EXECUTIVE COMMITTEE MEETING

Thursday, November 20, 2025, 11:30 am

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

www.work2future.org

This meeting can also be viewed live on computer, smartphone, and tablet at https://sanjoseca.zoom.us/j/92499548539?pwd=iSIRe1WuioNHuaxPHco2XI2xCuwvck.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 9:00 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 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.

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SAN JOSE SILICON VALLEY
WORKFORCE DEVELOPMENT BOARD

EXECUTIVE COMMITTEE

MEMBERS | November 2025

Priya Smith, MPH, *Board Chair, Executive Committee Chair*
Chief Employee Human Resources Officer
The Permanente Medical Group, Inc.
Kaiser Permanente Northern California

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

John "Jack" Estill, *Youth Committee Chair*
Partner
Coactify

Michael Hill, *Business Services Committee Chair*
Workforce Consultant
(Formerly Senior Director, Organizational and Talent Development
Applied Materials—retired 2025)

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

Danny Mangan
Organizer
Sprinkler Fitters UA Local 483

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

ex officio
Sangeeta Durral, *Secretary*
work2future Director

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SAN JOSE SILICON VALLEY
WORKFORCE DEVELOPMENT BOARD

EXECUTIVE COMMITTEE MEETING

November 20, 2025
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/92499548539?pwd=iSIRe1WuioNHuaxPHco2XI2xCuwvck.1

AGENDA

I. CALL TO ORDER & ROLL CALL

5 min
11:35 am end

II. CONSENT ITEMS {ACTION}

5 min
11:40 am end

Approval of the acceptance of:

A. Minutes of the August 21, 2025, Executive Committee meeting

B. Financial Status Report as of September 30, 2025

III. OPEN FORUM

5 min
11:45 am end

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.

IV. BUSINESS ITEMS

A. Chair's Report {Information}

5 min
11:50 am end

Alan Takahashi, Vice Chair
Various matters of interest.

B. Director's Report {Information}

5 min
11:55 am end

Sangeeta Durral, work2future Director
Various matters of interest.

C. FY2024-2025 State Monitoring of work2future {Information}

15 min
12:10 pm end

Sangeeta Durral, work2future Director
Discuss the results of the State of California's PY24-25 WIOA Annual Review of work2future

D. FY 2025-2026 Program Operating Budget Reconciliation {ACTION}

10 min
12:20 pm end

Tram Luu, Acting Finance Manager
Recommend that the Board approve staff's proposed adjustments to the Fiscal Year 2025–26 Program Operating Budget, as follows:

1. Adjust the Program Operating Budget to reflect a $472,621 increase in the funding due to the actual savings being more than the projected carry-over amount incorporated in the June 2025 Board-approved budget.
2. Adjust the Administrative Budget to reflect a $244,889 increase in the funding due to the actual savings being more than projected carry-over amount.

3. Adjust the WIOA Rapid Response Budget to reflect a $61,141 decrease in funding due to the actual FY2025-2026 formula allocation being less than the projected allocation incorporated in the June 2025 Board-approved budget.
4. Approve the Summary of Discretionary funding sources of $3,755,143, including carry over amount of $2,386,926 from Fiscal Year 2024-25.

E. Appointments to Standing Committees {ACTION} — *5 min, 12:25 pm end*

Lawrence Thoo, Strategic Engagement Manager

1. Elect Thomas Baity, Market Manager Bay Area, ManpowerGroup, to an initial term of one year on the Business Services Committee as a committee member who is not on the work2future Board, effective December 1, 2025, and ending December 31, 2026.
2. Appoint Deryk Clark, Executive Director, Advent Group Ministries, Inc., and Joseph K. Herrity, Principal, Groundwork Social Sector Consulting, to an additional term each as members of the Youth Committee who are not on the work2future Board, effective January 1, 2026, and ending December 31, 2027.

F. Election of Board Officers and Executive Committee Members {Information} — *5 min, 12:30 pm end*

Lawrence Thoo, Strategic Engagement Manager

Staff briefing on elections needed at the December 11, 2025, Board meeting to fill January 2026 through December 2027 terms for the Board Chair, the Board Vice-Chair and two at-large members of the Executive Committee.

