



WORK2FUTURE FOUNDATION AGENDA

Thursday, March 26th, 2015

2:00 pm to 3:30 pm

Adult Training Center
1601 Foxworthy Ave. Rm# MPR-C
San José, CA 95118
408.794.1190

www.work2futurefoundation.org

Benny Boveda, work2future Foundation Board Chair
Sima Yazdani, work2future Foundation Board Vice Chair
Susan Vuong, work2future Foundation Treasurer
Rose Sahagún, work2future Foundation Secretary

For questions regarding this agenda, please call Rose Sahagún at (408) 794.1190. To request an accommodation or alternative format for work2future meetings, events or printed materials, please call Rose Sahagún at 408.794.1190 or call 408.294.9337 (TTY) as soon as possible, but at least three business days before the meeting/event.

NOTICE TO THE PUBLIC

Good afternoon, my name is Benny Boveda, and in my capacity as Chair of the work2future Foundation Board I would like to welcome you to the work2future Foundation meeting of March 26th, 2015.

The procedure for this meeting is as follows:

- The work2future Foundation Secretary will verify quorum; 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 Foundation staff and/or work2future Foundation Directors will present recommendations for each action item on the agenda.
- Foundation Directors may ask questions of work2future Foundation staff and Directors.
- work2future Foundation Directors may take action on any item designated as an action item.
- Copies of the agenda have been placed on the table near the door for your convenience.
- work2future Foundation Directors may only discuss items listed on the Agenda.

WORK2FUTURE FOUNDATION BOARD MEETING
Thursday March 26, 2015
CLOSED SESSION - 2:00 pm to 2:20 pm
REGULAR SESSION - 2:20 pm to 3:30 pm

ORDER OF BUSINESS

I. QUORUM VERIFICATION

II. OPENING REMARKS

III. AGENDA ITEMS

A. Old Business

1. Minutes Approval {Action}

Approval of the February 26th, 2015 work2future Foundation Minutes.

B. New Business

1. Program Updates {Discussion}

Sangeeta Durrall, Adult Program Manager

Richard Martinez, Youth Program Manager

Javier Vanga, Sr. Program Manager of Finance, HR, & Special Projects

An update will be provided on the work2future Foundation Adult and Youth Program as well as work2future Foundation OJT Program and Initiatives.

2. Update on Summer Jobs Program {Discussion}

David Mirrione, Executive Director

Denise Boland

An update will be provided on the work2future Foundation Summer Jobs Initiative.

3. Update on HIRE Program {Discussion}

Sangeeta Durrall, Adult Program Manager

Denise Boland

An update will be provided on the work2future Foundation HIRE Program.

4. Fundraising & Financial Updates {Action}

David Mirrione, Executive Director

Javier Vanga, Sr. Program Manager of Finance, HR, & Special Projects

Susan Vuong, Treasurer

Review and Approve the February 2015 work2future Foundation's Statement of Financial Position and Statement of Financial Activities. An update will be provided on the work2future Foundation fundraising strategy and activities.

5. Board Member Recruitment {Discussion}

David Mirrione, Executive Director

A discussion will be held regarding the recruitment of work2future Foundation Board members.

C. Set Items for Next Agenda

D. Announcements

E. Next Meeting

Per the approved Board Meeting Calendar, the next work2future Foundation meeting is scheduled for April 23rd, 2015 from 2:00 pm to 3:30 pm.

IV. PUBLIC COMMENT

V. ADJOURNMENT

CODE OF CONDUCT FOR PUBLIC MEETINGS

The Code of Conduct is intended to promote open meetings that welcome debate of public policy issues being discussed by the work2future Foundation Board 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, is required.
- e) Objects that are deemed a threat to persons at the meeting or the facility infrastructure are not allowed.

2. Addressing the work2future Foundation Board:

- 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 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.
- c) Speakers should discuss topics related to work2future Foundation business on the agenda, unless they are speaking during open forum.
- d) Speakers' comments should be addressed to the full body.
- e) Abusive language is inappropriate.

Failure to comply with this Code of Conduct which does or will disturb, disrupt or impede the orderly conduct of the meeting may result in removal from the meeting and/or possible arrest.

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 Foundation Board will be available for public inspection at the work2future Foundation Administrating facility located at 1601 Foxworthy Ave., San Jose, California 95118 at the same time that the public records are distributed or made available to the Foundation Board.

