



EXECUTIVE COMMITTEE MEETING

Thursday, November 21, 2024, 12:30 pm

**Almaden Room, 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/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 on 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 Daniel.Nguyen@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 | November 2024

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*
Senior Director, Organizational and Talent Development
Applied Materials

Louise Auerhahn
Director of Economic & Workforce Policy
Working Partnerships USA

Van Le
Agent
State Farm Insurance
Trustee & 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

ex officio
Sangeeta Durrall, *Secretary*
work2future Director

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AGENDA

- | | | |
|-------------|--|-------------------------------|
| I. | CALL TO ORDER & ROLL CALL | <i>5 min
12:35 pm end</i> |
| II. | CONSENT ITEMS {ACTION}
Approval of the acceptance of: | <i>5 min
12:40 pm end</i> |
| | A. Minutes of the October 17, 2024, Executive Committee meeting | |
| | B. Preliminary Financial Status Report as of September 30, 2024 | |
| 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. | <i>5 min
12:45 pm end</i> |
| IV. | BUSINESS ITEMS | |
| | A. Chair’s Report {Information}
<i>Priya S. Smith, MPH, Board Chair</i>
Reports on matters of interest. | <i>5 min
12:50 pm end</i> |
| | B. Director’s Report {Information}
<i>Sangeeta Durrall, work2future Director</i>
Reports on matters of interest. | <i>5 min
12:55 pm end</i> |
| | C. FY 2024-24 Program Operating Budget Reconciliation {ACTION}
<i>Lennette Maniaul, Finance Manager</i>
Recommend that the Board approve the following adjustments to the Fiscal Year 2024–__ Program Operating Budget as follows: i) Adjust the Program Operating Budget to reflect a \$505,272 decrease in funding due to actual savings being less than the projected carry-over amount incorporated in the June 2024 Board-approved budget; ii) Increase carry-over administrative funding by \$11,581; iii) Increase funding by \$340,792 in the WIOA Rapid Response operating budget; iv) Adjust the Summary of Discretionary Funding sources, both new and carry-over, to \$3,370,784. | <i>10 min
1:05 pm end</i> |

- D. WIOA Programs Report (Information)** 10 min
Deanna Walter, Project Manager, Adult & Dislocated Worker Programs; Mirza Handzar, Youth Program & Training Project Manager 1:15 pm end
Year-to-date report on the activities and performance of the Workforce Innovation and Opportunity Act (WIOA) career service programs.
- E. Service Procurement Update {Information}** 5 min
Dat Luu, Contracts Manager 1:20 pm end
Report on the status of the procurement of providers for Adult and Dislocated Worker, and In-School and Out-of-School Youth WIOA program services, and the procurement of a provider for employer-of-record services for San José Works.
- F. WIOA Regional and Local Plans {Information}** 5 min
Dat Luu, Contracts Manager 1:25 pm end
Report on the process and timeline for the development and submission to the California Workforce Development Board of a Regional Plan and a Local Plan for Program Years 2C through 2028.
- G. Election Preview (Information)** 5 min
Lawrence Thoo, Strategic Engagement Manager 1:30 pm end
Advance information on an election to be held during the December 12, 2024, Board meeting to fill one at-large seat on the Executive Committee for a term of two years.
- H. Standing Items (Deferred)**
1. Business Services Committee Report
 2. Youth Committee Report
- V. OTHER** 5 min
Announcements, suggested business for future meetings, other housekeeping. 1:35 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(s) will attend the meeting by teleconference from the indicated publicly accessible location(s):

Committee member: NA

Location: NA

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.