stood in sharp contrast to 2022, when the EDD counted announcements totaling 4,761 jobs in the county lost to layoffs, 1,538 of them in the LWDA.

An analysis of EDD's 2022 WARN data revealed that the bulk of layoffs then were announced in the second half of the year. Between July 1, 2022, and December 31, 2022, there were 4,386 layoffs announced for the county, including 1,286 in the LWDA, a pace that accelerated in 2023 and continued through the start of 2024.

In January and February 2024, an additional 2,487 layoffs in the county were announced, including 1,151 in the LWDA.

Staff will provide specific information about companies and types of jobs affected in the LWDA, and the status of communications with companies to ensure that employees facing layoffs are aware of support services available to them.

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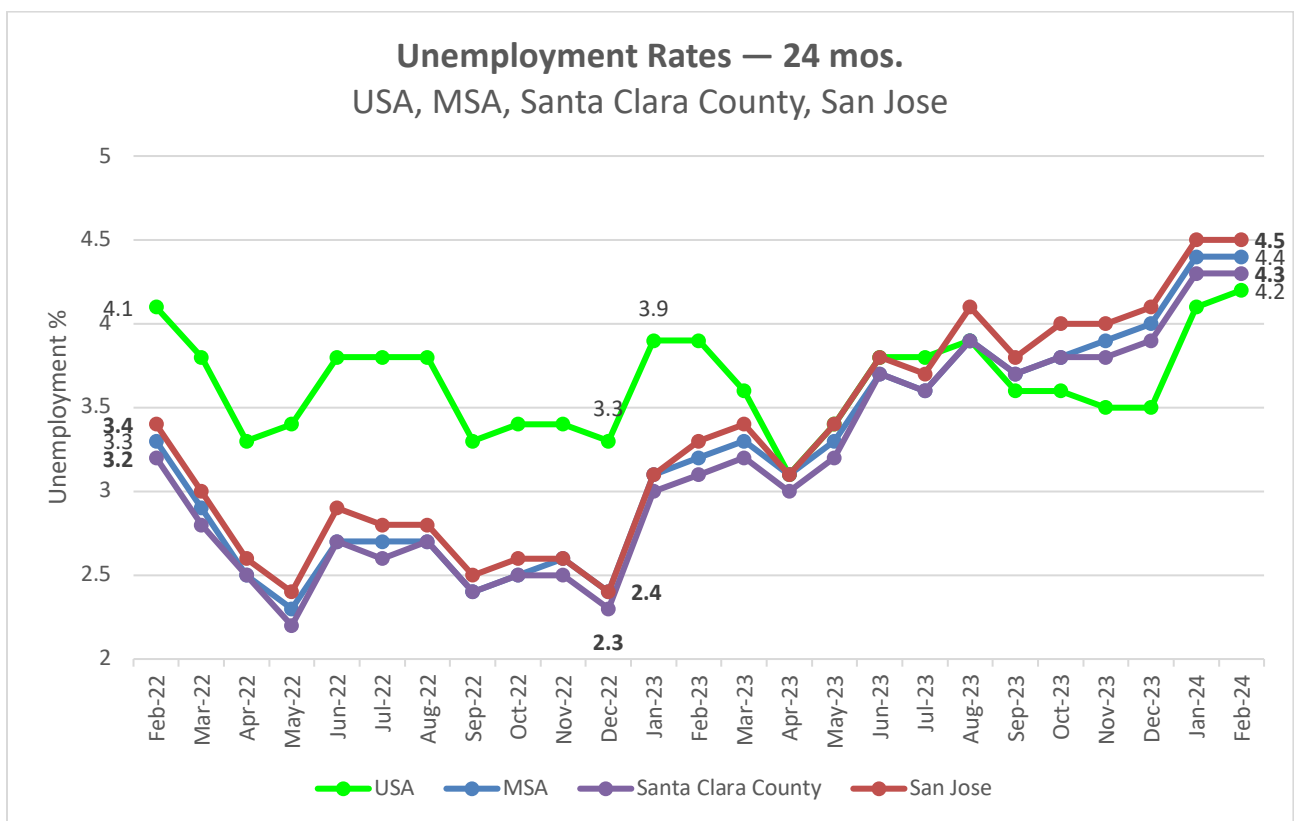
**IL.H**

# **Labor Market Update**

**{INFORMATION}**

**LABOR MARKET UPDATE**

The unemployment rate in the San Jose-Sunnyvale-Santa Clara Metropolitan Statistical Area (MSA) was 4.4 percent in February 2024, unchanged from a revised 4.4 percent in January 2024, and above the year-ago estimate of 3.2 percent, the California Employment Development Department announced March 22, 2024. This compares with an unadjusted unemployment rate of 5.6 percent for California and 4.2 percent for the nation during the same period. The unemployment rate was 4.3 percent in Santa Clara County and 4.5 percent in San Jose. It was 7.9 percent in San Benito County which, together with Santa Clara County, makes up the MSA.



Total employment in the MSA increased by 2,900 jobs between January 2024 and February 2024 to reach 1,154,200. However, it fell 0.5 percent between February 2023 and February 2024, losing 6,300 jobs.

Staff will provide further analysis of the local labor market.

###



## **II.I**

# **Members' Roundtable**

### **MEMBERS' ROUNDTABLE**

Committee members will engage in a discussion on effecting better business engagement in the service of effective workforce development.

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**IV**

**Other**

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**V**

**Adjournment**