III (A) (1)

MINUTES APPROVAL

[ACTION]

work2future Foundation Special Board Meeting
MEETING MINUTES
THURSDAY FEBRUARY 26, 2015
CTO: 2:01 P.M.

IV. QUORUM VERIFICATION

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

Members Absent:

Staff Present: David Mirrione, Richard Martinez, Sangeeta Durrall, America Pinal, Susan Vuong, Javier Vanga, Rose Sahagún

Others Present: N/A

V. OPENING REMARKS: Read by Chair Benny Boveda

VI. AGENDA ITEMS

A. Old Business

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

Motion: Denise Boland

Second: Rashad Said

Unanimous approval and adoption of the November 19, 2014 work2future Foundation Board meeting minutes.

B. New Business

1. ACTION: Update of the work2future Foundation's Statement of Financial Position, Statement of Financial Activities and Single Audit.

Mrs. Vuong reviewed the highlights of both the January Statement of Financial position and January Statement of Financial Activities with the board. Chair states that Foundation and WIB roles be clarified after full year of operations. Mrs. Boland indicated the need to revisit the Board's participation in the WIB Executive Committee as currently they had to recuse themselves from any conversation the WIB Executive Committee had regarding the Foundation.

Motion: Rashad Said

Second: Denise Boland

Unanimous approval of the January 2015 Statement of Financial Position, Statement of Financial Activities.

2. DISCUSSION: Update of the work2future Foundation Adult and Youth programs as well as initiatives. Adult Program Manager Sangeeta Durrall covered the highlights from the Training Summary Report and Customer Service Report provided to the Board. She provided an update on the TOPS program indicating that out of the 30 clients enrolled, 20 had graduated to a pre-apprenticeship. She also indicated that the Ready to Work grant program will be launched in March and is aimed at providing skills upgrade job training to clients with a tech background. Mr. Mirrione stated that she was working on developing programs dashboard with a goals snapshot to bring to the board. The Chair requested that information on job fairs be sent to the board so that they may distribute.

Youth Program Manager Richard Martinez covered the highlights of the Youth Performance Report. He stated that there were new WIOA regulations that will affect youth eligibility for the program, as now out of school youth ages 16-24 will no longer be eligible on income but barriers while older youth will allow of income based eligibility. He clarified that for the Foundation the older youth population is ages 18-24 and that focus needed to be placed on training for older youth.

Mr. Vanga provided an update on the On-the-Job Training (OJT) program. He indicated that the contract should be finalized by April and that staff have been revising the process and procedures manual to ensure compliance and update it for current Foundation process of responsible units. He forecasted 5 employer participants in the OJT Program by June 2015.

3. DISCUSSION: Update on the HIRE Program. Ms. Durrall gave an overview of the HIRE dashboard. She voiced the concern that participants were having regarding losing their Medicare once they began working. Mrs. Boland suggested a fact sheet is created outlining eligibility for Medicare and food stamps that can be provided to participants. Ms. Durrall explained that they were assisting participants with attaining housing vouchers which was challenging as this required proof of income stability. She also indicated that shower and haircut vouchers

were being acquired for participants as well. Both Mrs. Boland and Ms. Durrall explained that the enrollment goal for the program had been revised from 250 to 150 participants for the year to ensure the success of the program.

4. **DISCUSSION: Update on Summer Jobs Program.** Mr. Mirrione explained that the Youth Summer Jobs Program had been approved on February 10, 2015 and will assist 500 CalFresh/CalWorks youth in the Santa Clara County. He stated that he was continually working on grant opportunities to assist with subsidized wages. He indicated that he would be working on a micro-documentary to aid in reaching current fundraising goals.
5. **DISCUSSION: Fundraising Update.** Mr. Mirrione gave an overview of the 2014-2015 Fundraising Report and indicated it was based on supporting the Youth Summer Jobs Program. He indicated that the program was being promoted through the City of San Jose and County of Santa Clara currently and that this was assisting with identifying additional grant opportunities.
6. **ACTION: Employee Handbook Updates.** Mr. Mirrione explained to the board the need to review the Employee Job Classifications and Dress Code Policies and went over the changes made to each policy.
Motion: Rashad Said
Second: Sima Yazdani
Unanimous approval of the Employee Handbook Updates.
7. **ACTION: Revision of Procurement Policies.** Mr. Vanga provided the board with the overview of the changes made to the Procurement Policies.
Motion: Rashad Said
Second: Sima Yazdani
Unanimous approval of the revised procurement policies.
8. **ACTION: Revision of Board Meeting Calendar.** Ms. Sahagún presented the revised Board meeting calendar with the updated times. Mrs. Yazdani asked that the new meetings be added to each board members calendar. All board members agreed that moving forward the board meetings should be held at the Adult Training Center.
Motion: Rashad Said
Second: Sima Yazdani
Unanimous approval of the updated monthly work2future Calendar.
9. **DISCUSSION: Board Recruitment.** The Chair indicated that a good way of identifying new Board Members would be to market the Foundation at Leadership Program's from various organizations in the Silicon Valley. Mrs. Boland mentioned that Youth Summer Job Program Employers can also be asked to join the board. All board members agreed that they will continue to refer qualified acquaintances for board membership. The board requested that staff further review the Brown Act to identify if information on grants received from private employers must be publicly published.
10. **DISCUSSION: work2future Foundation Website.** The Board viewed the new work2future website. The Chair asked that the image slideshow be adjusted so that it does not expand and continuously push down the rest of the webpage's content.

