



WORKFORCE DEVELOPMENT BOARD MEETING

Thursday, September 17, 2026, 9:30 am

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

www.work2future.org

This meeting can also be viewed live on computer, smartphone, and tablet at
<https://sanjoseca.zoom.us/j/99797528238?pwd=eT5Bo7SIH0Udc48aD0ebC8vsRJljbba.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 8:00 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 henry.morado@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](#).

WORKFORCE DEVELOPMENT BOARD MEMBERS

September 2026

Board Chair

Alan Takahashi*^

Senior Vice President and General Manager
 Missile Systems
 CAES

Board Vice Chair

Mitesh Shah*^

Managing Director
 Brillio

- | | |
|---|---|
| <p>1. Louise Auerhahn*
 Director of Economic & Workforce Policy
 Working Partnerships USA</p> <p>2. Casey Gallagher
 California Regional Director
 Machinists Institute</p> <p>3. Denise Dorsey
 Regional Director, San Jose District
 Department of Rehabilitation, State of California</p> <p>4. John (Jack) Estill
 Partner
 Coactify</p> <p>5. Eric Flint
 Senior Director, Global Operations Workforce of
 the Future
 Western Digital</p> <p>6. Joseph A. Flynn
 Vice President of Software Transformation
 CommScope</p> <p>7. Michael Hill
 Principal
 Uphill Workforce Consulting</p> <p>8. Van T. Le
 Agent
 State Farm Insurance
 Trustee and Clerk of the Board
 East Side Union High School District</p> <p>9. Maria Lucero
 Deputy Division Chief, Region I
 Northern Division, Workforce Services Branch
 Employment Development Department, State of
 California</p> <p>10. Daniel Mangan*
 Local 483 Organizer
 Sprinkler Fitters UA Local 483</p> | <p>11. Teresa Ong[~]
 Vice President
 Workforce & CTE Programs
 Foothill College</p> <p>12. Rafaela Perez, Youth Committee Chair*
 Employment Services Director (retired Dec 31,
 2024)
 Social Services Agency
 County of Santa Clara</p> <p>13. Steve Preminger[~]
 Director, Civic and Community Engagement
 County of Santa Clara</p> <p>14. Priya Smith, MPH*^
 Chief Employee Human Resources Officer The
 Permanente Medical Group, Inc.
 Kaiser Permanente Northern California</p> <p>15. Charles (Chappie) Jones
 Director
 Lighthouse Public Affairs</p> <p>16. Carrie Casto
 Co-chair
 South Bay Consortium for Adult Education
 Principal
 Santa Clara Unified School District, Adult
 Education</p> <p><i>Ex officio</i>
 Sangeeta Durrall, Secretary
 work2future Director</p> |
|---|---|

*Executive Committee member

^Business Services Committee member

[~]Youth Committee member

WORKFORCE DEVELOPMENT BOARD

**September 17, 2026
9:30 am**

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

Online at <https://sanjoseca.zoom.us/j/99797528238?pwd=eT5Bo7SIH0Udc48aD0ebC8vsRlJlba.1>

AGENDA

- | | | |
|-------------|---|--------------|
| I. | CALL TO ORDER & ROLL CALL | 5 min |
| | | 9:35 am end |
| II. | CONSENT ITEMS {ACTION} | 5 min |
| | Approval of the acceptance of: | 9:40 am end |
| | A. Minutes of the June 18, 2026, Board meeting | |
| III. | OPEN FORUM | 5 min |
| | 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. | 9:45 am end |
| IV. | BUSINESS ITEMS | |
| | A. Chair's Report {Information} | 15 min |
| | <i>Alan Takahashi, Board Chair</i> | 10:00 am end |
| | Introductions of two newly appointed Board members, Carrie Casto and Chappie Jones, and reports on matters of interest. | |
| | B. Director's Report {Information} | 5 min |
| | <i>Sangeeta Durrall, work2future Director</i> | 10:05 am end |
| | Reports on matters of interest. | |
| | C. San Jose Works Program Report {Information} | 30 min |
| | <i>Ruby Carrasco, San Jose Works Program Manager</i> | 10:35 am end |
| | Report on completion of San Jose Works Program 12.0. | |
| | D. work2future Annual Summer Job Fair Report {Information} | 25 min |
| | <i>Huong Tran and Daniel Nguyen, work2future Business Services Analysts</i> | 11:00 am end |
| | Report on the work2future summer job fair held on August 20, 2026. | |
| | E. Youth Committee Chair's Report {Information} | 10 min |
| | <i>Rafaela Perez, Youth Committee Chair</i> | 11:10 am end |
| | Report on committee related activity. | |

