



## WORKFORCE DEVELOPMENT BOARD MEETING

Thursday, September 21, 2023, 9:30 am

[www.work2future.org](http://www.work2future.org)

Susan Koepp-Baker, Chair

Priya Smith, MPH, Vice-Chair

Location: Conference Rooms, 1608 Las Plumas Ave, San Jose

### HYBRID MEETING

Members of the public may attend the meeting in person at the location above or virtually by computer, smartphone, or tablet at

<https://sanjoseca.zoom.us/j/84283159942?pwd=Z0xZVVVWVW5uYm9ibmlGVGxLUS9Mdz09>

If attending/observing virtually, provide Spoken Public Comment *during* the meeting by:

a) **Phone** (408) 638-0968, Meeting ID 842 8315 9942#. **Press \*9** to Raise a Hand to let the Chair know that you'd like to speak. **Press \*6** to Mute and Unmute yourself.

b) **Online** using the [Zoom link](#) above: 1) Use the Zoom application or an up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer. Mute all other audio before speaking. Using multiple devices can cause audio feedback. 2) Enter an email address and name. The name will be visible online and will be used to notify you that it is your turn to speak. 3) When the Chair calls for the Agenda Item to which you wish to speak, click on the "Raise Hand" icon or command. Speakers will be notified shortly before they are called on to speak.

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](mailto:Lawrence.Thoo@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 [Deanna.Walter@sanjoseca.gov](mailto:Deanna.Walter@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.

**WORKFORCE DEVELOPMENT BOARD MEMBERS**

September 2023

**Board Chair\***

**Susan L. Koepp-Baker**  
Principal  
Envirotech Services

**Board Vice Chair\***

**Priya Smith, MPH**  
Medical Group Administrator  
The Permanente Medical Group  
Kaiser Permanente San Jose

1. **Louise Auerhahn\***  
Director of Economic & Workforce Policy  
Working Partnerships USA
2. **Rajiv Batra\***  
Senior Director  
Bluevine
3. **Ricardo Benavidez**  
Director of Social Infrastructure  
Google LLC
4. **Chad Bojorquez\***  
Chief Program Officer  
Destination: Home
5. **George Chao**  
Director of Strategic Partnerships  
Manex
6. **John (Jack) Estill, Youth Committee Chair\***  
Partner  
Coactify
7. **Joseph A. Flynn**  
Vice President of Software Transformation  
CommScope
8. **Van T. Le**  
Agent  
State Farm Insurance  
Trustee and Clerk of the Board  
East Side Union High School District
9. **Maria Lucero**  
Deputy Division Chief, Region I  
Northern Division, Workforce Services Branch  
Employment Development Department, State of California
10. **Emily McGrath**  
Senior Fellow | Director of Workforce Policy  
The Century Foundation
11. **Brian N. Murphy**  
Director of Training  
Pipe Trades Training Center  
UA Local 393
12. **Rafaela Perez\***  
Employment Services Director  
Social Services Agency, County of Santa Clara
13. **Steve Preminger**  
Director, Office of Strategic &  
Intergovernmental Affairs  
County of Santa Clara
14. **Mitesh Shah**  
Vice-President and Business Unit Head  
Tech Mahindra
15. **Alan Takahashi, Business Services Committee Chair\***  
Vice President and General Manager  
Multifunction Microwave Solutions  
CAES
16. **Todd Teixeira, MA**  
Team Manager (SSM1), San Jose North Branch  
California Department of Rehabilitation
17. **Traci Williams**  
Co-chair  
South Bay Consortium for Adult Education  
Director  
East Side Adult Education

\*Members of the Executive Committee

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9:30 am

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Online at: <https://sanjoseca.zoom.us/j/84283159942?pwd=Z0xZVVVWVW5uYm9ibmlGVGxLUS9Mdz09>