C. Set Items for Next Agenda

- **February Board Meeting Minutes**
- **Program, Fundraising & Financial Updates**
- **Youth Summer Jobs & HIRE Program Updates**
- **Forward Job Fair Flyers to Board Members**
- **Send out board meeting calendar invitations to board members**

D. ANNOUNCEMENTS: There were no announcements.

E. NEXT MEETING: The next work2future Foundation meeting is scheduled for Thursday March 26, 2015 from 2:00 pm to 3:30 pm at the San Jose Job Training Center, Room MPR-C.

IV. PUBLIC COMMENT: There were no public comments.

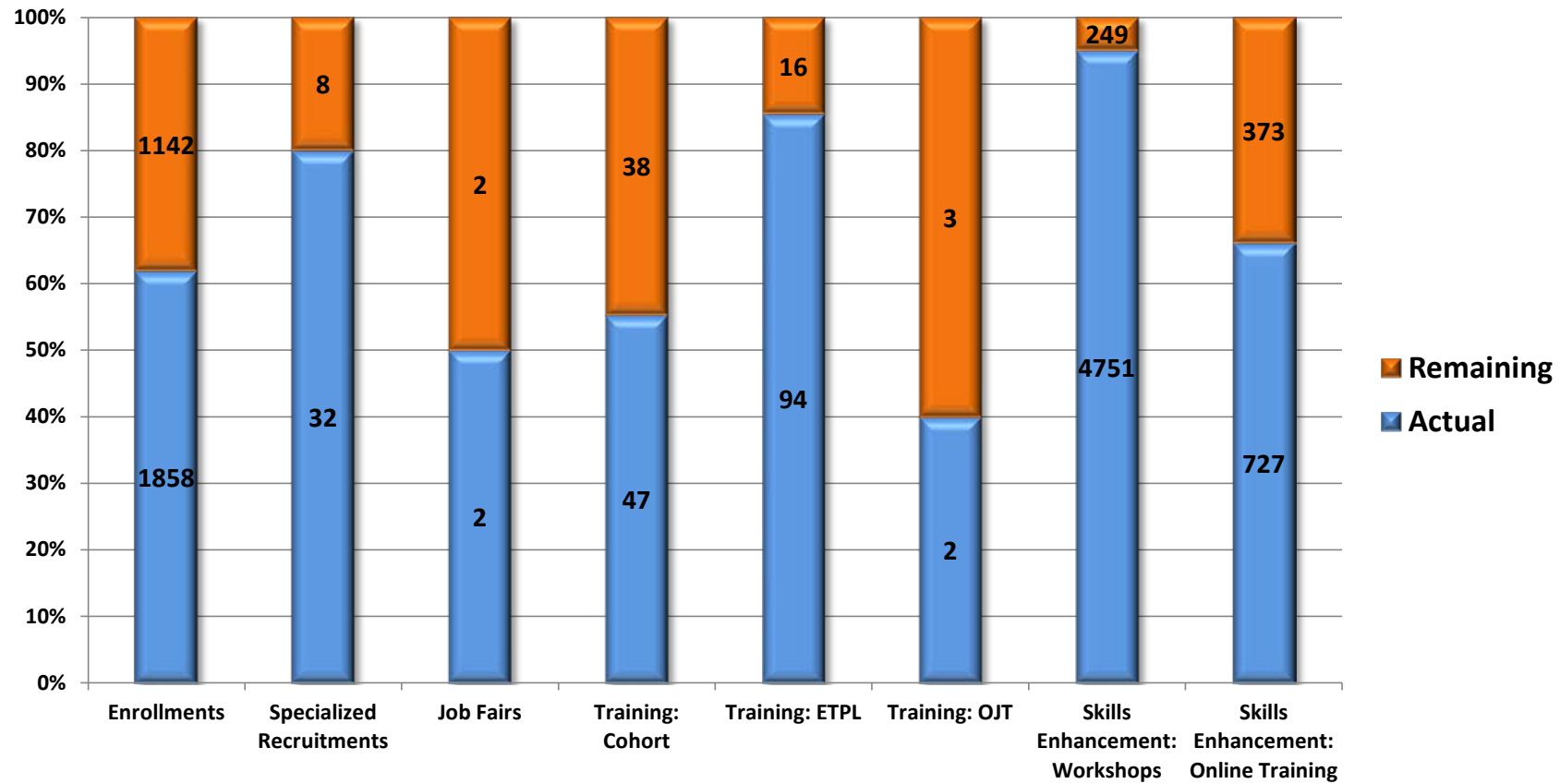
V. ADJOURNMENT: The meeting was adjourned at 3:35 pm.

