



EXECUTIVE COMMITTEE MEETING

Thursday, April 18, 2024, 11:30 am

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

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 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, 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 | April 2024

Priya Smith, MPH, *Board Chair*
Chief Administrative Officer
The Permanente Medical Group
Kaiser Permanente Greater San Jose

Alan Takahashi, *Board Vice-Chair and Business Services Committee Chair*
Senior Vice President and General Manager
Missile Systems
CAES

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

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

EXECUTIVE COMMITTEE MEETING

April 18, 2024
11:30 am

Almaden Room, Business and Administrative Services Center, Almaden Winery,
5730 Chambertin Dr, San Jose

View online at <https://sanjoseca.zoom.us/j/96214231327?pwd=Mm8zZmlhQjN3bVgxYitStzBjMzF3Zz09>

AGENDA

- | | |
|--|------------------------|
| I. CALL TO ORDER & ROLL CALL | 5 min
11:35 am end |
| II. CONSENT ITEMS {Action}
Approval of the acceptance of: | 5 min
11:40 am end |
| A. Minutes of the February 15, 2024, Executive Committee meeting | |
| III. OPEN FORUM
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. | 5 min
11:45 am end |
| IV. BUSINESS ITEMS | |
| A. Director's Report {Information}
<i>Sangeeta Durrall, Director</i>
Report on various matters of interest. | 5 min
11:55 am end |
| B. Fiscal Year 2025 WIOA Program Budget Preliminary Report {Information}
<i>Sangeeta Durrall, Director</i>
Report on staff's initial work to prepare a Fiscal Year 2024-25 (FY 2025) program operating budget that will take into account the State's yet-to-be-announced FY 2025 allocation of federal Workforce Innovation and Opportunity Act (WIOA) funds, which totaled \$6.452 million in FY 2024 for the Adult, Dislocated Worker, and Youth Programs combined, as well as any potential impacts from the City of San José's FY 2025 budget that will be approved in June. | 20 min
12:15 pm end |
| C. Healthcare Sector Partnership Launch Meeting {Information}
<i>Lawrence Thoo, Strategic Engagement Manager; Jo Coffaro, Regional Vice-President, Hospital Council of Northern & Central California; John Melville, CEO, Collaborative Economics</i>
Initial report on the April 16 launch meeting of work2future's Healthcare Sector Partnership Initiative. | 10 min
12:25 pm end |

- D. Business Services Committee Report {Information}** 5 min
Alan Takahashi, Business Services Committee Chair 12:30 pm end
Report on activities related to the Business Services Committee.
- E. Youth Committee Report {Information}** 5 min
Jack Estill, Youth Committee Chair 12:35 pm end
Report on activities related to the Youth Committee.
- F. Labor Market Update {Information}** 15 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**

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 will attend the Business Services Committee meeting by teleconference from the indicated publicly accessible location:

Committee member: Alan Takahashi, Committee Chair

Location: CAES San Jose Office, 5300 Helyer Ave, 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:

- 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.

I

**Call to Order
& Roll Call**

II

Consent Items

Approve the acceptance of:

- A. Minutes of the February 15, 2024, Executive Committee meeting

{ACTION}

EXECUTIVE COMMITTEE MEETING

February 15, 2024
11:30 am

MINUTES

STAFF: Melchor, Durrall, Maniaul, Luu, Thoo, Walter

I. CALL TO ORDER & ROLL CALL

Chair Pro Tempore Smith called the meeting to order at 11:48 a.m.

Roll Call

Present: Auerhahn, Estill, Le, Smith

Absent: Takahashi, Williams

All votes were taken by voice vote.

II. CONSENT ITEMS

ACTION: Mr. Estill moved, Ms. Auerhahn seconded, and the Committee unanimously approved the acceptance of the minutes of the November 6, 2023, Executive Committee Meeting, and the Financial Status Report as of November 30, 2023.

III. OPEN FORUM

There were no public comments.

IV. BUSINESS ITEMS

A. Director's Report

Monique Melchor, outgoing Director, announced the appointment of Sangeeta Durrall as the new Director for work2future. She also shared efforts by staff to honor late Board Chairperson Susan Koepp-Baker.

Sangeeta Durrall, incoming Director, introduced new Finance Manager Lennette Maniaul. She noted that there would be an upcoming Special Meeting of the committee to discuss preliminary budget scenarios for FY 2024-25.

B. Election of Board Chairperson

Strategic Engagement Manager Lawrence Thoo informed the committee about the process for filling the vacancy left by the passing of late Board Chairperson Susan Koepp-Baker. He affirmed that information about the chairperson's responsibilities and likely time commitment would be sent to the Board in advance of the March 21, 2024, Board meeting.

