



## **FINANCE COMMITTEE MEETING AGENDA**

**Wednesday, March 10, 2010**

3:00 p.m. – 5:00 p.m.

San Jose One-Stop  
1290 Parkmoor Ave.  
San Jose, CA 95126  
408.794-1100

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

**Joe Flynn, Chair**  
**Susan Koepp-Baker, Vice Chair**  
**Joy Salandanan, Secretary**  
**Tamia Brown, Staff**

To request an accommodation or alternative format for work2future meetings, events or printed materials, please call Tamia Brown at (408) 794-1140 or call 408-294-9337 (TTY) as soon as possible, but at least three business days before the meeting/event. “The City of San Jose is committed to open and honest government and strives to consistently meet the community’s expectations by providing excellent service, in a positive and timely manner, and in the full view of the public.”

([http://www.sanjoseca.gov/clerk/cp\\_manual/CPM\\_0\\_15.pdf](http://www.sanjoseca.gov/clerk/cp_manual/CPM_0_15.pdf))

For question regarding this agenda, please call Tamia Brown at (408) 794.1140

## **NOTICE TO THE PUBLIC**

Good afternoon, my name is Joseph Flynn and in my capacity as Chair of the [work2future](#) Finance Committee, I would like to welcome you to the Finance Committee meeting of March 10, 2010.

Members of the public who wish to address the Committee should identify themselves and state their addresses for the record. You should complete a blue Comment Card located near the door, prior to making comments, and hand to any [work2future](#) staff member.

The procedure for this meeting is as follows:

- The Committee Secretary will take roll; the Chair will read the opening remarks.
- Members of the public wishing to make a comment will then be given two (2) minutes each to comment.
- [work2future](#) staff and/or Committee Members will present recommendations for each action item on the agenda.
- [work2future](#) staff and/or Committee Members will also present informational items as listed.
- Committee Members may ask questions of [work2future](#) Staff and other Committee Members.
- The Committee may take action on each action item.
- Copies of the agenda have been placed on the table near the door for your convenience.
- [work2future](#) Committee members may only discuss items listed on the Agenda pursuant to the “Brown Act.”

**FINANCE COMMITTEE MEETING  
MARCH 10, 2010  
3:00 AFTERNOON SESSION**

**ORDER OF BUSINESS**

**I. ROLL CALL**

**II. OPENING REMARKS**

**III. CONSENT ITEMS**

Recommendation: Accept CQI Dashboard Reports for the months of December 2009, and January 2010 and work2future Grant Status Report.

**IV. AGENDA ITEMS**

**A. Old Business**

**1. Minutes Approval**

**{Action}**

*Joseph Flynn, Finance Committee Chair*

Approval of the December 2, 2009 work2future Finance Committee meeting minutes.

5 Minutes

**B. New Business**

**1. Single Audit Report and ARRA City Audit**

**{Informational}**

*Joy Salandanan, Spvsng. Accountant, work2future*

An update on the Single Audit/City Audit results for 08-09 will be provided.

5 Minutes

**2. Budget Variance Report**

**{Discussion}**

*Joy Salandanan, Spvsng. Accountant, work2future*

A Budget Variance Report on work2future expenditures as of December 31, 2009 will be presented.

15 Minutes

**3. New Grant Awards and related Spending Plan**

**{Action}**

*Christopher Donnelly, Assistant Director*

Approval of new grant awards and related spending plan for WIA/ARRA grant 25-Percent, ARRA Disability Program Navigator, CA New Start and Workforce Institute Greater South Bay Green Job Corps Program

10 Minutes

4. **American Recovery and Reinvestment Act 2009** {Discussion}  
*Monique Melchor, Adult Program Manager*  
*Richard Martinez, Special Projects*  
 An update on the American Recovery and Reinvestment Act for the Adult, Dislocated Worker and Youth program will be presented. 10 Minutes
  
5. **Youth Performance Status Update** {Discussion}  
*Angela Cipperly, Youth Program Manager, work2future*  
 An update of youth contractors' performance will be provided. 10 Minutes
  
6. **NUMMI Rapid Response Update** {Discussion}  
*Christopher Donnelly, Assistant Director*  
 An update on NUMMI Rapid Response efforts will be presented. 10 Minutes
  
7. **BOS Website Update** {Discussion}  
*BJ Sims, Division Manager, work2future*  
 An update on the BOS website will be provided. 10 Minutes
  
8. **Election of Finance Committee Chair and Vice Chair** {Action}  
*Joseph Flynn, Finance Committee Chair*  
 Election of Finance Committee Chair and Vice Chair 5 Minutes
  
9. **Set Items for next Agenda**
  
10. **Announcements**

## V. PUBLIC COMMENT

- A. **Next Meeting**  
 The next Finance Committee meeting is scheduled for **Wednesday, June 9, 2010**, at 3:00 p.m. at the One Stop San Jose, Greystone Room, 1290 Parkmoor Ave., San Jose, 794-1100
  
- C. **Adjournment**

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at the San Jose One-Stop, 1290 Parkmoor Avenue, San Jose, California at the same time that the public records are distributed or made available to the legislative body.

**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.