III (B) (1)

PROGRAM UPDATES

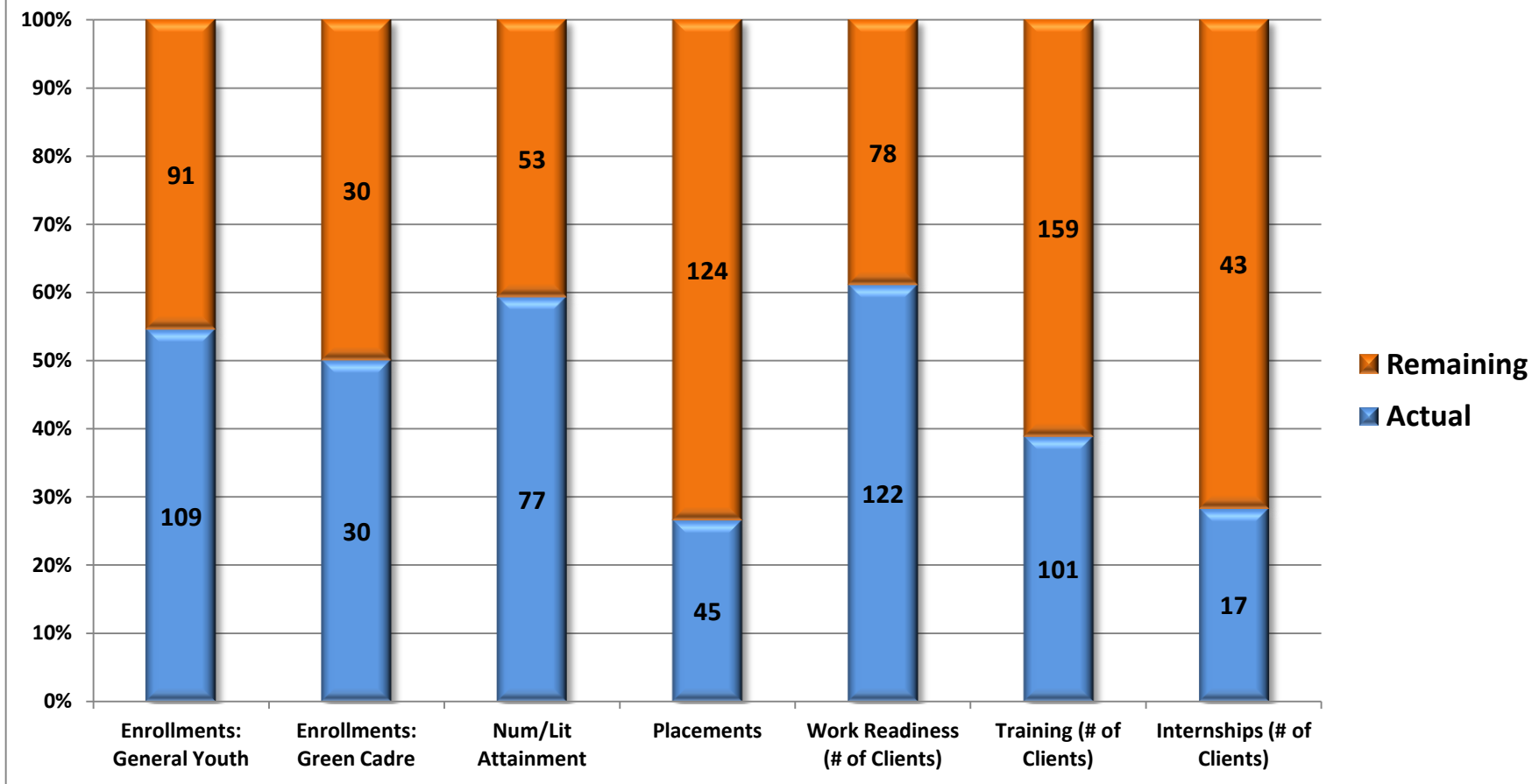
[DISCUSSION]

