



## EXECUTIVE COMMITTEE MEETING

Thursday, February 20, 2025, 11:30 am

**Almaden Room, Business and Administrative Services Center,  
Almaden Winery, 5730 Chambertin Dr, San Jose**

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

This meeting can also be viewed live on computer, smartphone, and tablet at  
<https://sanjoseca.zoom.us/j/92499548539?pwd=iSIRe1WuioNHuaxPHco2XI2xCuwvck.1>

### PUBLIC COMMENT

To provide spoken Public Comment *during* the meeting, please be present at the meeting location above. Complete an available Blue Card and provide it to a meeting staff person.

Please limit remarks to the time limit allotted by the meeting chair, normally two minutes.

To submit written Public Comment *before* the committee meeting: Send by e-mail to [Lawrence.Thoo@sanjoseca.gov](mailto:Lawrence.Thoo@sanjoseca.gov) by 9:00 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 [JenniferL.Hernandez@sanjoseca.gov](mailto:JenniferL.Hernandez@sanjoseca.gov), identifying the Agenda Item Number in the e-mail subject line. Comments received will be included as a part of the meeting record but will not be read into the record.

### LEVINE ACT

[The Levine Act](#) requires a Party in a Proceeding before the City of San José that involves any action related to their contract, license, permit, or use entitlement to disclose any campaign contributions to City elected or appointed officials totaling more than \$500 within the 12 months prior to the City decision. A Participant to a Proceeding may voluntarily report a campaign contribution on the form located on [the Levine Act webpage](#).

**EXECUTIVE COMMITTEE**  
**MEMBERS | February 2025**

Priya Smith, MPH, *Board Chair, Executive Committee Chair*  
Chief Employee Human Resources Officer  
The Permanente Medical Group, Inc.  
Kaiser Permanente Northern California

Alan Takahashi, *Board Vice-Chair*  
Senior Vice President and General Manager  
Missile Systems  
CAES

John “Jack” Estill, *Youth Committee Chair*  
Partner  
Coactify

Michael Hill, *Business Services Committee Chair*  
Senior Director, Organizational and Talent Development  
Applied Materials

Van Le  
Agent  
State Farm Insurance  
Trustee & Clerk of the Board  
East Side Union High School District

Danny Mangan  
Organizer  
Sprinkler Fitters UA Local 483

Traci Williams  
Co-chair  
South Bay Consortium for Adult Education  
Director  
Ease Side Adult Education

*ex officio*  
Sangeeta Durrall, *Secretary*  
work2future Director

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### AGENDA

- |  |                        |
|--|------------------------|
| <b>I. CALL TO ORDER &amp; ROLL CALL</b>  | 5 min<br>11:35 am end  |
| <b>II. CONSENT ITEMS {ACTION}</b><br>Approval of the acceptance of:  | 5 min<br>11:40 am end  |
| <b>A. Minutes of the November 21, 2024, Executive Committee meeting</b>  |                        |
| <b>B. Financial Status Report as of December 31, 2024</b>  |                        |
| <b>III. OPEN FORUM</b>   | 5 min<br>11:45 am end  |
| Members of the public can address the committee on matters not on the agenda. Comment is limited to two minutes unless modified by the Chair.  |                        |
| <b>IV. BUSINESS ITEMS</b>  |                        |
| <b>A. Chair's Report {Information}</b><br><i>Priya S. Smith, MPH, Board Chair</i><br>Reports on matters of interest.   | 5 min<br>11:50 am end  |
| <b>B. Director's Report {Information}</b><br><i>Sangeeta Durrall, work2future Director</i><br>Reports on matters of interest.  | 5 min<br>11:55 am end  |
| <b>C. PY25–PY28 WIOA Regional Plan &amp; Local Plan {ACTION}</b><br><i>Lawrence Thoo, Strategic Engagement Manager; Dat Luu, Contracts Manager</i><br>Recommend that the Board approve the proposed PY 2025 through PY 2028 WIOA Regional Plan for the Bay-Peninsula Regional Planning Unit and the WIOA Local Plan for work2future.   | 10 min<br>12:05 pm end |
| <b>D. FY 2026–FY 2030 WIOA Service Provider Procurement (ACTION)</b><br><i>Dat Luu, Contracts Manager</i><br>Recommend Board approval for staff to negotiate and execute a one-year agreement for Fiscal Year 2025-26, with contract extensions of up to four additional years based on successful performance and funding availability, with Equus Workforce Solutions as the WIOA Service Provider for the Adult/Dislocated Worker, In-School Youth, and Out-of-School Youth Programs. | 15 min<br>12:20 pm end |

- E. Preliminary Scenarios for the Workforce Development Board (WDB) FY 2026 Program Operating Budget {ACTION}** 15 min  
12:35 pm end  
*Tram Luu, Senior Accountant*  
 Recommend Board approval of staff’s three preliminary budget scenarios for Fiscal Year 2025-26, as follows:
1. Scenario One: FY 2025-26 WDB Program Operating Budget based on a projected WIOA allocation of \$6.17 million (As is, i.e., allocation unchanged from FY 2025)
  2. Scenario Two (base): FY 2025-26 WDB Program Operating Budget based on a projected WIOA allocation of \$5.86 million (allocation reduced 5% from FY 2025)
  3. Scenario Three: FY 2025-26 WDB Program Operating Budget based on a projected WIOA allocation of \$5.56 million (allocation reduced 10% from FY 2025)
- F. Youth Committee Appointments {ACTION}** 5 min  
12:40 pm end  
*Jack Estill, Youth Committee Chair*  
 Approve the reappointment of Maria Vans to a second term and Jennifer Pham to a first term as the required two members of the Youth Committee who are between the ages of 16 and 28 years at the time of appointment.
- G. Youth Committee Chair’s Report (Information)** 5 min  
12:45 pm end  
*Jack Estill, Youth Committee Chair*  
 Report on matters related to the Youth Committee.
- H. Business Services Committee Chair’s Report (Information)** 5 min  
12:50 pm end  
*Mike Hill, Business Services Committee Chair*  
 Report on matters related to the Business Services Committee
- I. Program Reports {Information}** 15 min
1. WIOA Adult, Dislocated Worker and Youth Programs as of December 31, 2024 1:05 pm end  
*Deanna Walter, Project Manager, Adult & Dislocated Worker Programs; Mirza Handzar, Youth & Training Project Manager*
  2. 2025 San José Works Program  
*Ruby Carrasco, San José Works Program Manager*
  3. Pathway to Self-Sufficiency Initiative  
*Lawrence Thoo, Strategic Engagement Manager*
- V. OTHER** 5 min  
1:10 pm end  
 Announcements, suggested business for future meetings, other housekeeping.
- VI. 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, their 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: § No objects will be larger than 2 feet by 3 feet.
  - i. No sticks, posts, poles or other such items will be attached to the signs or other symbolic materials.
  - ii. The items cannot create a building maintenance problem or a fire or safety hazard.
  - iii. 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.
- b. 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 discussion item and/or during open forum; the total amount of time allocated for public testimony for each public speaker or for an agenda item is in the discretion of the Chair of the meeting and may be limited when appropriate. (California Government Code Section 54954.3; Council Policy 0-37) Applicants and appellants in land use matters are usually given more time to speak. Speakers using a translator will be given twice the time allotted to ensure non-English speakers receive the same opportunity to directly address the Council, Committee, Board or Commission.
- c. Speakers should discuss only the agenda item when called to speak for that item, and only topics related to City business when called to speak during open forum on the agenda.
- 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.**