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EXECUTIVE COMMITTEE

Thursday, April 15, 2021, 11:30 am

www.work2future.org

COVID-19 NOTICE

Consistent with the California Governor's Executive Order No. N-29-20, Resolution No. 79450 from the City of San José, and the Santa Clara County Health Officer's March 16, 2020 Shelter in Place Order, the meeting will not be physically open to the public. Committee members will participate from remote locations.

Members of the public can observe the meeting by computer, smartphone and tablet at https://zoom.us/j/96380471178?pwd=V1JBM050MkY4bTZWRlh2UlRuc1dhdz09

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 Kathryn.Azevedo@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.

To provide Spoken Public Comment *during* the meeting:

a) **Phone** (669) 900-9128, Meeting ID 963 8047 1178, Passcode 813432. **Press *9** to Raise a Hand to let the Chair 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 to 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, usually two minutes.

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SAN JOSE SILICON VALLEY
WORKFORCE DEVELOPMENT BOARD

EXECUTIVE COMMITTEE

MEMBERS | 2021

Joe Flynn, *Chair*
Business Development Consultant

Susan Koepp-Baker, *Vice Chair*
Principal
Enviro-Tech Services

Louise Auerhahn
Director of Economic & Workforce Policy
Working Partnerships USA

Chad Bojorquez
Chief Program Officer
Destination: Home

George Chao, *Business Services Committee Chair*
Manager, Advanced & Clean Tech Manufacturing
Manex

Maria Lucero
Deputy Division Chief, Region I
Northern Division, Workforce Services Branch
Employment Development Department, State of California

Rafaela Perez
Employment Services Director
Santa Clara County Social Services Agency

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SAN JOSE SILICON VALLEY
WORKFORCE DEVELOPMENT BOARD

EXECUTIVE COMMITTEE

April 15, 2021
11:30 am

MEETING AGENDA

I. CALL TO ORDER & ROLL CALL — *5 min, 11:35 am end*

II. CONSENT ITEMS {Action} — *5 min, 11:40 am end*

Approve the acceptance of:

A. Financial Status Report as of February 28, 2021

III. PUBLIC COMMENT — *5 min, 11:45 am end*

Members of the public may address the committee on matters not on the agenda

IV. BUSINESS ITEMS

A. Old Business — *5 min, 11:50 am end*

1. **Minutes Approval {Action}**
   Approve minutes of the committee's February 25, 2021 special meeting

B. New Business

1. **Director's Report {Discussion}** — *10 min, 12:00 pm end*
   Monique Melchor, Director
   Reports on various matters of interest

2. **Pending Requests for Proposals {Discussion}** — *15 min, 12:15 pm end*
   Colleen Brennan, Contracts Manager
   Report on the development of three Requests for Proposals, one for Adult and Dislocated Worker workshop providers, one for Youth career technical training providers, and one for the One Stop Operator

3. **Community Youth Forum {Discussion}** — *5 min, 12:20 pm end*
   John (Jack) Estill, Board member
   Update on activities of the community youth forum since the March 18, 2021 Board meeting

4. **Business Services Committee {Discussion}** — *10 min, 12:30 pm end*
   George Chao, Business Services Committee Chair
   Update on activities of the Business Services Committee

V. OTHER

Announcements, suggested business for future meetings, other housekeeping

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.*

CITY OF SAN JOSE CODE OF CONDUCT
FOR PUBLIC MEETINGS

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.

Novel Coronavirus (COVID-19) Precautions

Consistent with the California Governor's Executive Order No. N-29-20, Resolution No. 79450 from the City of San José and the Santa Clara County Health Officer's March 16, 2020 Shelter in Place Order, the meeting will not be physically open to the public. Instead, the meeting will be conducted via video teleconference open to the public. The Code of Conduct will apply to the extent possible in a video teleconference setting.

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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 always required in the meeting room.
   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 meeting room, except as otherwise pre-approved by City staff.
   g. All persons entering the meeting room, 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 meeting room, 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 meeting room 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 Board or Committee:
    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 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 work2future business on the agenda, unless they are speaking during open forum.
    d. Speakers' comments should be addressed to the full body. Requests to engage Board or Committee Members 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 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 work2future's Business and Administrative Services Center 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.
