

## EXECUTIVE COMMITTEE MEETING

**April 18, 2024  
11:30 am**

### MINUTES

STAFF: Durrall, Thoo, Lee, Galvez, Walter, Sanchez, Nguyen  
GUESTS: Melville, Coffaro

#### I. **CALL TO ORDER & ROLL CALL**

Chair pro tempore Takahashi called the meeting to order at 11:32 a.m.

##### **Roll Call**

**Present:** Auerhahn, Estill, Le (arrived at 11:40am), Takahashi (attending via Zoom in compliance with the Brown Act.), Williams

**Absent:** Smith

All votes were taken by roll call.

#### II. **CONSENT ITEMS**

**ACTION:** Ms. Auerhahn moved, Mr. Estill seconded, and the Committee unanimously approved the acceptance of the minutes of the February 15, 2024, Executive Committee Meeting.

#### III. **OPEN FORUM**

There were no public comments.

#### IV. **BUSINESS ITEMS**

##### **A. Director's Report**

Sangeeta Durrall, Director, reported on various matters of interest, including the success of initial efforts to co-locate career services staff at a number of partner sites, which is prompting staff to consider additional co-location arrangements.

##### **B. Fiscal Year 2025 WIOA Program Budget Preliminary Report**

Director Durrall reported that staff are working to reconcile current-year accounts while waiting for information from the state on WIOA formula funding allocations for FY 2025. She said that staff should have a full report by the time the committee meets in May.

##### **C. Healthcare Sector Partnership Launch Meeting**

Strategic Engagement Manager Lawrence Thoo introduced Jo Coffaro, Regional Vice President of the Hospital Council of Northern and Central California and co-chair of the Healthcare Sector Partnership initiative, and John Melville, CEO of Collaborative Economics and consultant for the initiative, who, together, reported that more than a dozen

representatives from hospitals, clinics and other health care provider organizations participated in the initiative's launch meeting on April 16, 2024, and agreed to form action teams around three priorities: career awareness, talent development, and care coordination. The launch meeting was observed by an equivalent number of representatives from various training providers and workforce development organizations.

**D. Business Services Committee Report**

Mr. Takahashi requested staff report on his behalf, and Project Manager Deanna Walter shared that the Business Services Committee has received updates on layoffs, career fairs, the healthcare sector initiative, a Google-funded training and work experience special project in partnership with Goodwill Industries, and a partnership advancing semiconductor manufacturing apprenticeships.

**E. Youth Committee Report**

Mr. Estill invited staff to make the report. Program Services Manager Lynn Lee shared information recent program development efforts.

**F. Labor Market Update**

Strategic Engagement Manager Thoo shared his latest analysis of the local labor market strengths and vulnerabilities.

**V. OTHER**

Staff announced that there will be a large job fair in collaboration with San Jose City College on April 23, 2024.

**VI. ADJOURNMENT**

Mr. Takahashi adjourned the meeting at 12:40 pm.

*Drafted: D. Nguyen. Reviewed: L. Thoo.  
Approved: Executive Cmte 06-07-24*