



## **OPERATIONS COMMITTEE MEETING MINUTES**

**Thursday November 2, 2006**

Morning Session 11:30 A.M.

San Jose One Stop  
Kirkwood Room  
1290 Parkmoor Avenue  
San Jose, CA 95126  
(408) 277-2727

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

**Rick Deraiche, Committee Chair**  
**Rose Amador, Committee Vice Chair**  
**BJ Sims, Committee Secretary**  
**Angela Cipperly, Committee Staff**  
**mahealani, Committee Staff**

OPERATIONS COMMITTEE MEETING  
November 2, 2006  
MINUTES

**I. Roll Call**

Chair Rick Deraiche called the meeting to order at approximately 11:40 a.m. Committee Staff Member, BJ Sims, took roll and announced that quorum was established. Members present: Rick Deraiche, Leslye Krutko, Rashad Said, Richard Friberg, Joe Flynn, and Kathy Ricossa.

**Others in Attendance:**

Pam Moore, Jeff Ruster, Chris Donnelly, Monique Melchor, Suzanne Wolf, Ray McDonald, Javier Vanga, Latha Seshadri, Sandra Guerrero, Angela Cipperly, B.J. Sims and mahealani.

**II. Opening Remarks**

The Chair read opening remarks.

**III. Public Comments**

No public comments were made.

**IV. AGENDA ITEMS**

**A. Old Business**

**1. Approval of Minutes of July 6, 2006 Operations Minutes**

Motion to approve: Leslye Krutko

Seconded by: Rashad Said

Motion passed

**B. New Business**

**1. New Subcommittee Formation**

*Jeff Ruster, Executive Director, work2future*

The committee continued conversations from the September Operations Committee on the formation of new sub-committees. Subsequently, the committee approved the formation of the following four sub-committees: Marketing and Branding, Business Services, CQI, and Standard. The three sub-committees will meet the first half-hour of the Operations committee meeting, and the standards committee will meet on an as-needed basis. The sub-committees will propose agenda items for the committee to discuss or recommend action items as appropriate. Sub-committees can schedule meetings as need to follow-up on discussions. The committee members present selected the committee that was of interest to them. Marketing and Branding – Leslye Krutko, Rashad Said, and Kathy Ricossa; CQI – Rick Deraiche, Richard Friberg, and Deborah Sweeney; Business Services - Joe Flynn. An email will be sent to the

members not present to encourage them to participate in the sub-committee of interest to them.

Motion to approve New Subcommittee Formation: Joe Flynn

Seconded by: Rashad Said

Motion passed

2. **California Edge Campaign**

*Suzanne Wolf, work2future Manager*

Suzanne Wolfe, spoke on the California's **E**ducation **D**iversity, and **G**rowth in the **E**conomy (EDGE) campaign for implementation locally and to encouraged active participations from members by approaching businesses and/or networks for endorsements. The key aspects of the EDGE will allow work2future to highlight critical industry sector strategies, connect directly with strategic planning strategies and give the board members the opportunity to speak in a systemic manner, accentuate workforce development as a key economic development strategy, and network with neighboring WIBs to promote EDGE regionally and statewide.

Motion to approve launching of the California's EDGE campaign: Rashad Said

Seconded by: Leslye Krutko

The committee approved to launch the California's EDGE campaign.

3. **One-Stop Partners website**

*Monique Melchor, work2future Analyst*

Monique Melchor did an overview of Internet based [www.onestoppartners.org](http://www.onestoppartners.org) website, which is used to communicate to our partners. All our partners can access this website for updated information on policies, procedures, directives, strategies, forms, information on integration processes, customer data, project reports, one-stop calendars, board and committee meeting postings, etc. The information is presented in user-friendly formats and updated periodically as required in a timely manner. The Partners At A Glance feature/matrix provides users information on partners, such as contact information, services provided, location, and so on. The staff are actively involved in updating and improving the features and information on the website. In a recent audit report the Department of Labor identified the website as a best practice.

4. **On-the-Job training (OJT) Contracts Update**

*Latha Seshadri, work2future staff*

On-the -Job and Customized Training Project Status

- **San Jose Hilton** - 78 incumbent participants have completed training for a variety of jobs that will increase their skill sets and allow them to take on additional responsibilities and positions, thereby increasing their hours and earnings. They graduated in August 2006, and continue to be employed.
- **Kimomex Markets (was Super Mercado)** - contract has been executed. Four participants are currently in training as Information Clerk Supervisor, Cashier Supervisor, Produce Manager and Receptionist.
- **Kaiser Customized Training** - Kaiser has submitted an application to train nurses. The applications are under review.

- **Valley Medical Customized Training** – Comprises of three Rounds. Two participants from Round I have completed training and are gainfully employed in the area of training. Six participants are currently in Customized Training Program for CLS, 4 participants from Round II and 2 participants from Round III. Valley Medical has submitted Customized Training Application requesting funds to train eight more CLS participants and four medical Lab Techs.
- **County of Santa Clara** – Eight participants have completed training and are employed full time. Two participants are currently in training and five more are scheduled to start this fall.
- **Gilroy USD** – Contract executed. Periodic recruitments for Bus Driver trainees are in progress.

5. **Financial Literacy Campaign - Update**

*Javier Vanga, work2future staff*

San Jose ranked third in the nation for top cities for savings. The Silicon Valley South Bay Saves was launched April 2004 and has over 2000 savers. The campaign has over 10 partners actively involved in motivating individuals to start or increase personal savings and to build wealth, not debt. Member suggested involving financial educational institutions.

6. **Rapid Response**

*Karen LeDoux, work2 future Rapid Response*

Three notices were issued in September. They were,

- **Northwest Airlines** will reassign or lay-off approximately 45 employees, due to contractual redesigning. There are at least three different options and it is possible that when these options are exercised only three may choose lay-offs. work2future and EDD staff made a presentation on services. The affected date is now January 23, 2007.
- **HID Global** will be closing down its manufacturing operations in San Jose and move it to Irvine. This will affect approximately 30 workers in San Jose. Contact was made to offer work2future outplacement services closer to the closure date. Staff will stay in contact to schedule services after the first of the year.
- **San Jose Mercury News** is again facing lay-off of approximately 101 people. They are trying to facilitate a buy-out. Conversations are taking place with NOVA, work2future, EDD and the Newspaper guild to provide alternate solutions such as Customized Trainings and skills upgrade to the affected workers.

7. **Set Agenda Items for Next Meeting**

*Committee Members*

Items for next meeting:

- Sub committees action items
- EDGE update
- Rapid Response
- Geomapping – Hands on

**8. Announcements**

Grand Opening event of the One-Stop San Jose Career Center on December 7, will include Ribbon Cutting at 11:30 AM and Job Fair from 2-4 PM.

**C. Next Meeting**

The next Operations Committee meeting will take place on Thursday, January 11, 2007, at 1290 Parkmoor Ave, San Jose, CA 95126.

**D. Adjournment**

Motion to adjourn: Rashad Said

Seconded by: Joe Flynn

Meeting adjourned at approximately 12:50 pm