



EXECUTIVE COMMITTEE MEETING AGENDA

Thursday, September 19, 2019

11:30 am

Business Services & Administration Center

5730 Chambertin Drive

San Jose, CA 95118

www.work2future.biz

Joseph Flynn, Chair, Executive 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:

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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

**September 19, 2019
11:30 am**

MEETING AGENDA

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

Approve the acceptance of: *5 min*
11:40 am end

 - A. March 31, 2019 Financial Status Report Errata**
 - B. July 31, 2019 Financial Status Report**
 - C. Fiscal Year 2019 Preliminary Year-End (June 30) Financial Status Report**
- IV. BUSINESS ITEMS**
 - A. Old Business**
 - 1. May 16 Minutes Approval {Action}** *5 min*
11:45 am end

Approve the minutes of the May 16, 2019 Joint Meeting of the Executive Committee and the Finance & Performance Committee.
 - 2. June 6 Minutes Approval {Action}** *5 min*
11:50 am end

Approve the minutes of the June 6, 2019 Special Meeting of the Executive Committee.
 - B. New Business**
 - 1. Director's Report {Discussion}** *10 min*
12:00 pm end

Monique Melchor, Director
Reports on various items of interest.
 - 2. PY2017–PY2020 Local Plan and Regional Plan Modifications Approved {Discussion}** *5 min*
12:05 pm end

Sangeeta Durrall, Senior Project Manager
Report on the California Workforce Development Board's approval of revisions to the Bay Peninsula Regional Plan and work2future Local Plan.
 - 3. After-Action Report {Discussion}** *15 min*
12:20 pm end

Jack Estill, Ad Hoc Committee Chair
Report from the ad hoc committee formed to consider lessons learned from the

unplanned termination of services by the work2future Foundation and subsequent actions by work2future to maintain continuity of services.

4. Career Services Transition Report {Discussion}

Monique Melchor, Director

10 min

12:30 pm end

Report on the delivery of WIOA Adult, Dislocated Worker and Youth services following the transition of service providers from the work2future Foundation to Eckerd Connects.

5. Board Committees {Action}

Monique Melchor, Director

20 min

12:50 pm end

Approve a recommendation to reconstitute the Executive Committee, the Finance & Performance Committee, the Youth Committee and the Business Services Committee, and to amend the By-laws accordingly.

V. PUBLIC COMMENT

VI. SUGGESTIONS FOR FUTURE AGENDA ITEMS

VII. ANNOUNCEMENTS

- A.** The next meeting of the Executive Committee is scheduled for Thursday, October 17, 2019, 11:30 am, to be held jointly with the Finance & Performance Committee at the Business Services & Administration Center, 5730 Chambertin Dr, San Jose.
- B.** The next meeting of the work2future Board is scheduled for Thursday, November 21, 2019, 11:30 am, at the San Jose America's Job Center of California, 1601 Foxworthy Ave, San Jose.
- C.** Elections for the Chair and Co-chair of the Board for 2020 and 2021 will be held at the November 21 Board meeting.
- D.** Job Fair at Mexican Heritage Plaza, September 26, 1 pm–3:30 pm; Census Jobs Application Workshop at San Jose Job Center, September 30, 1 pm–4:30 pm.
- E.** 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.