G. 2026 Schedule of Meetings {ACTION} — *5 min, 12:35 pm end*

Dat Luu, Contracts Manager

Recommend that the Board accept the proposed schedule of Board and Executive Committee meetings for 2026.

H. Business Services Committee Report (Information) — *10 min, 12:45 pm end*

Mike Hill, Business Services Committee Chair

Business Services Committee Chair's report.

I. Youth Committee Report (Information) — *10 min, 12:55 pm end*

Jack Estill, Youth Committee Chair

Youth Committee Chair's report.

V. OTHER — *5 min, 1:00 pm end*

Announcements, suggested business for future meetings, other housekeeping.

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.*

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.
        i. No sticks, posts, poles or other such items will be attached to the signs or other symbolic materials.
        ii. The items cannot create a building maintenance problem or a fire or safety hazard.
        iii. 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.
    b. 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 August 21, 2025, Board meeting

B. Financial Status Report as of June 30, 2025

{ACTION}

III

Open Forum

IV

Business Items

Each of the following items will be taken up separately. Each is an Action item (to be voted on) or an Information item (discussion only), as indicated.

A. Chair's Report {Information}
B. Director's Report {Information}
C. FY2024-2025 Results of State Monitoring of work2future {Information}
D. FY 2025-2026 Program Operating Budget Reconcilliation {ACTION}
E. Appointments to Standing Committees {ACTION}
F. Election of Board Officers and Executive Committee Members {Information}
G. 2026 Schedule of Meetings {ACTION}
H. Business Services Committee Report (Information)
I. Youth Committee Report (Information)

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SAN JOSE SILICON VALLEY
WORKFORCE DEVELOPMENT BOARD

EXECUTIVE CMTE: 11-20-25
AGENDA ITEM: IV.A

CHAIR'S REPORT

Executive Committee Chair will report on matters of interest to the committee but not on the agenda.

# # #

DIRECTOR'S REPORT

work2future Director Sangeeta Durral will report on matters of interest to the committee but not itemized on the agenda.

# # #

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SAN JOSE SILICON VALLEY
WORKFORCE DEVELOPMENT BOARD

EXECUTIVE CMTE: 11-20-25
AGENDA ITEM: IV.C

FY 2024-2025 STATE MONITORING OF WORK2FUTURE

work2future Director Sangeeta Durral will discuss the results of the State of California's PY24-25 WIOA Annual Review of work2future.

# # #

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Memorandum

TO:	Executive Committee	**FROM:**	Tram Luu
SUBJECT:	See Below	**DATE:**	November 20, 2025

Approved	**Date:**

SUBJECT: FY 2025-26 Program Operating Budget Reconciliation for 2024-25 Carry-Over Savings and FY 2025-26 WIOA Formula and Rapid Response Funding Adjustment

RECOMMENDATION

Recommend that the Board approve staff's proposed adjustments to the Fiscal Year 2025–26 Program Operating Budget as follows:

i) Adjust the Program Operating Budget to reflect a $472,621 increase in the funding due to the actual savings being more than the projected carry-over amount incorporated in the June 2025 Board-approved budget.
ii) Adjust the Administrative Budget to reflect a $244,889 increase in the funding due to the actual savings being more than projected carry-over amount.
iii) Adjust the WIOA Rapid Response Budget to reflect a $61,141 decrease in funding due to the actual FY2025-2026 formula allocation being less than the projected allocation incorporated in the June 2025 Board-approved budget.
iv) Approve the Summary of Discretionary funding sources of $3,755,143, including carry over amount of $2,386,926 from Fiscal Year 2024-25.

BACKGROUND AND ANALYSIS

On May 28, 2025, the State of California Employment Development Department (EDD) released its *planned* allocation for WIOA Adult, Dislocated Worker, and Youth Funding streams for FY25-26. These allocations are based on the allotments to States issued by the U.S. Department of Labor (DOL), as recognized in Training and Employment and Guidance Letter No. 11-24, dated May 20, 2025. EDD's allocation for work2future reflected approximately 43% overall increase from FY24-25 funding.

