



EXECUTIVE COMMITTEE MEETING

Monday, November 6, 2023, 1:30 pm

Almaden Room, Business and Administrative Services Center,
5730 Chambertin Dr, San Jose, CA 95118

www.work2future.org

HYBRID MEETING

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

<https://zoom.us/j/91402821460?pwd=UnJ1WXJ6UIV6NUU2ckNmbVg3RDhoQT09>

To provide Spoken Public Comment *during* the meeting:

a) **Phone** (669) 219-2599, Meeting ID 914 0282 1460. **Press *9** to Raise a Hand to let the staff know that you'd like to speak. **Press *6** to Mute and Unmute yourself.

b) **Online** using the [Zoom link](#) above: 1) Use 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 on 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 by 9:30 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, 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 | 2023

Susan Koepf-Baker, *Board Chair*
Principal
Enviro-Tech Services

Priya Smith, MPH, *Board Vice-Chair*
Medical Group Administrator
The Permanente Medical Group
Kaiser Permanente

John “Jack” Estill, *Youth Committee Chair*
Partner
Coactify

Alan Takahashi, *Business Services Committee Chair*
Vice President and General Manager
Multifunction Microwave Solutions
CAES

Louise Auerhahn
Director of Economic & Workforce Policy
Working Partnerships USA

Rajiv Batra
Senior Director
Bluevine

Member Emeritus
Chad Bojorquez
Chief Program Officer
Destination: Home

Mr. Bojorquez's term ended October 31, 2023

Ex Officio

Monique Melchor
work2future Director

EXECUTIVE COMMITTEE MEETING

November 6, 2023

1:30 pm

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

Online at <https://zoom.us/j/91402821460?pwd=UnJ1WXJ6UIV6NUU2ckNmbVg3RDhoQT09>

AGENDA

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| I. CALL TO ORDER & ROLL CALL | <i>5 min</i> |
| | <i>1:35 pm end</i> |
| II. CONSENT ITEMS {Action} | |
| Approval of the acceptance of: | <i>5 min</i> |
| | <i>1:40 pm end</i> |
| A. Financial Status Report as of August 31, 2023 | |
| B. Minutes of the August 17, 2023, Executive Committee meeting | |
| III. BUSINESS ITEMS | |
| A. Director's Report {Information} | <i>5 min</i> |
| <i>Monique Melchor, Director</i> | <i>1:45 pm end</i> |
| Reports on various matters of interest. | |
| B. FY 2023-24 Program Operating Budget Reconciliation {Action} | <i>15 min</i> |
| <i>Lynn Lee, Interim Finance Manager</i> | <i>2:00 pm end</i> |
| Recommend that the Board approve staff's proposed adjustments to the Fiscal Year 2023–24 Program Operating Budget as follows: i) Adjust the Program Operating Budget to reflect a \$741,001 decrease in funding due to actual savings being less than the projected carry-over amount in the June 2023 Board-approved budget; ii) Adjust the Administrative Budget to reflect a \$11,547 decrease in funding due to the actual savings being less than the projected carry-over amount in the June 2023 Board-approved budget; iii) Adjust the WIOA Rapid Response Budget to reflect a \$77,728 decrease in funding due to the actual FY2023-2024 formula allocation being less than the projected allocation in the June 2023 Board-approved budget; iv) Adjust the Summary of Discretionary Funding sources to reflect a \$123,951 increase in funding due to additional discretionary grants. | |
| C. DEFER Business Services Committee Report {Information} | <i>0 min</i> |
| <i>Alan Takahashi, Business Services Committee Chair</i> | <i>2:00 pm end</i> |
| Business Services Committee Chair's report. | |
| D. DEFER Youth Committee Report {Information} | <i>0 min</i> |
| <i>John "Jack" Estill, Youth Committee Chair</i> | <i>2:00 pm end</i> |
| Youth Committee Chair's report. | |

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| E. Appointment of Andy Scott to the Business Services Committee {Action} | <i>5 min</i> |
| <i>Lawrence Thoo, Strategic Engagement Manager</i> | <i>2:05 pm end</i> |
| Appoint Andy Scott, Senior Learning and Development Specialist, Infinera, as an employer community member of the Business Services Committee effective November 1, 2023, through December 31, 2024. | |
| F. WIOA Performance Report {Information} | <i>10 min</i> |
| <i>Sangeeta Durrall, Program Services Manager</i> | <i>2:15 pm end</i> |
| Update on Workforce Innovation and Opportunity Act (WIOA) program performance for Program Year 2023–24 (PY 2023). | |
| G. 2024 Schedule of Meetings {ACTION} | <i>5 min</i> |
| <i>Lawrence Thoo, Strategic Engagement Manager</i> | <i>2:20 pm end</i> |
| Recommend that the Board accept the proposed schedule of Board and committee meetings for 2024. | |
| H. 2023 Board Elections Preview {Information} | <i>5 min</i> |
| <i>Lawrence Thoo, Strategic Engagement Manager</i> | <i>2:25 pm end</i> |
| Preview of the election to select the Board Chair and Vice Chair and to fill at-large seats on the Executive Committee, which will be held at the November 16, 2023, Board meeting. | |
| IV. OPEN FORUM | <i>5 min</i> |
| Members of the public can address the committee on matters not on the agenda. | <i>2:30 pm end</i> |
| Comment is limited to two minutes unless modified by the Chair. | |
| V. OTHER | <i>5 min</i> |
| Announcements, suggested business for future meetings, other housekeeping. | <i>2:35 pm end</i> |
| 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 Board member(s) will attend the November 6, 2023, work2future Executive Committee meeting by teleconference from the indicated location(s):

Board member: **Louise Auerhahn**

Location: **2302 Zanker Rd, San Jose, CA 95131**

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:

3. 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.
4. -No sticks, posts, poles or other such items will be attached to the signs or other symbolic materials.
5. -The items cannot create a building maintenance problem or a fire or safety hazard.
6. 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.
7. 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.

8. 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.