C. work2future RFP Process Revisions

Contracts Manager Dat Luu asked the committee to accept the staff's report on the

implementation of revisions to the City's Request for Proposals (RFP) process as applied to the procurement of WIOA Adult, Dislocated Worker, and Youth program services based on prior recommendations of an ad hoc committee and the Executive Committee. The committee discussed potential efforts by Board members to support upcoming RFPs.

ACTION: Mr. Estill moved, Ms. Le seconded, and the committee unanimously approved the acceptance of the staff's report on the implementation of revisions to the City's RFP process as applied to WIOA programs.

D. Appointments to the Youth Committee

Mr. Thoo asked the committee to 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, expiring December 31, 2025.

ACTION: Ms. Auerhahn moved, Ms. Le seconded, and the committee unanimously approved the reappointment of Deryk Clark and Joseph K. Herrity to the Youth Committee for two-year terms backdated to January 1, 2024, expiring on December 31, 2025.

E. Performance and Enrollment Report

Ms. Durrall reported on year-to-date enrollments in the WIOA Adult, Dislocated Worker, and Youth Programs for Program Year 2023-24. She also presented a State Performance Report for the third quarter of PY 2023-24. Both reports showed work2future programs meeting or exceeding year-to-date goals. The committee discussed the inclusion of various data points in future reports.

G. Business Services Committee Report

In Business Services Committee Chair Takahashi's absence, Mr. Thoo highlighted recent work by the work2future Business Services team related to Rapid Response outreach, job fair performance, and a second round of non-traditional apprenticeships for semiconductor manufacturing technicians.

Ms. Smith updated the committee on a Healthcare Sector Convening project to bring together South Bay healthcare employers around workforce challenges and solutions.

F. Youth Committee Report

Youth Committee Chair Jack Estill shared updates from the February 12, 2024, Youth Committee meeting, including a keynote presentation showing outcomes and recommendations from Youth Forum 2.0, reports from service providers, and activities that committee members will be taking on in the coming months.

H. Labor Market Update

Mr. Thoo provided data and analysis on the labor market in Santa Clara County and the San Jose-Sunnyvale-Santa Clara Metropolitan Statistical Area. The unemployment rate in the San Jose-Sunnyvale-Santa Clara MSA was 4.0 percent in December 2023, up from a revised 3.9

percent in November 2023, and above the year-ago estimate of 2.4 percent, the California Employment Development Department announced on January 19, 2024. This compares with an unadjusted unemployment rate of 5.1 percent for California and 3.5 percent for the nation during the same period. The unemployment rate was 3.9 percent in Santa Clara County and 4.1 percent in San Jose. It was 6.5 percent in San Benito County which, together with Santa Clara County, makes up the MSA.

V. OTHER

Ms. Melchor noted facility improvements at the work2future Career Center in San José and invited committee members to follow work2future's social media accounts for the latest news and announcements.

VI. ADJOURNMENT

Chair Pro Tempore Smith adjourned the meeting at 1:17 pm.

Drafted: D. Walter. Reviewed: L. Thoo.

III

Open Forum

IV.A

Director's Report

{INFORMATION}

DIRECTOR'S REPORT

work2future Director Sangeeta Durrall will report on various matters of interest.

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IV.B

Fiscal Year 2025 WIOA Program Budget Preliminary

{INFORMATION}

FISCAL YEAR 2025 WIOA PROGRAM BUDGET PRELIMINARY REPORT

work2future Director Sangeeta Durrall will report on staff's initial work to prepare a Fiscal Year 2024-25 (FY 2025) program operating budget for the Executive Committee's review in advance of the Board's consideration, which will take into account the State's yet-to-be-announced FY 2025 allocation of federal Workforce Innovation and Opportunity Act (WIOA) funds, which totaled \$6.452 million in FY 2024 for the Adult, Dislocated Worker, and Youth Programs combined, as well as any potential impacts from the City of San José's FY 2025 budget that will be approved in June.

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IV.C

**Healthcare Sector
Partnership Launch
Meeting**

{Information}

HEALTHCARE SECTOR PARTNERSHIP LAUNCH MEETING

Initial report on the April 16, 2024, launch meeting of work2future's South Bay Healthcare Sector Partnership Initiative, co-chaired by work2future Board Chairperson Priya Smith, the chief administrative officer of Kaiser Permanente in the Greater San Jose Area, and Jo Coffaro, the regional vice-president of the Hospital Council of Northern and Central California, and facilitated by work2future consultant John Melville, the chief executive officer of Collaborative Economics.

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IV.D

Business Services Committee Report

{INFORMATION}

BUSINESS SERVICES COMMITTEE REPORT

Business Services Committee Chair Alan Takahashi will report on activities related to the Business Services Committee.

