

**ADOPTED**  
WORK2FUTURE FOUNDATION  
**Special Board Meeting**  
MEETING MINUTES  
**THURSDAY, SEPTEMBER 18, 2014**

**CTO: 10:04 A.M.**

**I. QUORUM VERIFICATION**

**Members Present:** Benny Boveda, Rashad Said, Denise Boland, Sima Yazdani

**Staff Present:** David Mirrione, Richard Martinez, Sangeeta Durrall, Susan Vuong, Bige Yilmaz, Rose Sahagún

**Others Present:** Steve Hunt

**I. OPENING REMARKS:** Read by Chair Benny Boveda

**II. AGENDA ITEMS**

**A. Old Business**

**1. ACTION: Approval of the Minutes of June 19, 2014 work2future Foundation Board meeting.**

**Motion:** Denise Boland

**Second:** Rashad Said

**B. New Business**

**1. DISCUSSION: work2future foundation has hired David Mirrione as Executive Director.** Mr. Mirrione presented his First 90 Day Plan to the work2future Foundation Board which gave an overview of his work to date as well as the many future projects and initiatives he would be leading for the next two months.

**2. DISCUSSION: Discussion of the work2future Foundation's Statement of Financial Position and Statement of Financial Activities.** Mr. Mirrione provided the board with an overview of the work2future Foundation's Statement of Financial Position and Statement of Financial activities. Mr. Boveda elaborated on the additional financial data that would be provided to the Board as the Foundation continued to grow.

3. **ACTION: Acceptance of On-the-Job Training and Proposition 39 Pre-Apprenticeship Grant Funding pending the approval of work2future Board.** Mr. Mirrione gave an overview of the On-the Job Training and Proposition 39 programs that would be provided to clients through work2future WIB funding. He recommended the Board accept the \$100,000 for On-the-Job Training program and the \$88,000 for the Proposition 39 program pending the approval of the work2future Board at the September 18, 2014 meeting. Mrs. Boland inquired about the structure of the OJT program in regards to minimum wage and program timeframe; she recommended a 3-month OJT structure. Mr. Donnelly stated that the Foundation will have to follow the WIA regulations and OJT policies from the WIB.

**Motion:** Rashad Said

**Second:** Denise Boland

**Unanimous approval of accepting the \$100,000 for On-the-Job Training program and \$88,000 for Proposition 39 program pending the approval of the work2future Board.**

***Note: Funding was approved by work2future Board at their September 18, 2014 meeting.***

4. **DISCUSSION: An update will be provided on the work2future Foundation Adult and Youth programs as well as initiatives.** Adult Program Manager Sangeeta Durrall gave an update on the Adult Program annual goals and progress to date; she covered adult program highlights for this program year with enrollments at 473, 25 ETPL, 188 online training, and 1147 workshop enrollments. She also reported customer satisfaction at 90%+. She covered the Careers in Construction initiative having 8 graduates with several employed as well as the development phase of the homeless initiative that will assist up to 300 people with training and full time employment, projected to start October 20, 2014.

Youth Program Manager Richard Martinez gave an update on the Youth Program annual goals and progress to date; he covered youth program highlights of 50 enrolled; revamping branding of regular youth program; 17 youth completed work readiness training with 3 job placements from regular youth programs; expansion of internship sites and increasing civic engagement by working with community sites; planning for WIOA mandated 20% of funding expenditure for summer jobs and work experience. He concluded by indicating that Bank of America Internship program and Green Cadre program participants have gone back to school or moved on to college.

5. **DISCUSSION: An update will be provided on the Unemployment Initiative. A potential tool will be presented.** Mrs. Yazdani provided an update on the Underemployment Initiative. She reported that most participants were work2future Foundation clients that were over 40 years old. A total of 7 certificates of completion would be issued. She stated that as the testing phase was complete, the work2future Foundation could seek grant support to expand this initiative.
  
6. **ACTION: Accept the resignation of work2future Foundation Treasurer Joy Salandanan and Secretary Elizabeth Kaylor.** Mr. Mirrione indicated that the work2future Foundation had received the resignation of Board Treasurer Joy Salandanan and Secretary Elizabeth Kaylor. He explained that now that the Foundation was fully staffed and functional, it was no longer necessary to retain work2future WIB staff on the Foundation Board.  
**Motion:** Rashad Said  
**Second:** Sima Yazdani  
**Unanimous approval of accepting the resignation of Secretary Elizabeth Kaylor and Treasurer Joy Salandanan.**
  
7. **ACTION: Review and approve work2future Foundation Accountant Susan Vuong as Treasurer and Program Analyst Rose Sahagún as Secretary of the work2future Foundation.** Mr. Mirrione recommended to the Board that they approve Foundation Accountant Susan Vuong to serve as the Board's Treasurer and Program Analyst Rose Sahagún to serve as the Board's Secretary.  
**Motion:** Denise Boland  
**Second:** Rashad Said  
**Unanimous approval of assigning Accountant Susan Vuong as the work2future Foundation's Treasurer and Program Analyst Rose Sahagún as Secretary.**
  
8. **DISCUSSION: Discussion of site visits for Board Members.** Mr. Mirrione made the offer to provide tours of the work2future locations to the Board. He stated that he could introduce the Board to key staff at each location.
  
9. **DISCUSSION: Discussion of standard agenda items for the Board to review.** Mr. Mirrione inquired from the Board which items they would like covered at each Board meeting. Mrs. Boland indicated that they would like to see the final dashboard with performance criteria and goals, as well as red flags. Mrs. Yazdani stated that the Board should receive updates on Fundraising. Mr. Boveda and Mrs. Boland indicated that the agenda should periodically include a discussion

on Board member recruitment. Mr. Boveda stated that as advocates for the work2future Foundation the current Board members would come up with at least two people that they would recommend to recruit for the work2future Foundation Board.

10. **ACTION: Discuss and approve of a monthly, bimonthly or quarterly Board Meeting calendar.** Mr. Mirrione recommended that the Board approves a monthly, bimonthly or quarterly meeting calendar and began the discussion on when were the best times to meet. All Board members agreed that as the Foundation was still developing, the Board meetings should be scheduled monthly. They also agreed that the Board meetings should not be at the same day as the work2future Board meeting and should be scheduled at both the Youth and Adult locations. Mrs. Boland suggested sending out a doodle to survey which day and time would work best.

**Motion:** Rashad Said

**Second:** Denise Boland

**Unanimous approval of a monthly work2future Calendar; date and time to be determined at the next Board meeting from survey results.**

#### C. Set Items for Next Agenda

- Schedule Foundation Site Visits
- Fundraising Update
- Send out Doodle poll to identify date and time of monthly board meeting calendar
- Update Monthly Board meeting calendar with new days and times

D. Announcements: **There were no announcements.**

#### E. Next Meeting

The next work2future Foundation meeting will be schedule for a date and pace to be determined by the work2future Foundation.

IV. **PUBLIC COMMENT:** Mr. Hunt addressed the Board during the discussion of agenda item III.B.9.

V. **ADJOURNMENT:** The meeting was adjourned at 11:15 a.m.