



YOUTH COMMITTEE

Thursday, November 6, 2025, 3:30 pm

San Jose Job Center Conference Rooms
1608 Las Plumas Avenue, San Jose

www.work2future.org

This meeting can be viewed live on computer, smartphone, and tablet at
<https://sanjoseca.zoom.us/j/92893739701?pwd=IWls8RXyW89TEMLHfpkHI5u6x8eFB.1>

PUBLIC COMMENT

To provide spoken Public Comment *during* the meeting, please be present at the meeting location above. Complete 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 Dat.luu@sanjoseca.gov by 12:00 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 Dat.Luu@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.

LEVINE ACT

[The Levine Act](#) requires a Party in a Proceeding before the City of San José that involves any action related to their contract, license, permit, or use entitlement to disclose any campaign contributions to City elected or appointed officials totaling more than \$500 within the 12 months prior to the City decision. A Participant to a Proceeding may voluntarily report a campaign contribution on the form located on [the Levine Act webpage](#).

YOUTH COMMITTEE

MEMBERS | November 2025

Jack Estill,* *Committee Chair*
Partner
Coactify

Deryk Clark
Executive Director
Advent Group Ministries Inc.

Joseph K. Herrity
Principal
Groundwork Social Sector Consulting

Teresa Ong*
Associate Vice President, Workforce & CTE Programs
Foothill College

Rafaela Perez*
Former Employment Services Director (*retired as of Jan 1, 2025*)
Social Services Agency, County of Santa Clara

Jennifer Pham
Community Worker, Office of Research and Evaluation
Social Services Agency, County of Santa Clara

Steve Preminger*
Director, Civic & Community Engagement
County of Santa Clara

Maria Vans
Youth Liberation Movement

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

*work2future Board member

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AGENDA

- | | | |
|-------------|---|-------------|
| I. | CALL TO ORDER & ROLL CALL | 5 min |
| II. | BUSINESS | 3:35 pm end |
| | A. Approval of Minutes {Action} | 5 min |
| | Jack Estill, Committee Chair | 3:40 pm end |
| | Approve minutes of the August 14, 2025, Youth Committee meeting. | |
| | B. Chair's Report {Information} | 5 min |
| | Jack Estill, Committee Chair | 3:45 pm end |
| | Report on various matters of interest to the committee. | |
| | C. 2026 Schedule of Meetings {Action} | 5 min |
| | Jack Estill, Committee Chair | 3:50 pm end |
| | Approve the recommended 2026 schedule of Youth Committee Meetings. | |
| | D. Election {Action} | 10 min |
| | Dat Luu, Contracts Manager | 4:00 pm end |
| | Nominate candidates for and elect the Youth Committee Chair to serve January 1, 2026, through December 31, 2026. | |
| | E. WIOA Youth Program PY 2025-26 Update {Information} | 15 min |
| | Mirza Handzar, Youth Program & Training Project Manager; Rick Robles, Project Director, Equus Workforce Solutions | 4:15 pm end |
| | Q1 report on metrics for the Workforce Innovation and Opportunity Act (WIOA) Youth Program for Program Year 2025, which began July 1, 2025, and will end June 30, 2026. | |
| | F. Report on Case Management Loads {Information} | 20 min |
| | Jack Estill, Committee Chair, Joe Herrity, and staff | 4:35 pm end |
| | Report on efforts efficiently manage cases | |
| | G. End of Year Discussion {Information} | 10 min |
| | Jack Estill, Committee Chair | 4:45 pm end |
| III. | OPEN FORUM | 5 min |
| | Members of the public can address the committee on matters not on the agenda. | 4:50 pm end |

IV. OTHER

Announcements, committee housekeeping

*5 min
4:55 pm end*

A. Next Youth Committee meeting is scheduled for February 12, 2025.

B. Other

V. ADJOURNMENT

Please note: Times to the right of agenda items are estimates 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 members will attend the Youth Committee meeting by teleconference from the indicated publicly accessible location:

Committee member: N/A

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.

I

**Call to Order
& Roll Call**

II

Business

Each of the following items will be taken up separately. Unless otherwise indicated, each is an information and discussion item:

- A. Approval of Minutes {Action}**
- B. Chair's Report**
- C. Schedule of Meetings {Action}**
- D. Election {Action}**
- E. WIOA Youth Program PY 2025-26 Update**
- F. Report of Case Management Load**
- G. End of the Year Discussion**

YOUTH COMMITTEE MEETING

August 14, 2025, 3:30 pm

Meeting Minutes

Staff: Handzar, Luu, Morado, Thoo

Guests: Guillermo Granados, Youth Program Manager, Equus Workforce Solutions

I. CALL TO ORDER & ROLL CALL

Chair Estill called the meeting to order at 3:41 pm.