On June 26, 2025, work2future staff submitted to the Board the Proposed FY 2024-25 WIOA Program Operating Budget. This included the planned WIOA allocation from the State EDD, estimated Rapid Response funding, and projected WIOA Adult, Dislocated Worker, and Youth programs carry-over funding from FY 2024-25.

Executive Committee
Date: 11-20-2025
Subject: FY 2025-26 Operating Budget Reconciliation

On July 17, 2025, work2future received its *planned* allocation for Rapid Response and Layoff Aversion funding of FY 2025-26. Detailed analysis is presented in this memo.

In addition, in the June 2025 Board- approved Program Operating Budget, work2future included $710,059 projected carry-over as of April 30, 2025. In the FY 2024-25 year-end close as of June 30, 2025, actual savings were determined to be $1,182,680. The $472,621 difference will be realigned accordingly in the table below.

Proposed reallocation of the carry-over difference is presented below.

Budget Details	**June 2025 Board-Approved Budget**	**Proposed Budget Adjustment**	**Adjusted Budget**
	A	B	C = (A+B)
Personnel Costs	$1,544,915	(164,536)	$1,380,379
Non-Personnel Costs	443,808	(2,544)	441,264
Adult Client Services	2,363,155	(227,255)	2,135,900
Youth Client Services	1,048,718	-	1,048,718
One Stop Operator	30,000	-	30,000
Distribution to Service Provider	2,300,000	-	2,300,000
Unallocated Contingency Reserve (Program)	525,675	866,956	1,392,631
Total Operating Budget	**$ 8,256,271**	**$472,621**	**8,728,892**

Personnel/ Non-Personnel Costs

Staff proposed to shift $164,536 of personnel cost and $2,544 of non-personnel cost from Program Operating Budget to Administrative Funding due to an increase in the admin carry-over from FY 2024-25.

Adult Client Services

As of June 30, 2025, work2future had finalized its leveraged resources towards adult training costs for program year 2023-2024, resulting in a saving of $227,255 in Program Operating Budget.

Contingency Reserve

As a result of an overall 43% increase in WIOA formula funding for program year 2025-2026, Staff proposed to set aside $1,392,631 to the Unallocated Contingency Reserve. This is the “balancing” figure in the budget which is used to augment the current program operating budget should an unanticipated need arise, or if unspent, bridge the funding gap in the program operating budget for the following fiscal year. None of actions proposed herein require utilizing the Board Mandated 15% Contingency Reserve.

Please note that this reconciliation is still subject to change. Due to personnel changes in the fiscal unit additional time is needed to complete due diligence in reconciling the funds. Please also note that if a change is to be found, this would be an increase to the budget. No other negative adjustments are anticipated currently. Staff's intent if additional funding were to be found is to return to the Executive Committee to replenish the Unallocated Contingency Reserve in its entirety.

WIOA ADMINISTRATIVE FUNDING

The work2future administrative budget increases by $244,889, from $882,710 to $1,127,599. The increase represents carry-over administrative funding from FY 2024-25.

Budget Details	**June 2025 Board-Approved Budget**	**Proposed Budget Adjustment**	**Adjusted Budget**
	A	B	C = (A+B)
Personnel Costs	$ 534,303	164,536	$698,839
City Attorney Office	135,659	-	135,659
Non-Personnel Costs	56,618	74,431	131,049
City Overhead	67,859	5,922	73,781
Distribution to Service Providers	88,271	-	88,271
Total Administrative Budget	**$882,710**	**$244,889**	**$1,127,599**

WIOA RAPID RESPONSE FUNDING

Starting program year 2024-2025, Rapid Response funding carries a two-year term, per Workforce Services Information Notice No. 23-56. Therefore, any Rapid Response fund remaining of program year 2024-2025 is now allowed to be carried over to program year 2025-2026. On July 17, 2025, the State of California EDD released the FY 2025-2026 Rapid Response *planned* funding allocation to Local Workforce Development Boards. work2future has been allocated $601,928, in both *base and lay-off* aversion funding, representing a total funding decrease of $114,090 compared to the $716,018 *estimated* funding submitted and approved by the Board in June 2025. work2future was able to mitigate the funding decrease with an increase of $52,949 in carry-over balance as of June 30, 2025, resulting in a total decrease of $61,141 in funding.

