



BOARD MEETING AGENDA

Thursday, November 21, 2019

11:30 am

Business Services & Administrative Center Board Room

5730 Chambertin Drive

San Jose, CA 95118

www.work2future.biz

Joseph Flynn, Chair

Susan Koepp-Baker, Vice Chair

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.

DIRECTORS OF THE WORKFORCE DEVELOPMENT BOARD

November 2019

1. **Rose AMADOR-LE BEAU**
President & CEO
ConXion to Community
2. **Louise AUERHAHN**
Director of Economic & Workforce Policy
Working Partnerships USA
3. **Rajiv BATRA**
Senior Legal Counsel
PayPal, Inc.
4. **Chad BOJORQUEZ**
Senior Director, Strategic Initiatives
Destination: Home
5. **George CHAO**
Manager, Advanced & Clean Tech
Manufacturing
Manex
6. **Jack ESTILL**
Lecturer, Economics
San Jose State University
7. **Joseph A. FLYNN**
Business Consultant
8. **Leslie GILROY**
San Jose Job Corps Center Director
Career Systems Development Corp.
9. **Blanca GOMEZ**
Vice President and Community Development
Manager
Wells Fargo
10. **Juan GUTIERREZ**
Organizer
UA Local Union 393 Plumbers, Steamfitters,
Pipefitters, & HVACR Service Technicians
11. **Susan L. KOEPP-BAKER**
Principal
Enviro-Tech Services
12. **Van T. LE**
Trustee and Clerk of the Board
East Side Union High School District
Agent
State Farm Insurance
13. **Maria LUCERO**
Employment Program Manager III
Employment Development Department, State of
California
14. **Pamela MOORE**
Team Manager, SSM1
San Jose District Branch
Department of Rehabilitation, State of California
15. **Rafaela PEREZ**
Employment Services Director
Santa Clara County Social Services Agency
16. **Steve PREMINGER**
Director, Office of Strategic &
Intergovernmental Affairs
County of Santa Clara
17. **Priya SMITH, MPH**
Medical Group Administrator
The Permanente Medical Group
Kaiser Permanente San Jose
18. **Alan TAKAHASHI**
Vice President and General Manager
Multifunction Microwave Solutions
Cobham Advanced Electronic Solutions
19. **Henri VILLALVOZ**
Director of Senior Employment Services
Sourcewise
20. **Kishan VUJJENI**
Co-chair
South Bay Consortium for Adult Education
Dean of College Transitions & Extension
Programs
San Jose Evergreen Community College District

WORKFORCE DEVELOPMENT BOARD

November 21, 2019

11:30 am

AGENDA

I. CALL TO ORDER & INTRODUCTIONS

II. QUORUM VERIFICATION & OPENING REMARKS

III. PUBLIC COMMENT

IV. 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. Financial Status as of September 30, 2019**
- C. FY 2019-20 Program Operating Budget Reconciliation**
- D. Performance and Service Delivery as of September 30, 2019**
- E. Completion Report on work2future Foundation Services & Lessons Learned**
- F. Labor Market Overview**

V. BUSINESS ITEMS

A. Old Business

1. Minutes Approval (Action)

Approve the minutes of the June 20, 2019 Board meeting.

*5 min
11:45 am end*

B. New Business

1. Director's Report {Discussion}

Monique Melchor, Director

work2future Director's report on various matters of interest to the Board.

*10 min
11:55 am end*

2. Amendments to the Board By-Laws (Action)

Lawrence Thoo, Staff Liaison

Amend the by-laws to: i) comply with the requirements of California Unemployment Insurance Code §14202; ii) add the June 16, 2016 Board approved delegation of approval authority to the Executive Committee; and iii) clarify and streamline standing committees.

*15 min
12:10 pm end*

3. Elections {Action}

Lawrence Thoo, Staff Liaison

a) Officers

Election of the Board Chair and the Board Vice Chair to two-year terms, January 1, 2020 through December 31, 2021.

*10 min
12:20 pm end*

b) Executive Committee

Election to the Executive Committee of two at-large members for an initial one-year term, effective upon election through December 31, 2020, and two at-large members for a two-year term, effective upon election through December 31, 2021, in order to effect staggered terms for at-large members.

4. 2020 Meeting Schedule {Action}

Lawrence Thoo, Staff Liaison

Approve a schedule of meetings of the Board for Calendar Year 2020.

*5 min
12:25 pm end*

VI. SUGGESTIONS FOR FUTURE AGENDA ITEMS

VII. ANNOUNCEMENTS

*5 min
12:30 pm end*

VIII. ADJOURNMENT: PRESENTATION OF THE 2019 COMMUNITY BUILDER AWARDS

*1 hr
1:30 pm end*

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.*

**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.
