

# EXECUTIVE COMMITTEE MEETING

November 20, 2025

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

## MINUTES

Staff: Durrall, Handzar, D. Luu, T. Luu, Morado, Thoo

### I. CALL TO ORDER & ROLL CALL

Secretary Durrall called the meeting to order at 11:31 am. Mr. Estill was elected Chair Pro Tem for this meeting.

#### Roll Call

**Present:** Estill, Hill, Le, Mangan, Williams

**Absent:** Smith, Takahashi

### II. CONSENT ITEMS {ACTION}

Mr. Hill moved, Ms. Williams seconded, and the committee voted unanimously to approve the acceptance of:

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

Mr. Estill pulled Item II. B Financial Status Report as of September 30, 2025 and this item was moved as item IV. D.

### III. OPEN FORUM

None.

### IV. BUSINESS ITEMS

#### A. Chair's Report {Information}

No report given as both Chair and Vice Chair were not in attendance.

#### B. Director's Report {Information}

work2future Director Sangeeta Durrall discuss various items not on agenda and address questions from the Committee regarding having one service provider in Program Year 25-26.

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

Director Durrall discussed the results of the State of California's PY24-25 WIOA Annual Review of work2future.

#### D. Financial Status Report as of September 30, 2025

Mr. Hill moved, and Ms. Le seconded, and the committee voted unanimously to

recommend that the Board approve the report on the financial status of work2future as of September 30, 2025.

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

Mr. Hill moved, and Mr. Mangan seconded, and the committee voted unanimously to recommend that the Board approve the following 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.

**F. Appointments to Standing Committees {ACTION}**

Ms. Le moved, and Ms. Williams seconded, and the committee voted unanimously to recommend that the Board approve the appointment of Mr. Thomas Baity to the Business Services Committee and the appointments of Mr. Deryk Clark and Mr. Joseph Herry to an additional term as members of the Youth Committee.

**G. Election of Board Officers and Executive Committee Members {Information}**

Strategic Engagment Manager Lawrence Thoo reported 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.

**H. 2026 Schedule of Meetings {ACTION}**

Mr. Mangan moved, and Mr. Hill seconded, and the committee voted unanimously to recommend that the Board approve recommendation of the proposed schedule of Board and Executive Committee meetings for 2026.

**I. Business Services Committee Report (Information)**

Business Services Committee Chair Mike Hill reported on the business of the committee and addressed questions from other Executive Committee members.

**J. Youth Committee Report (Information)**

Youth Committee Chair Jack Estill reported on the business of the committee and addressed questions from other Executive Committee members.

V. **OTHER**

Committee Member Le announced she will be running for the District 7 seat for the City Council of San Jose.

VI. **ADJOURNMENT**

Chair Pro Tem Estill adjourned the meeting at 12:30 pm

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Minutes drafted by D. Luu, H. Morado