The following are the proposed budget adjustments to the Rapid Response funding and the corresponding financial impact on the operational budget:

Budget Details	**June 2025 Board-Approved Rapid Response Budget**	**FY 2025-26 Allocation Adjustment**	**Proposed Revised Rapid Response Budget**
	A	B	C = (A+B)
WIOA Rapid Response Allocation FY 2024-25	$ 716,018	(114,090)	$ 601,928
WIOA Rapid Response Carry-over funding FY 2024-25	107,528	52,949	160,477
Total Operating Budget	**$823,546**	**$(61,141)**	**$762,405**

The following are the proposed changes to the Rapid Response Operating Budget:

Budget Details	**June 2025 Board-Approved Rapid Response Budget**	**FY 2025-26 Allocation Adjustment**	**Revised Rapid Response Allocation**
	A	B	C = (A+B)
Personnel Costs	$ 421,622	-	$ 421,622
Non-Personnel Costs	47,994	4,963	52,957
City Overhead Costs @ 10% of Allocation	71,602	(11,409)	60,193
Unallocated Reserve (Rapid Response)	282,328	(54,695)	227,633
Total Proposed Rapid Response Budget	**$823,546**	**$(61,141)**	**$762,405**

The decrease in the City Overhead Costs line-item budget is reflective of the decrease in funding due to the change in FY25-26 allocation.

DISCRETIONARY CARRY-OVER AND NEW FUNDING

Except for San Jose Works 11.0 program, all other discretionary funds are for a term period that crosses over two or more fiscal years, and fundings have been received. Thus, unspent funding can be carried over to the remaining months of the grant period.

The following table is a Summary of Discretionary grant funding for FY 2025-26:

Discretionary Grants	Grant Amount
San Jose Works 11.0 Program Initiative [1]	$2,469,718
San Jose Works (Amazon) [2]	100,000
San Jose Works (Bank of America) [2]	153,000
San Jose Works (Cities for Financial Empowerment) [2]	40,000
San Jose Works (Shipt) [2]	21,250
San Jose Works (Wells Fargo) [2]	147,750
San Jose Works (Flagship) [2]	5,000
Emerging Needs Local Assistance Fund	5,000
California Workforce Development Board	4,042
Business Owner's Space (BOS) Initiative	1,268
Google Earn and Learn	208,115
Google Child Care	600,000
Total Discretionary New and Carry Over Funding	**$3,755,143**

[1] Represents the yearly funding of $1,334,217 available from the City General Fund to support SJ Works 11.0 and $1,135,501 carry-over funds from SJ Works 10.0.
[2] Other funding raised to support the San Jose Works program.

/s/
Tram Luu
Interim Finance Manager

cc: Sangeeta Durral
Jeff Ruster

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Memorandum

TO:	EXECUTIVE COMMITTEE	**FROM:**	Lawrence Thoo
SUBJECT:	See Below	**DATE:**	November 17, 2025
Approved		**Date:**	

SUBJECT: Appointments to Standing Committees

RECOMMENDATION

1. Elect Thomas Baity, Market Manager, San Francisco Bay Area, ManpowerGroup, to an initial term of one year on the Business Services Committee as a committee member who is not on the work2future Board, effective December 1, 2025, and ending December 31, 2026.

2. Appoint Deryk Clark, Executive Director, Advent Group Ministries, Inc., and Joseph K. Herrity, Principal, Groundwork Social Sector Consulting, to an additional term each as members of the Youth Committee who are not on the work2future Board, effective January 1, 2026, and ending December 31, 2027.

BACKGROUND AND ANALYSIS

Under state and federal regulations governing local workforce development boards, standing committees established by a local board are required to be comprised of Board members and individuals from the community who are not members of the local board.

Article VI, Section 6.10 of the work2future bylaws stipulates that “the Executive Committee shall elect (Business Services) Committee members who are not on the Board.” Similarly, the resolution establishing the Youth Committee, which the Board approved on November 17, 2022, provides in section b), subsection c., that “the Executive Committee shall appoint as (Youth) Committee members, qualified individuals who are not members of the work2future Board”

Pursuant to Section 6.10, therefore, staff requests that the Executive Committee elect Thomas Baity to the Business Services Committee for an initial term. As it has been the custom for an initial term on the committee to be for one year, staff recommends that Mr. Baity’s initial term be for one year.

