

**EXECUTIVE COMMITTEE MEETING
FEBRUARY 19, 2009
3:00 P.M. AFTERNOON SESSION**

ORDER OF BUSINESS

Call to Order 3:15 P.M.

I. ROLL CALL

Present: Bryan VanHustee, Rashad Said, Steve Preminger,
Mark Novak, Luz Maria Rodriguez

Absent: Joseph Flynn, Benny Boveda

II. OPENING REMARKS: read by Vice Chair, Luz Maria Rodriguez

III. PUBLIC COMMENT: none

IV. CONSENT ITEMS

Action: The consent items were unanimously approved. Items 7 (Board Engagement) and 10 (Customer Service Training Program), were deferred until the next Executive Committee Meeting in April.

V. AGENDA ITEMS

A. Old Business

1. Minutes

Action: The minutes from the January 15, 2009 work²future Executive Committee Meeting were unanimously approved.

B. New Business

1. FY09/10 Budget Update and Proposed Stimulus Funding Allocations

The Executive Director led a discussion on the status of the Stimulus Package; including projected awards of approximately \$5,000,000 in Youth funds and approximately \$5,000,000 in Adult and Dislocated Worker funds and the potential impact on work²future operations and contracts.

2. EDGE 2.0

The Executive Director presented an update on EDGE 2.0 and the regional collaboration with San Mateo and other local Workforce Investment Boards.

3. Committee Updates

Discussion was held about board engagement and committee responsibilities.

4. Youth Services Enhancement

Action: The Executive Committee unanimously approved the expanded services plan for the FY 08-09 Youth Program and youth contractors in the amount of \$598,558.

5. 501c3 Update

The 501c(3) Program Manager presented an update on the progress towards establishment of a 501c(3). It was stated that staff involvement for the creation of the 501c(3) will be secondary to Stimulus Plan activities.

6. Budget Enhancement

Action: The Executive Committee unanimously approved a supplemental allocation of \$505,000 in EDD funds and work2future program savings to the Adult and Dislocated Workers Program for FY 08-09.

7. Board Engagement

Discussion about board development and engagement initiatives was deferred until the next Executive Committee Meeting on April 16, 2009.

8. Performance Update

The Assistant Director presented an update on current Department of Labor performance outcomes and enrollments in the Adult and Youth Programs for the 2nd quarter of PY 08-09.

9. Integration/CQI

The Integration and Youth Program Manager presented data from January 2009 and December 2008 on customer satisfaction under Integration based on key performance indicators.

10. Customer Service Training Program

Discussion about the Customer Service Training Collaboration among board members from Macy's, Target Stores and the San Jose Hilton was deferred to the next Executive Committee Meeting on April 16, 2009.

11. work²future Grants Status

The Grants Consultant presented an update on current activity related to work²future grants and future funding applications.

C. Set Items for Next Agenda

Committee Updates
Program Updates

CQI Updates
Edge 2.0 Updates
Youth Program Report
Customer Service Training Program
Board Engagement
Stimulus Update

D. Announcements

The Assistant Director reported that he and a staff member attended a meeting of twenty six Community Colleges and Workforce Investment Boards to discuss career advancement programs and specialized trainings utilizing Stimulus funds.

The Vice Chair announced that the Integration and Youth Program Manager will be a guest on a radio talk show during which the audience will be able to call in and ask questions about work2future programs and workforce investment initiatives as part of a one month pilot program.

E. Next Meeting

The next Executive Committee meeting is scheduled for **April 16, 2009** at 3:00 p.m. in the Boardroom at the San Jose One-Stop, 1290 Parkmoor Ave., San Jose, California.

F. Adjournment

Action: A motion to adjourn was passed by unanimous vote.

Adjournment: 4:44 p.m.

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, Redevelopment Agency Board, 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.
 - No sticks, posts, poles or other such items will be attached to the signs or other symbolic materials.
 - 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.

**CITY OF SAN JOSE CODE OF CONDUCT FOR PUBLIC MEETINGS IN
THE COUNCIL CHAMBERS AND COMMITTEE ROOMS (CONT'D)**

**3. Addressing the Council, Redevelopment Agency Board, 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.