2014-15 WIA Adult Program Goals



Measure	Actual	Remaining	Goal
Enrollments	1858	1142	3000
Specialized Recruitments	32	8	40
Job Fairs	2	2	4
Training: Cohort	47	38	85
Training: ETPL	94	16	110
Training: OJT	2	3	5
Skills Enhancement: Workshops	4751	249	5000
Skills Enhancement: Online Training	727	373	1100

2014-15 WIA Youth Program Goals



Measure	Actual	Remaining	Goal
Enrollments: General Youth	109	91	200
Enrollments: Green Cadre	30	30	60
Num/Lit Attainment	77	53	130
Placements	45	124	169
Work Readiness (# of Clients)	122	78	200
Training (# of Clients)	101	159	260
Internships (# of Clients)	17	43	60

III (B) (2)

UPDATE ON SUMMER JOBS PROGRAM

[DISCUSSION]



Memorandum

TO: work2future Foundation Board

FROM: David Mirrione
Executive Director

SUBJECT: **2015 Youth Summer Jobs Initiative**

DATE: March 26, 2015

BACKGROUND:

As you may know, the work2future Foundation staff and WIB management have been working with the County of Santa Clara to develop the 2015 Youth Summer Jobs Initiative to present to the County Board of Supervisors on February 10, 2015. The County Board of Supervisor's unanimously approved the program which will serve 500 youth with a budget of \$1,165,722. The County provided funding to cover the costs of the program infrastructure and the costs to subsidize 100 youth at a total of 130 hours at \$10.30 per hour. The Foundation has been tasked with raising funds to subsidize 100 additional youth. Additionally, 300 youth are to be placed in unsubsidized jobs.

FUNDRAISING:

Foundation staff has submitted grants to multiple organizations in order to raise the required \$145,496 to support the wages of 100 youth. Microsoft Corporation has issued \$25,000 to support the program and will also produce a micro-documentary on the initiative. A breakdown of the grant applications can be found in the fundraising update. Notices of awards are expected to begin arriving in April.

JOBS:

work2future Foundation staff have been actively pursuing local businesses to partner with us and provide unsubsidized jobs. To date, we have secured 165 jobs with participating employers stating that an additional 75 jobs may be available.

Staff has updated internal processes to handle the acceptance of donations via the new website and manually. There are also tiers of sponsorship for potential donors. The Foundation will begin the process of conducting interviews for the new positions starting in early April. Staff will continue to keep the Board informed of the program's development and will bring forward an amendment to the work2future contract to accept the funding for this program.

David Mirrione
Executive Director

III (B) (3)

UPDATE ON HIRE PROGRAM

[DISCUSSION]



HIRE: Helping Individuals to Reenter Employment

As of March 16, 2015

Observations and Recommendations			

Characteristics Summary	Act.	Goal	%
Total Participants Referred	108	175	62%
Total Participants Enrolled	74	150	49%