Mr. Baity has over 15 years of experience in staffing operations and workforce strategy. As Market Manager for Manpower in the Bay Area, Mr. Baity oversees multi-branch operations and on-site workforce programs that help companies attract, hire and retain talent. He recently concluded a decade-plus of service on the NOVAworks Board of Directors.

Staff also requests the reappointment to second two-year terms of Deryk Clark and Joseph K. Herrity as non-Board members of the Youth Committee. On December 31, 2025, Mr. Clark and Mr. Herrity will have come to the end of their first two-year terms on the Youth Committee, each having first been appointed to a one-year term on the committee previously. Their proposed reappointment has the endorsement of Youth Committee Chair Jack Estill.

/s/
LAWRENCE THOO
Strategic Engagement Manager

Attached: T. Baity bio

Thomas Baity
Market Manager – San Francisco Bay Area
ManpowerGroup
408-398-8627 | thomas.baity@manpower.com
LinkedIn | www.manpower.com

About Thomas Baity
With over 15 years of experience in staffing operations and workforce strategy, Thomas Baity is a workforce leader dedicated to aligning business needs with community-driven employment solutions. As Market Manager for Manpower in the San Francisco Bay Area, Thomas oversees multi-branch operations and on-site workforce programs that help companies attract, hire, and retain the talent they need—while empowering individuals to access meaningful employment and career development opportunities.

Throughout his career, Thomas has partnered with industry leaders such as **Tesla, Bloom Energy, Yanfeng, Intuitive Surgical, Intel, Google, Seagate,** and **Baxter Healthcare** to deliver scalable staffing models and workforce programs designed to meet complex operational demands. His experience spans **advanced manufacturing, logistics, administrative support, customer service, skilled technical roles, accounting, finance, life sciences,** and **healthcare**—giving him a broad, cross-functional understanding of workforce needs in the Bay Area.

Thomas brings deep expertise in high-volume staffing, shift coverage optimization, and California employment compliance—ensuring both regulatory integrity and measurable performance outcomes. He is a strong advocate for evolving workforce development into a more innovative, industry-aligned, and community-responsive system. By challenging industry obstacles and fostering cross-sector collaboration, Thomas helps shape a regional vision that drives long-term economic growth and equitable access to opportunity.

He recently retired from the **NOVAWORKS Board of Directors** after more than 10 years of service, having reached his term limit. His tenure reflects a long-standing commitment to public-private partnership, regional collaboration, and transformational change in workforce development across the Bay Area.

Core Expertise

- Industry-Driven Workforce Strategy Across Manufacturing, Logistics, Admin, Finance, Healthcare & More
- On-Site Staffing Programs & Talent Pipeline Development
- California Labor Compliance & Employment Law
- Shift Optimization & High-Volume Talent Delivery
- Business-Community Alignment & Collaborative Partnerships
- KPI-Based Program Management & Measurable Impact

Relevant Experience

ManpowerGroup – Market Leader | 2020–Present

- Leads talent delivery and compliance operations across five Bay Area branches
- Oversees on-site staffing programs for **advanced manufacturing, logistics, administrative, customer service, skilled technical, accounting, finance, life sciences,** and **healthcare** clients
- Partners with employers to align workforce strategies with production goals and labor market conditions
- Implements scalable staffing solutions that support long-term growth and workforce stability

Partners Personnel – Director of Business Development

- Delivered customized staffing strategies for light industrial employers
- Strengthened client partnerships through data-driven program oversight

Roth Staffing – Director of Strategic Solutions

- Developed flexible workforce solutions tailored to industry-specific needs

RemX – Regional Sales Manager, Western Region

- Drove operational improvements and performance consistency across high-growth markets

Nelson Staffing & Manpower – Leadership Roles (2006–2018)

- Managed full-service staffing delivery and compliance for Fortune 500 clients across the Bay Area

- Built and led cross-functional teams delivering workforce solutions across multiple industries

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Education
Bachelor of Communication
Bowling Green State University
Major: Communication and Media Studies

Thomas combines industry expertise, community insight, and operational leadership to deliver inclusive, performance-driven workforce solutions. He is committed to supporting the San Jose region through employer partnerships that create opportunity, strengthen talent pipelines, and build a resilient local economy.

