



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=iSIRe1WuioNHuaxPHco2XI2xCuwwck.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](#).

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
East Side Adult Education

ex officio
Sangeeta Durrall, *Secretary*
work2future Director

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=iSIRe1WuioNHuaxPHco2XI2xCuwwck.1>

AGENDA

- | | |
|---|--------------------------------------|
| I. CALL TO ORDER & ROLL CALL | <i>5 min</i>
<i>11:35 am end</i> |
| II. CONSENT ITEMS {ACTION}
Approval of the acceptance of:
A. Minutes of the August 21, 2025, Executive Committee meeting
B. Financial Status Report as of September 30, 2025 | <i>5 min</i>
<i>11:40 am end</i> |
| 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</i>
<i>11:45 am end</i> |
| IV. BUSINESS ITEMS | |
| A. Chair's Report {Information}
<i>Alan Takahashi, Vice Chair</i>
Various matters of interest. | <i>5 min</i>
<i>11:50 am end</i> |
| B. Director's Report {Information}
<i>Sangeeta Durrall, work2future Director</i>
Various matters of interest. | <i>5 min</i>
<i>11:55 am end</i> |
| C. FY2024-2025 State Monitoring of work2future {Information}
<i>Sangeeta Durrall, work2future Director</i>
Discuss the results of the State of California's PY24-25 WIOA Annual Review of work2future | <i>15 min</i>
<i>12:10 pm end</i> |
| D. FY 2025-2026 Program Operating Budget Reconciliation {ACTION}
<i>Tram Luu, Acting Finance Manager</i>
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. | <i>10 min</i>
<i>12:20 pm end</i> |

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

Lawrence Thoo, Strategic Engagement Manager

12:25 pm end

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

Lawrence Thoo, Strategic Engagement Manager

12:30 pm end

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

Dat Luu, Contracts Manager

12:35 pm end

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

H. Business Services Committee Report (Information)

10 min

Mike Hill, Business Services Committee Chair

12:45 pm end

Business Services Committee Chair's report.

I. Youth Committee Report (Information)

10 min

Jack Estill, Youth Committee Chair

12:55 pm end

Youth Committee Chair's report.

V. OTHER

5 min

Announcements, suggested business for future meetings, other housekeeping.

1:00 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.

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.