V. OTHER

Announcements, suggested business for future meetings, other housekeeping.

5 min
11:15 am end

VI. ADJOURNMENT

The next meeting of the work2future Board is scheduled for December 10, 2026.

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 members will attend the Board meeting by teleconference from the indicated publicly accessible location:

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 June 18, 2026, Board meeting

{ACTION}

Board: 9-17-26
Agenda II. A

work2future
WORKFORCE DEVELOPMENT BOARD

June 18, 2026

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

MINUTES

Staff: Carrasco, Gillepsie, D. Luu, T. Luu, Morado

Guests: G. Granados (Equus Program Supervisor) P. Ortiz, R. Robles (Equus Project Director), S. Sotelo (Equus Program Supervisor)

I. CALL TO ORDER & ROLL CALL

Board Vice-Chair Mitesh Shall called the meeting to order at 9:51 am.

Present: Auerhahn, Dorsey, Estill, Flint, Gallagher, Lucero, Preminger, Shah, Williams

Absent: Flynn, Hill (medical leave of absence), Le, Mangan, Ong, Perez, Smith, Takahashi

II. CONSENT ITEMS

ACTION: Mr. Preminger moved, Mr. Gallagher seconded, and the Board voted unanimously to approve the acceptance of:

A. Minutes of the December 11, 2025, Board meeting

B. Financial Status Report as of April 30, 2026

III. OPEN FORUM

No public comment.

IV. BUSINESS ITEMS

A. Chair's Report

Vice-Chair Shah did not have matters of interest to report.

B. Director's Report

work2future Director Durrall spoke briefly on matters on various matters of interest including the WIOA allocation for Fiscal Year 2026-2027.

C. Workforce Development Board (WDB) FY 2026-2027 Program Operating Budget

work2future Senior Accountant Tram Luu reported on the 2026-2027 proposed program operating budget and answered questions from the Board.

ACTION: Following Board member questions and discussion, Mr. Estill moved, Ms. Williams seconded, and the Board voted unanimously to approve proposed operating budget for Fiscal Year 2026–27 Program Operating Budget as follows:

1. WIOA Program Operating Budget of \$10,235,561
2. WIOA Administrative Budget in the amount of \$969,232

Board: 9-17-26

Agenda II. A

3. Proposed WIOA estimated Rapid Response Funding of \$713,735, which includes \$172,000 of FY2025-26 carryover.
4. Authorization for staff to transfer funds without additional Board approval, but with notification after the fact to the Executive Committee of any such transfers at the Committee's next available meeting:
 - a. Between budget line items, as long as there is no change to the overall amount of the program operating budget.
 - b. Between the Adult and Dislocated Worker Programs, as needed to accommodate changes in the numbers of clients served by the two programs, if the total of the combined budgets is not changed.

D. San Jose Works Program Report

San Jose Works Program Manager Ruby Carrasco reported that on program year 2025-26 and addressed questions from the Board.

E. WIOA Youth and Adult Program Report

Rick Robles and Equus Staff reported on the WIOA Youth and Adult Program from July 2025 through March 2026.

F. Open Government, Conflict of Interest and Training Requirements

Deputy City Attorney Annette Brennan presented on Open Government, Conflict of Interest, and Training Requirements to the Board and addressed their questions.

V. OTHER

No other announcements.