### MEETING AGENDA

- |   |                                      |
|---|--------------------------------------|
| <b>I. CALL TO ORDER &amp; ROLL CALL</b>   | <i>5 min</i><br><i>9:35 am end</i>   |
| <b>II. CONSENT ITEMS {ACTION}</b><br>Accept the following:<br><b>A. Minutes of the June 26, 2023, Board special meeting</b><br><b>B. Preliminary Financial Status Report as of June 30, 2023</b><br><b>C. San Jose Works Program Report as of August 31, 2023</b>   | <i>5 min</i><br><i>9:40 am end</i>   |
| <b>III. OPEN FORUM</b><br>Members of the public may address the committee on matters not on the agenda.   | <i>5 min</i><br><i>9:45 am end</i>   |
| <b>IV. BUSINESS ITEMS</b>   |                                      |
| <b>A. Director's Report {Information}</b><br><i>Monique Melchor, Director</i><br>Reports on various matters of interest.  | <i>5 min</i><br><i>9:55 am end</i>   |
| <b>B. Amendments to the work2future By-laws {ACTION}</b><br><i>Lawrence Thoo, Strategic Engagement Manager</i><br>Approve amendments to Article II (Purposes) of the work2future By-laws, in response to a California Employment Development Department field monitoring finding.                               | <i>15 min</i><br><i>10:10 am end</i> |
| <b>C. WIOA Performance and Enrollment Reports for Q4 of PY 2022 {Information}</b><br><i>Sangeeta Durrall, WIOA Program Services Manager</i><br>Report on Workforce Innovation and Opportunity Act (WIOA) program performance and client enrollments as of the fourth quarter of Program Year 2022-23 (PY 2022). | <i>10 min</i><br><i>10:20 am end</i> |
| <b>D. Board Retreat Follow-up {Discussion}</b><br><i>Susan Koepp-Baker, Board Chair; Monique Melchor, Director</i><br>Discussion on proposing outcomes from the Board retreat held on March 16, 2023.   | <i>20 min</i><br><i>10:40 am end</i> |
| <b>E. Business Services Committee Report {Information}</b><br><i>Alan Takahashi, Business Services Committee Chair</i><br>Report of the Business Services Committee Chair.  | <i>10 min</i><br><i>10:50 am end</i> |

**F. Youth Committee Report {Information}**

*Jack Estill, Youth Committee Chair*  
Report of the Youth Committee Chair.

*10 min*  
*11:00 am end*

**G. Labor Market Update {Information}**

*Lawrence Thoo, Strategic Engagement Manager*  
Analysis of the labor market in Santa Clara County and the San Jose-Sunnyvale-Santa Clara Metropolitan Statistical Area.

*20 min*  
*11:20 am end*

**H. Board Elections Preview {Information}**

*Lawrence Thoo, Strategic Engagement Manager*

Preliminary information for the election at the November 16 Board meeting of Board members to the offices of Board Chair, Board Vice Chair, and two at-large members of the Executive Committee for two-year terms ending December 31, 2025.

*5 min*  
*11:25 am end*

**V. OTHER**

Announcements, suggested agenda items for a future meeting, other housekeeping.

**A.** Fall job fair planned at San Jose City College, November 1, 2023, 3 pm–5 pm

**B.** Annual Community Builder Award presentations at the November 16, 2023, Board meeting

**C.** Other

**VI. ADJOURNMENT**

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Please note: *Times to the right of agenda items are estimates only of the duration of each 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 Board member(s) will attend the September 21, 2023, work2future Board meeting by teleconference from the indicated location(s):

**Board member:** George Chao

**Location:** 7908 Farina Ct, Sarasota, FL 34238

## **CITY OF SAN JOSE CODE OF CONDUCT FOR PUBLIC MEETINGS**

The Code of Conduct is intended to promote open meetings that welcome debate of public policy issues being discussed by the City Council, its Committees, and City Boards and Commissions in an atmosphere of fairness, courtesy, and respect for differing points of view.

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### 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 always required in the meeting room.
- 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 meeting room, except as otherwise pre-approved by City staff.
- g. All persons entering the meeting room, 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 meeting room, with the following restrictions:
  - i. No objects will be larger than 2 feet by 3 feet.
  - ii. No sticks, posts, poles or other such items will be attached to the signs or other symbolic materials.
  - iii. The items cannot create a building maintenance problem or a fire or safety hazard.
- b. 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.
- c. 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 meeting room 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 Board or Committee:

- 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 administrative staff at the meeting.
- b. Meeting attendees are usually given two (2) minutes to speak on any agenda item and/or during open forum; the time limit is in the discretion of the Chair of the meeting and may be limited when appropriate. Applicants and appellants in land use matters are usually given more time to speak.

- c. Speakers should discuss topics related to work2future business on the agenda, unless they are speaking during open forum.
- d. Speakers' comments should be addressed to the full body. Requests to engage Board or Committee Members 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 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.

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All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection online at [www.work2future.org](http://www.work2future.org) and at work2future's Business and Administrative Services Center at the Almaden Winery Community Center, 5730 Chambertin Drive, San Jose, California at the same time that the public records are distributed or made available to the legislative body.

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