Roll Call

Present: Estill, Herrity, Perez, Pham, Vans, Williams.

Absent: Clark, Preminger, Ong.

II. INTRODUCTIONS

None

III. BUSINESS

A. Approval of Minutes

ACTION: Ms. Williams moved, Mr. Herrity seconded, and the committee voted unanimously to approve the minutes of the May 1, 2025, meeting.

B. Chair's Report

Mr. Estill noted that there have been no reported developments and proposed the rescheduling of the November 13, 2025 committee meeting to November 6, 2025. The committee agreed to rescheduling.

C. WIOA Youth Program PY 2024-25 Update

Mr. Handzar gave update on the Workforce Innovation and Opportunity Act (WIOA) Youth Program for Program Year 2024, which began on July 1, 2024, and will end on June 30, 2025. Mr. Handzar discussed the success of new partnerships and answered questions from the committee.

Following discussion, Mr. Handzar will send updated reports to the committee.

D. Progress Report: Longer term vision of education to employment

Mr. Estill solicited suggestions from the committee on defining benchmarks and financial literacy. The committee and staff discussed streamlining services by identifying roles of work2future, its partners, and community-based organizations.

E. Set a time for a discussion around case manager loads

Mr. Estill discussed case management and proposed for a discussion with staff and several committee members on improving case management loads.

IV. OPEN FORUM

Ms. Lilian Koeniskig spoke about her concerns on budget cuts and its impact on services.

V. OTHER

- A.** Next Youth Committee meeting is scheduled for Thursday, November 6, 2025, 3:30 pm at 1608 Las Plumas Ave, San Jose, CA.

VI. ADJOURNMENT

Chair Estill adjourned the meeting 4:47 p.m.

Draft minutes prepared by D. Luu, H. Morado.

DRAFT

CHAIR'S REPORT

Youth Committee Chair Jack Estill will do introductions and report and various matters of interests to the committee.

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Memorandum

TO: YOUTH COMMITTEE

FROM: Dat Luu

SUBJECT: 2026 Meeting Schedule

DATE: November 6, 2025

Approved

Date:

RECOMMENDATION

Adopt a 2026 schedule of Youth Committee meetings as proposed in the Background and Analysis section below.

BACKGROUND AND ANALYSIS

The resolution approved by the work2future Board on November 17, 2022, establishing the Youth Committee requires that it meet four times a year. Since the beginning of 2023, the committee has met on the second Thursday of the month preceding a regular Board meeting. The Board's regular meetings have been in March, June, September and, beginning in 2024, December.

In keeping with current practice, therefore, the Youth Committee's regular meetings in 2025 are proposed for:

1. Thursday, February 12
2. Thursday, May 7
3. Thursday, August 13
4. Thursday, November 12

Youth Committee meetings are currently scheduled for 90-minute blocks starting at 3:30 pm.

/s/
DAT LUU
Contracts Manager



Memorandum

TO: YOUTH COMMITTEE

FROM: Dat Luu

SUBJECT: Elections

DATE: November 6, 2025

Approved

Date:

RECOMMENDATION

Nominate, elect and recommend to the work2future Board Chair a member of the Youth Committee to serve as Youth Committee Chair from January 1, 2026, through December 31, 2026.

BACKGROUND AND ANALYSIS

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

Committee members may nominate for Committee Chair any qualified member who shall be a member in good standing of the committee during the term of chairmanship. More than one candidate 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 largest number of votes is elected.

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

/s/
DAT LUU
Contracts Manager

WIOA Youth Program PY 2025-26 Update

First Quarter staff report on metrics for the Workforce Innovation and Opportunity Act (WIOA) Youth Program for Program Year 2025, which began July 1, 2025, and continues through June 30, 2026.

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Progress Report: Case Management Case Load

Chair Estill, Committee Member Herrity, and Staff will report on efforts to more efficiently manage case load.

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Progress Report: Case Management Caseload

Chair Estill will lead an end year discussion of the committee for 2025.

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III
Open Forum

IV
Other

V
Adjournment