



## WORKFORCE DEVELOPMENT BOARD MEETING

Thursday, September 16, 2021, 9:30 am

[www.work2future.org](http://www.work2future.org)

Joseph Flynn, Chair

Susan Koepp-Baker, Vice Chair

### 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 smart tablet at <https://sanjoseca.zoom.us/j/92419630798?pwd=OWtLYTc0cDVQWkxYnVBqBGNyWEZxdz09>

To submit written Public Comment before the meeting: Send e-mail to [Lawrence.Thoo@sanjoseca.gov](mailto:Lawrence.Thoo@sanjoseca.gov) by 8:00 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](mailto: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 (408) 638-0968, Webinar ID 924 1963 0798. Press **\*9 to Raise a Hand** to let the Chair know that you'd like to speak. Press **\*6 to Unmute and Mute** 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.

**WORKFORCE DEVELOPMENT BOARD MEMBERS**

September 2021

1. **Louise Auerhahn**  
Director of Economic & Workforce Policy  
Working Partnerships USA
2. **Rajiv Batra**  
Associate General Counsel  
Fundbox
3. **Chad Bojorquez**  
Chief Program Officer  
Destination: Home
4. **George Chao, *Business Services Committee Chair***  
Advanced Manufacturing & Strategic  
Partnerships Manager  
Manex
5. **John (Jack) Estill**  
Business Consultant
6. **Joseph A. Flynn, *Board Chair***  
Business Consultant
7. **Leslie Gilroy**  
Operations Director  
Career Systems Development Corp.
8. **Blanca Gomez**  
Social Impact and Innovation  
Wells Fargo
9. **Juan Gutierrez**  
Organizer  
UA Local Union 393 Plumbers, Steamfitters,  
Pipefitters, & HVACR Service Technicians
10. **Susan L. Koepp-Baker, *Board Vice Chair***  
Principal  
Enviro-Tech Services
11. **Van T. Le**  
Trustee and Clerk of the Board  
East Side Union High School District  
Agent  
State Farm Insurance
12. **Maria Lucero**  
Deputy Division Chief, Region I  
Northern Division, Workforce Services Branch  
Employment Development Department, State of  
California
13. **Emily McGrath**  
Director of Workforce Development, Education  
& Training  
NextFlex
14. **Robert Moreno**  
Training Director  
Santa Clara County Electrical Joint Apprentice  
Training Center, IBEW
15. **Rafaela Perez**  
Employment Services Director  
Social Services Agency, County of Santa Clara
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 (CAES)
19. **Todd Teixeira, MA**  
Team Manager (SSM1), San Jose North Branch  
California Department of Rehabilitation
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**

**September 16, 2021**

**9:30 am**

**MEETING AGENDA**

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|---|--------------------------------|
| <b>I. CALL TO ORDER &amp; ROLL CALL</b>   | <i>5 min<br/>9:35 am end</i>   |
| <b>II. CONSENT ITEMS {Action}</b><br>Approve the acceptance of:<br><b>A. Financial Status Report as of June 30, 2021 (revised)</b><br><b>B. San Jose Works Report as of June 30, 2021</b><br><b>C. July 2021 Labor Market Summary</b>   | <i>5 min<br/>9:40 am end</i>   |
| <b>III. OPEN FORUM</b><br>Members of the public may address the committee on matters not on the agenda  | <i>5 min<br/>9:45 am end</i>   |
| <b>IV. BUSINESS ITEMS</b>   |                                |
| <b>A. Minutes Approval {Action}</b><br>Approve minutes of the June 17, 2021, Board meeting  | <i>5 min<br/>9:50 am end</i>   |
| <b>B. Director's Report {Information}</b><br><i>Monique Melchor, Director</i><br>Reports on various matters of interest   | <i>5 min<br/>9:55 am end</i>   |
| <b>C. Selection of Online Training Provider {Action}</b><br><i>Colleen Brennan, Contracts Manager</i><br>Approval for staff to negotiate and execute an agreement with the selected provider to provide online training to WIOA Adults, Dislocated Workers, and Youth through June 30, 2022, with an option for up to four one-year extensions at the discretion of City and dependent on various parameters. | <i>15 min<br/>10:10 am end</i> |
| <b>D. WIOA Performance Report through Quarter 4 of PY 2020 {Information}</b><br><i>Sangeeta Durrall, Program Services Manager</i><br>Preliminary report on achievement of Workforce Innovation and Opportunity Act (WIOA) performance measures for Program Year 2020-21 (PY 2020).  | <i>5 min<br/>10:15 am end</i>  |
| <b>E. WIOA Career Services PY2020 {Information}</b><br><i>Monique Melchor, Director; Sead Eminovic, IRC San Jose Director, International Rescue Committee; Adrineh Terantonians, Regional Director, Equus Workforce Solutions</i><br>Updates on WIOA Adult, Dislocated Worker, and Youth Program services.  | <i>25 min<br/>10:40 am end</i> |

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| <p><b>F. Special Projects {Information}</b><br/> <i>Nguyen Pham, Analyst</i><br/>         Reports on the following special projects:</p> <ol style="list-style-type: none"> <li>1. Facebook Career Connections digital marketing internships</li> <li>2. Resilience Corps digital marketing internships</li> </ol>  | <p>10 min<br/>         10:50 am end</p> |
| <p><b>G. Rapid Response {Information}</b><br/> <i>Huong Tran, Business Services Supervisor</i><br/>         Update on layoff-related activities to date since January 2021.</p>   | <p>5 min<br/>         10:55 am end</p>  |
| <p><b>H. Business Services Committee {Information}</b><br/> <i>George Chao, Business Services Committee Chair</i><br/>         Report on activities of the Business Services Committee since the June Board meeting.</p>  | <p>5 min<br/>         11:00 am end</p>  |
| <p><b>I. Community Youth Forum {Information}</b><br/> <i>Jack Estill, Board member</i><br/>         Update on activities of the community youth forum since the June Board meeting.</p>   | <p>10 min<br/>         11:10 am end</p> |
| <p><b>J. Bridge to Recovery Initiative {Information}</b><br/> <i>Lawrence Thoo, Strategic Engagement Manager</i><br/>         Update on the countywide Bridge to Recovery Initiative since the June Board meeting.</p>  | <p>5 min<br/>         11:15 am end</p>  |
| <p><b>K. San Jose Job Center (AJCC) Relocation Update {Information}</b><br/> <i>Monique Melchor, Director</i><br/>         Report on the status of the relocation of the San Jose Job Center (America’s Job Center of California) from its Foxworthy Avenue location to a new location on Las Plumas Avenue in east San Jose.</p>                         | <p>10 min<br/>         11:25 am end</p> |
| <p><b>V. OTHER</b><br/>         Announcements, suggested business for future meetings, other housekeeping</p> <ol style="list-style-type: none"> <li>A. November Board Meeting Elections: Board Chair, Board Vice Chair, two at-large members of the Executive Committee</li> <li>B. Return to In-Person Meetings in October</li> <li>C. Other</li> </ol> |   |
| <p><b>VI. ADJOURNMENT</b></p>   |   |

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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**

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.

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### **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 on-line videoconference open to the public. The Code of Conduct will apply to the extent possible in a videoconference 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.

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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 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.

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