ELECTION OF BOARD OFFICERS AND EXECUTIVE COMMITTEE MEMBERS

work2future Board officers, the Board Chair and Board Vice-Chair, are elected by the Board to serve concurrent two-year terms. Additionally, the Board elects several—currently three—at-large members of the Executive Committee. The at-large Executive Committee members also serve two-year terms, which are staggered so that a pair of at-large member terms end in one year, and the third at-large member term ends in the alternate year.

On December 31, 2025, the current terms of Board Chair Priya Smith, Board Vice-Chair Alan Takahashi, and two of the at-large Executive Committee members, Van Le and Traci Williams, will conclude.

Therefore, at the December 11,2025, Board meeting, which will be the Board's final regular meeting of the year, the Board will need to elect the following:

- Board Chair, for a term that begins January 1, 2026, and continues through December 31, 2027.
- Board Vice-Chair, for a term that begins January 1, 2026, and continues through December 31, 2027.
- Two at-large members of the Executive Committee, for terms that begin January 1, 2026, and continue through December 31, 2027.

The current officers and at-large Executive Committee members may be re-elected. However, Ms. Le's and Ms. Williams' current Board terms are due to conclude on September 30, 2026.

Election

Staff will administer the elections. Board members will be asked to put member names into nomination for each office separately, beginning with Board Chair. The Board Chair and Board Vice-Chair must be business members of the Board.

A Board member who is nominated for Board Chair (or any other office) may decline the nomination, in which case s/he will not be a candidate for the office. After all nominations are in, candidates will have the opportunity, if they choose, to address Board members. Voting will take place after candidate remarks, if any, have concluded. The candidate with the largest number of votes is elected.

The procedure above will be repeated for Board Vice-Chair and then for the two at-large seats on the Executive Committee. The two at-large seats will be voted on concurrently. Each Board member present can cast two votes for the at-large seats. The top two vote-getters will have been elected.

# # #

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Memorandum

TO:	EXECUTIVE COMMITTEE	**FROM:**	Dat Luu
SUBJECT:	**2026 Schedule of Meetings**	**DATE:**	November 20, 2025
Approved		**Date:**	

RECOMMENDATION

Recommend that the Board accept the proposed schedule of Board and Executive Committee meetings for 2026 stipulated in the Background and Analysis section below.

BACKGROUND AND ANALYSIS

Article V of the work2future By-laws stipulates that the Board must meet at least three times a year but, with rare exception, the work2future Board has held four regular meetings a year, once in each calendar quarter. It meets on the third Thursday of the third month of each quarter, although, since 2019, the Board has held its fourth quarter meeting in November, instead of December. At its regular meeting on September 19, 2024, however, the Board voted to move future fourth quarter meetings to the second Thursday of December.

In keeping with the Board's latest decision, the proposed dates for regular Board meetings in 2026 are:

1. Thursday, March 19, 2026
2. Thursday, June 18, 2026
3. Thursday, September 17, 2026
4. Thursday, December 10, 2026

The Board's regular meetings in 2026 shall be scheduled for a two-hour block beginning at 9:30 am, as is the current practice.

Executive Committee

The Executive Committee regularly meets on the third Thursday of the months in which the Board does not have a regular meeting. Therefore, the proposed dates for the regular Executive Committee meetings in 2026 are:

1. Thursday, January 15, 2026
2. Thursday, February 19, 2026
3. Thursday, April 16, 2026
4. Thursday, May 21, 2026
5. Thursday, July 16, 2026
6. Thursday, August 20, 2026
7. Thursday, October 15, 2026
8. Thursday, November 19, 2026

Executive Committee meetings are scheduled to begin at 11:30 am.

/s/
Dat Luu
Contracts Manager

BUSINESS SERVICES COMMITTEE REPORT

The Business Services Committee Chair's standing report.

# # #

YOUTH COMMITTEE REPORT

Youth Committee Chair’s standing report.

# # #

V

Other

VI

Adjournment