

**DRAFT SPECIAL EXECUTIVE COMMITTEE MINUTES  
TUESDAY, MARCH 8, 2016  
CTO: 12:12 pm**

These Minutes were recorded by Elizabeth Kaylor, prepared by Lawrence Thoo and approved by Christopher Donnelly on May 27, 2016.

WDB Staff Present: Jeff Ruster, Christopher Donnelly, Elizabeth Kaylor, Monique Melchor, Colleen Brennan

**I. QUORUM VERIFICATION**

**Present:** Joe Flynn, Sima Yazdani, Denise Boland, Sue Koepp-Baker, Steve Preminger, Rashad Said.

**Absent:** None

**II. OPENING REMARKS:** Read by Chair Joe Flynn.

**III. CONSENT ITEMS:** None

**IV. AGENDA ITEMS**

**A. Old Business**

**1. Minutes Approval {Action}**

Upon motion by Denise Boland, seconded by Sue Koepp-Baker, the February 25, 2016 work2future Executive Committee Minutes were unanimously approved.

**B. New Business**

**1. FY 2016-2017 Adult/Dislocated Worker Workshops Provider(s) {Action}**

Following recusals by Rashad Said and Sima Yazdani, and upon motion by Steve Preminger, seconded by Sue Koepp-Baker, it was unanimously approved to forward staff's recommendations to work2future's Board for its meeting of March 17, 2016 regarding the selection of contractors qualified for work2future's FY 2016-2017 list of Adult/Dislocated Worker workshop providers.

**2. FY 2016-2017 Youth Services Provider(s) {Action}**

Following recusals by Denise Boland and Rashad Said, and upon motion by Steve Preminger, seconded by Sima Yazdani, it was unanimously approved to forward

staff's recommendations to work2future's Board for its meeting of March 17, 2016 regarding the selection of one or more contractors to provide FY 2016-2017 WIOA youth services.

**3. FY 2016-2017 Adult/Dislocated Worker Services Provider(s) {Action}**

Following recusals by Denise Boland and Rashad Said, and upon motion by Sue Koepp-Baker, seconded by Steve Preminger, it was unanimously approved to forward staff's recommendations to work2future's Board for its meeting of March 17, 2016 regarding the selection of one or more contractors to provide FY 2016-2017 WIOA Adult and Dislocated Worker services.

**4. FY 2016-2017 Youth Training and Workshops Provider(s) {Action}**

Upon motion by Sue Koepp-Baker, seconded by Denise Boland, it was unanimously approved to forward staff's recommendations to work2future's Board for its meeting of March 17, 2016 regarding the selection of contractors qualified for work2future's FY 2016-2017 list of youth training and workshop providers.

**5. work2future Board Recertification for 2016-2018 {Action}**

Upon motion by Sima Yazdani, seconded by Steve Preminger, it was unanimously approved to forward to the Board a recommendation to authorize the Board Chair to sign and submit to the California Workforce Development Board (CWDB) the request for Local Workforce Development Board Recertification under WIOA.

**C. Set Items for Next Agenda:** Committee acknowledged that the regular April meeting might be cancelled if there were no items needing committee action.

**D. Announcements:** Elizabeth Kaylor reminded committee members to file the required Form 700 and take the required Ethics Training course.

**E. Next Meeting**

The next regular Executive Committee meeting is scheduled to take place at 3:00 p.m. on April 21, 2016 at work2future's Business Services and Administration Center, 5730 Chambertin Drive, San Jose, 95118.

**V. PUBLIC COMMENT:** There were no public comments.

**VI. ADJOURNMENT:** The meeting was adjourned at 1:00 pm.