VI. ADJOURNMENT

Vice-Chair Shah adjourned the meeting at 11:20 am

Prepared by D. Luu.

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. San Jose Works Program Report {Information}
- D. work2future Job Fair Report {Information}
- E. Youth Committee Chair's Report(Information)

CHAIR'S REPORT

Board Chair Alan Takahashi will introduce two new members to the work2future Board, Carrie Casto and Chappie Jones as well as report on matters of interest to the committee but not on the agenda.

#

DIRECTOR'S REPORT

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

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SAN JOSE WORKS PROGRAM REPORT

San Jose Works Program Manager, Ruby Carrasco will report on completion of San Jose Works Program 12.0.

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Attachments

SAN JOSE WORKS REPORT AS OF AUGUST 31, 2026

San Jose Works (SJ Works) is a City of San José–funded partnership between work2future and the City’s Parks, Recreation, and Neighborhood Services Department (PRNS). The program provides youth with meaningful work experiences through two tracks:

1. **Subsidized Employment** – The City covers stipends/wages for youth.
2. **Unsubsidized Employment** – Employers cover stipends/wages directly.

SJ Works 11.0 – Subsidized Program Recap

SJ Works 11.0 demonstrated strong participant engagement and retention, with **460 applications received and 345 youth placed** into work experiences. The program achieved an impressive **98% retention rate**, supported in part by the flexibility of allowing eligible training hours to count toward Work Experience (WEX) requirements. This structure helped youth remain engaged and successfully complete their placements.

Participant work-hour completion was also strong, with **83% of youth completing 100 or more hours**. Overall participant earnings reflected continued engagement throughout the summer:

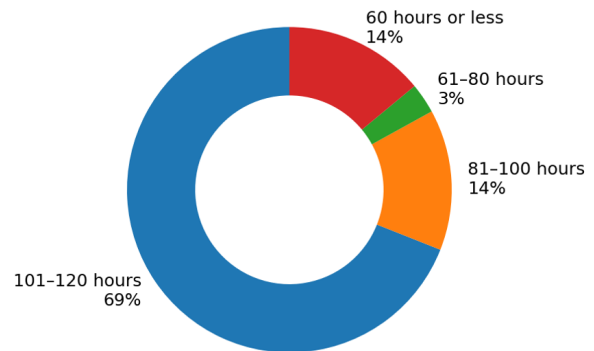
SJ Works 11.0 continued to prioritize equitable access to employment opportunities. Participants included **92% from Low-Resource Neighborhoods, 89% from Priority Neighborhoods, and 85% BIPOC youth**. The program also served **7% of youth with offender backgrounds and 2% experiencing unstable housing**.

The program maintained a strong focus on connecting youth to **in-demand occupations**, with **285 placements** in this category. Education represented the largest sector with **176 placements**, followed by **Public Service, including San José Public Library and Community Centers, with 57 placements**.

