



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

**Thursday, October 17, 2019  
11:30 am**

Business Services & Administration Center  
5730 Chambertin Drive  
San Jose, CA 95118  
[www.work2future.biz](http://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  
FINANCE & PERFORMANCE COMMITTEE**

**October 17, 2019  
11:30 am**

**JOINT MEETING AGENDA**

**I. CALL TO ORDER & QUORUM VERIFICATION**

**II. OPENING REMARKS**

**III. CONSENT ITEMS {Action}**

Approve the acceptance of:

*5 min  
11:40 am end*

- A. Fiscal Year 2019 Year-End (June 30) Financial Status Report**
- B. August 31, 2019 Financial Status Report**
- C. Labor Market Overview as of September 30, 2018**

**IV. BUSINESS ITEMS**

**A. Old Business**

- 1. Executive Committee Minutes Approval {Action: Executive Cmte Only}**

*5 min  
11:45 am end*

Approve the minutes of the September 19, 2019 Executive Committee meeting.

- 2. Joint Meeting Minutes Approval {Action: Finance Cmte Only}**

*5 min  
11:50 am end*

Approve the minutes of the May 16, 2019 Joint Meeting of the Executive Committee and the Finance and Performance Committee. (Approved by Executive Cmte on September 19, 2019.)

**B. New Business**

- 1. Director's Report {Discussion}**

*10 min  
12:00 pm end*

*Monique Melchor, Director*

Report on various items of interest.

- 2. Performance and Service Delivery Update {Discussion}**

*15 min  
12:15 pm end*

*Meredith Studebaker, MIS Analyst; Monique Melchor, Director; Tammy Aguilera, Senior Operations Director, Eckerd Connects | Workforce Development*

Report on i) PY 2019 first quarter performance and outcomes, and ii) performance of career services provider Eckerd Connects since July 1, 2019.

- 3. San Jose Works Update {Discussion}**

*15 min  
12:30 pm end*

*Ruby Carrasco, San Jose Works Program Manager*

Report on the status of San Jose Works 5.0, currently underway, and planning for SJ Works 6.0.

4. **FY 2019–20 Program Operating Budget Reconciliation {Action}** 10 min  
12:40 am end  
*Joy Salandanan, Finance Manager*  
Recommend that the Board approve staff’s proposed adjustments to the Fiscal Year 2019–20 Program Operating Budget as follows: i) Re-budget \$185,352 in additional carry-over *program* funding and \$10,621 in *administrative* funding from FY 2018-19, thereby amending the estimated carry-over funding as of March 31, 2019 that was included in the June 2019 Board-approved Program Operating Budget for FY 2019-20; ii) Increase funding by \$122,660 in the WIOA Rapid Response operating budget compared to estimated funding; and iii) Include a Summary of Discretionary Funding Sources, both new and carry-over, in the amount of \$2,216,299.
5. **Amendments to the Board By-Laws {Action: Executive Cmte only}** 20 min  
1:00 pm end  
*Lawrence Thoo, Staff Liaison to the Board*  
Recommend that the Board approve the By-Laws as amended to i) comply with the requirements §14402 of the California Unemployment Insurance Code regarding Local Workforce Development Board membership; ii) add the delegation of approval authority to the Executive Committee approved by the Board on June 16, 2016; and iii) implement the Executive Committee’s September 19, 2019 approved recommendations for consolidating the Finance & Performance Committee into the Executive Committee, reconstituting the Youth Committee, and establishing a Business Services Committee to replace the Private Employers Business Council Committee.
6. **2020 Meetings {Discussion}** 10 min  
1:10 pm end  
*Lawrence Thoo, Staff Liaison to the Board*  
Review a proposed schedule of Board and committee meetings for 2020.

**V. PUBLIC COMMENT**

**VI. SUGGESTIONS FOR FUTURE AGENDA ITEMS**

**VII. ANNOUNCEMENTS**

- A. 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.
- B. Other

**VIII. ADJOURNMENT**

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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.

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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 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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