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IV.E

**Youth Committee
Report**

{INFORMATION}

YOUTH COMMITTEE REPORT

Youth Committee Chair Jack Estill will report on activities related to the Youth Committee.

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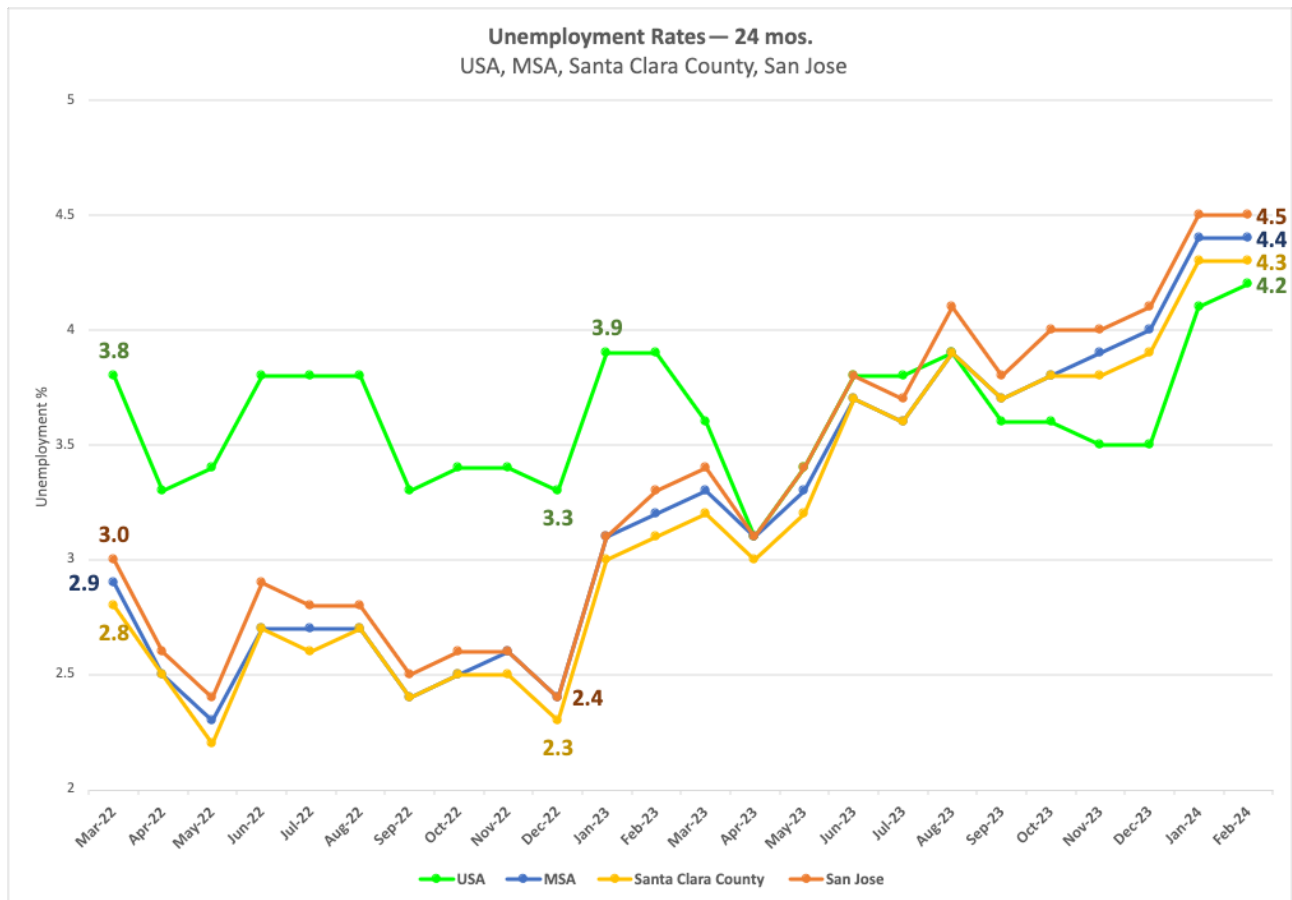
IV.F

Labor Market Update

{INFORMATION}

LABOR MARKET UPDATE

The unemployment rate in the San Jose-Sunnyvale-Santa Clara MSA was 4.4 percent in February 2024, unchanged from a revised 4.4 percent in January 2024. It was 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 fell by 6,300 jobs (-0.5%) to 1,154,200 between February 2023 and February 2024. Job losses in information (-7,700), professional and business services (-5,000), manufacturing (-3,700) construction (-2,900) and other sectors were nearly offset most especially by gains in private education and health services (+11,600) and government (+2,600).

Staff will present further analysis of the local labor market.

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V

Other

VI

Adjournment