SJ Works 12.0 – Subsidized Program Update Summer 2026

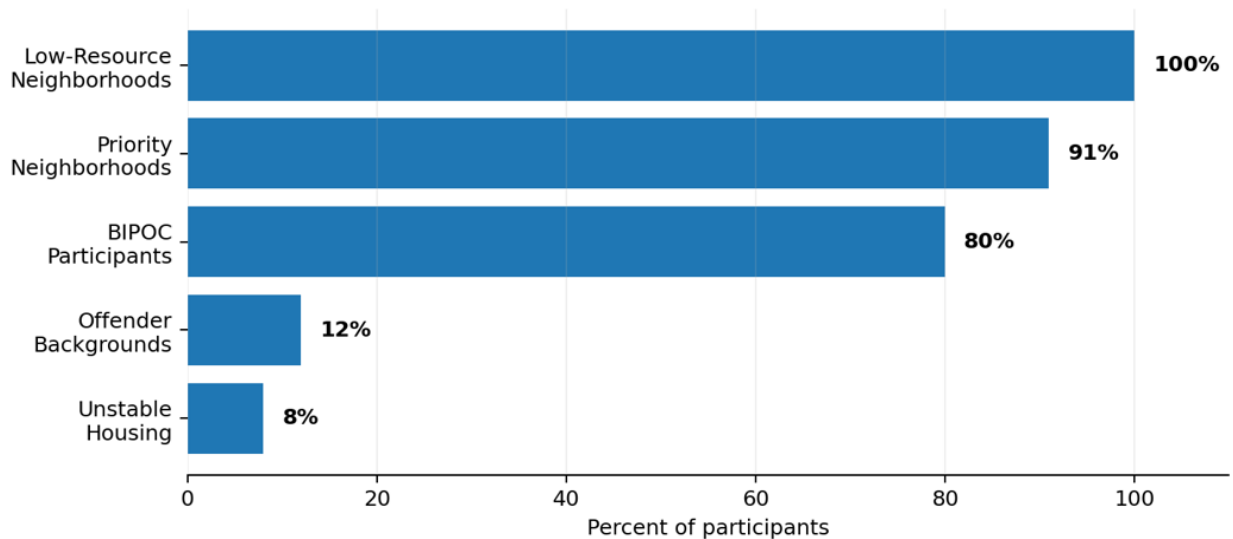
430	305	93%	83%	100%
APPLICATIONS	YOUTH PLACED	RETENTION	100+ HOURS	LOW-RESOURCE NEIGHBORHOODS

- **Applications Received:** 430
- **Youth Placements:** 305
- **Retention Rate:** 93%
 - **Retention-**Completing six-week program, earning three paychecks, or completing 100 hours within first two pay periods.
- **Work Hours Completion:** 83% completed 100+ hours
- **Participant Earnings:**
 - 69% completed 101–120 hours
 - 14% completed 81-100 hours
 - 3% completed 61-80 hours
 - 14% completed 60 hours or less



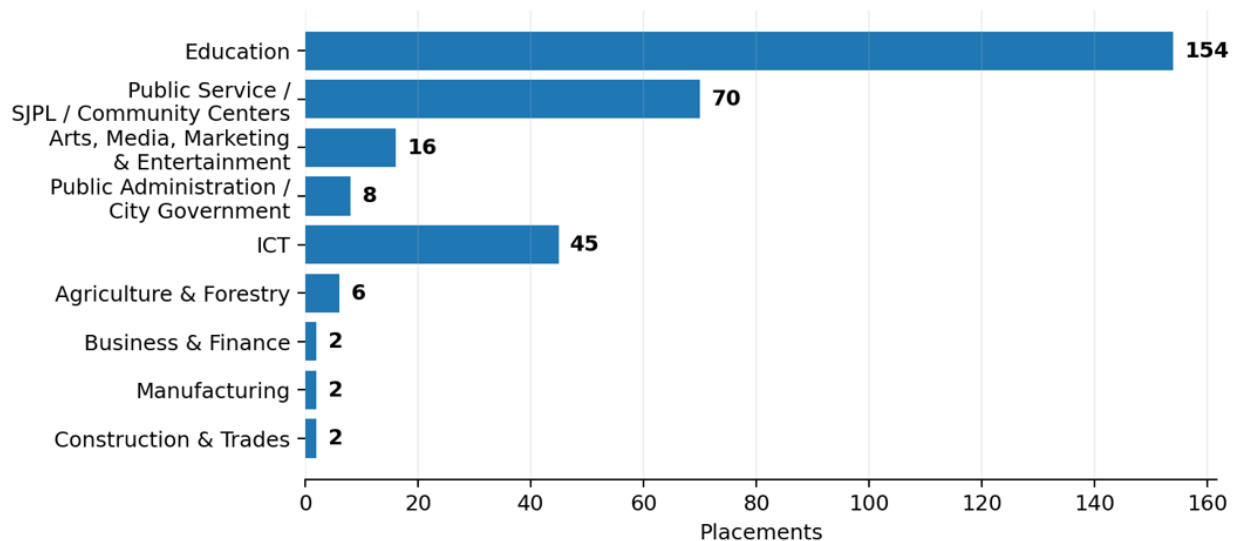
Priority Populations Served:

- Low-Resource Neighborhoods: 100%
- Priority Neighborhoods: 91%
- BIPOC Participants: 80%
- Youth with Offender Backgrounds: 12%
- Youth with Unstable Housing: 8%



Note: This information is self-reported by participants. As a result, some youth may not disclose or select certain characteristics, such as justice involvement or unstable housing, which may result in underreporting of these populations.

