



**EXECUTIVE COMMITTEE
FINANCE & PERFORMANCE COMMITTEE
JOINT MEETING AGENDA**

**Thursday, May 16, 2019
11:30 am**

Business Services & Administration Center
5730 Chambertin Drive
San Jose, CA 95118
www.work2future.biz

**Joseph Flynn, Chair, Executive Committee
Susan Koepp-Baker, Chair, Finance & Performance Committee
Monique Melchor, Secretary**

The City of San Jose is committed to open and honest government and strives to consistently meet the community's expectations by providing excellent service, in a positive and timely manner, and in the full view of the public. For additional information, please view:

<http://www.sanjoseca.gov/DocumentCenter/Home/View/17>

For questions regarding this agenda, please call Lawrence Thoo at 408.794.1170. To request an accommodation or alternative format for work2future meetings, events or printed materials, please call Kathryn Azevedo at 408.794.1176 or call 408.294.9337 (TTY) as soon as possible, but at least three business days before the meeting/event.

**EXECUTIVE COMMITTEE
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**May 16, 2019
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JOINT MEETING AGENDA

- I. CALL TO ORDER & OPENING REMARKS**
- II. QUORUM VERIFICATION**
- III. CONSENT ITEMS {Action}**

Approve the acceptance of:

 - A. Financial Status as of March 31, 2019** *5 min
11:40 am end*
- IV. BUSINESS ITEMS**
 - A. Old Business** *5 min
11:45 am end*
 - 1. Finance & Performance Committee Minutes Approval (Action)**

Approve the minutes of the February 21, 2019 Finance & Performance Committee meeting.
 - 2. Executive Committee Minutes Approval {Action}**

Approve the minutes of the March 4, 2019 Executive Committee meeting.
 - B. New Business**
 - 1. Director's Report {Discussion}** *10 min
11:55 pm end*

Monique Melchor, Director
Reports on various items of interest.
 - 2. Report on Single Audit Results {Discussion}** *5 min
12:00 pm end*

Joy Salandanan, Finance Manager
Report on the work2future results of the independent auditor's annual Single Audit of the City's finances.
 - 3. San Jose Works 5.0 (Action)** *25 min
12:25 pm end*

Joy Salandanan, Finance Manager
Recommend that the Board approve the following:
 - a)** Acceptance of \$1.5 million in City of San Jose funds to support San Jose Works 5.0
 - b)** Distribution of \$1,258,000 to work2future Foundation and \$95,000 to the Parks, Recreation and Neighborhood Services Department for San Jose Works services,

and allocation of \$147,000 for San Jose Works in the work2future Operating Budget.

- 4. Prison to Employment Grant {Action}** 10 min
Joy Salandanan, Finance Manager 12:35 pm end
Recommend that the Board approve the acceptance of \$661,783 for implementation of the Prison to Employment Initiative, including \$607,976 for program service delivery and \$53,807 for work2future's service as program lead.
- 5. Operating Budget for FY2020 {Action}** 25 min
Joy Salandanan, Finance Manager 1:00 pm end
Recommend that the Board approve staff's Proposed Operating Budget of \$6,842,369 for Fiscal Year (FY) 2019-20, including:
 - a) Adjustment of \$34,313 to the March 21, 2019 Board-approved preliminary WIOA Program Operating *base* Budget for FY 2019-20
 - b) WIOA Administrative Budget in the amount of \$579,649
 - c) Proposed WIOA *estimated* Rapid Response Funding for FY 2019-20 of \$467,823
 - d) Authorization for staff to transfer funds without additional Board approval between budget line items, as long as overall amounts for personnel and non-personnel expenses are not changed, and between the Adult and Dislocated Worker Programs, as needed, so long as the total budget amount is not changed.
- 6. WIOA Performance and Service Delivery Outcomes Update {Discussion}** 10 min
Meredith Studebaker, MIS Analyst 1:10 pm end
Report on (a) WIOA performance through the third quarter of the 2018 Program Year, and (b) employment-related outcomes in relation to priority sectors and in-demand occupations at non-priority sector employer.
- 7. Board Retreat {Discussion}** 5 min
Monique Melchor, Director 1:15 pm end
Update on planning for the June 20, 2019 Board Retreat.

V. PUBLIC COMMENT

VI. SUGGESTIONS FOR FUTURE AGENDA ITEMS

VII. ANNOUNCEMENTS

- A.** The next meeting of the work2future Board is scheduled for Thursday, June 20, 2019, 9:30 am, at NextFlex, 2040 Fortune Dr., San Jose. This will be a combined business meeting and Board Retreat.
- B.** The next meeting of the Executive Committee is scheduled for Thursday, July 18, 2019, 11:30 am, at the Business Services & Administration Center, 5730 Chamberlin Dr., San Jose.

C. Other

VIII. 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, its 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:
 - 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 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 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 City business on the agenda, unless they are speaking during open forum.
 - 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.

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 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.