Placement by Sector



Examples of Employer Partners:

Roku • JP Graphics • City of San José (multiple departments) • CreaTV • Intrepid Electronics • NK Technologies • CyberTrust America • Our City Forest • Boys & Girls Clubs of Silicon Valley • Ignited Education

AI Work-Based Learning Highlights

San José Works 11.0 and 12.0 provided 110 youth with AI-focused work-based learning experiences through partnerships with Roku, Intrepid Electronics, and CyberTrust America. Participants explored how AI is applied in technology, design, cybersecurity, and government while gaining hands-on experience with real-world projects.

Through Roku, youth explored AI platform development, data analysis, algorithms, machine learning, and generative AI while also developing and presenting a Roku TV application to senior engineers. At Intrepid Electronics, participants used AI tools to streamline workflows, summarize safety standards, support building and emergency system drawings, and assist with design and troubleshooting. Through CyberTrust America, participants explored responsible and human-centered AI applications for local government cybersecurity, including developing AI prototypes, researching stakeholder needs, and identifying ethical approaches to AI implementation.

These experiences gave youth exposure to AI, machine learning, software development, data analysis, cybersecurity, and emerging technology tools, while strengthening technical, problem-solving, collaboration, and professional skills. Building on these experiences, San José Works is continuing to explore opportunities to integrate AI exposure into future work-based learning and employer partnerships.

Alumni-to-Career Connection-Key Highlight

A particularly significant outcome of the Intrepid Electronics partnership is the company's connection to a former San José Works intern who has advanced into a management role overseeing the company's AI department.

The former participant's career progression demonstrates the long-term potential of San José Works to create pathways from youth work experience into technology careers and leadership positions. The connection also contributed to the creation of 3 paid WEX opportunities for current San José Works participants.

Pending Cohort

A pending cohort of 20 participants will take place in Fall/Spring time.

SJ Works 12.0 – Unsubsidized Program Update

- **Total Enrollments:** 168
- **Placements:** 97
- **Other Youth Served:** Remaining participants received services including job search assistance, resume building, financial literacy workshops, mock interviews, and job fair/interview participation.

Supportive Services Provided (Both Tracks)

- Career counseling
- Job readiness workshops
- Supportive services (e.g., bus passes)
- Financial education

work2future ANNUAL SUMMER JOB FAIR REPORT

work2future's Business Analysts, Huong Tran and Daneil Nguyen will report on the work2uture summer job fair held on August 20, 2026.

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Attachments

work2future Summer Job Fair Report

work2future brought together more than 450 job seekers and recruiters from 24 area businesses during the three-hour Hiring NOW! Job Fair on Thursday, August 20, at Mexican Heritage Plaza. Attendees also connected with three community service providers, including San Jose Job Corps, the Trade Orientation Program, and the Employment Development Department (EDD), to learn about available resources and services.

The event was work2future's first job fair of PY 2026–2027 and featured strong employer participation from the City of San José, DIR Cal/OSHA, Intermolecular, Essex Property Trust, Santa Clara Valley Water District, County of Santa Clara–ESA, Gardner Health Services, Greystar Management Services, Maxim Healthcare, MidPen Housing, and many others. Employer feedback was highly positive, with employers reporting strong candidate engagement and more than 10 follow-up conversations with potential candidates after the event.

Overall, the event successfully connected job seekers with a diverse range of employers and generated strong hiring leads and follow-up opportunities.

YOUTH COMMITTEE REPORT

Youth Committee Chair's standing report.

###

V

Other

VI

Adjournment