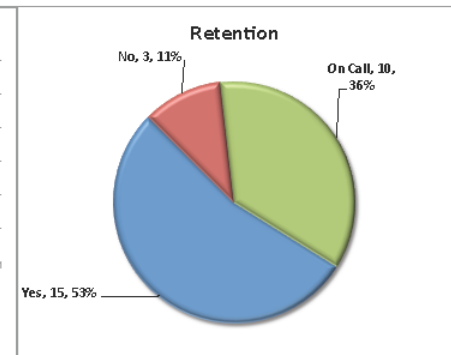
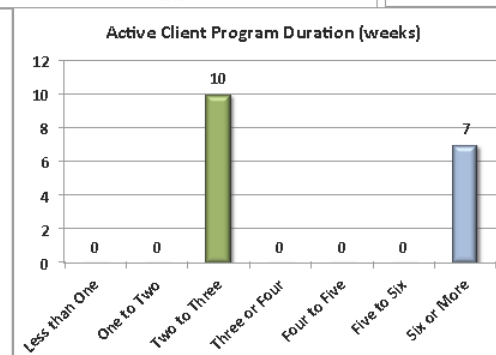
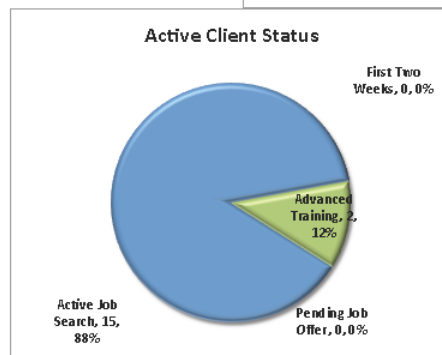
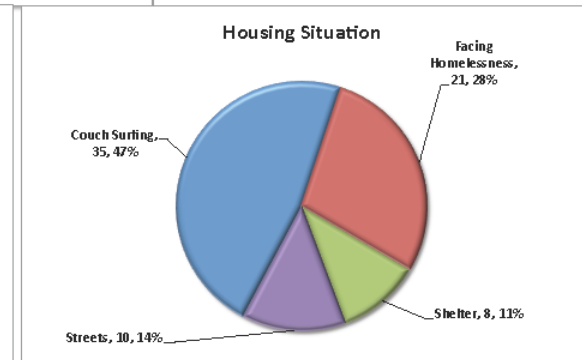
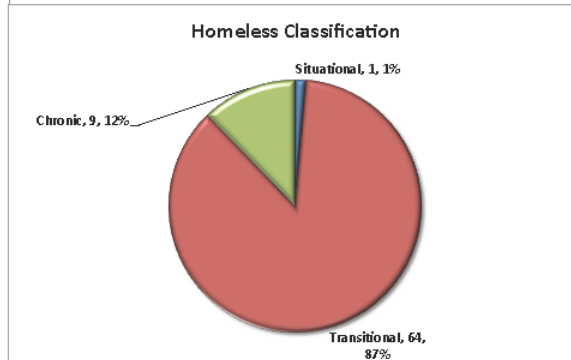
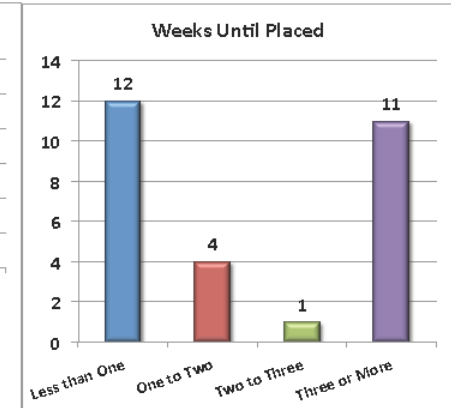
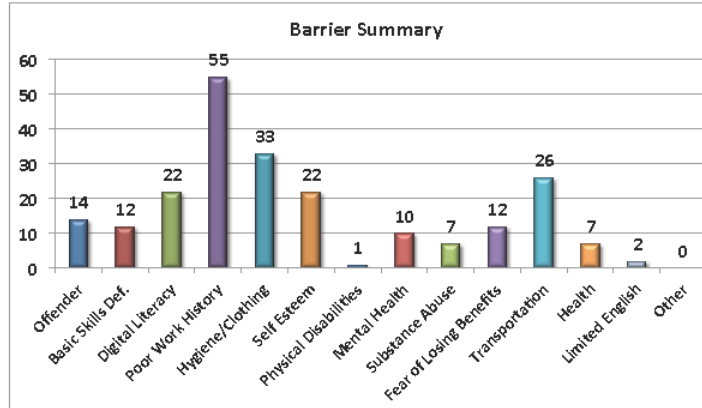
Enrolled Participants			
Median Years Unemployed	1.00	# of Vets	4
Median Education Level	12.00	Median Age	43
Median # of Barriers	4.00		

Placement Summary	Act.	Goal	%
Total Exited	0	150	0%
Total Employed	28	77	36%
Current Ent. Emp. Rate	37.8%	51.5%	73%
Total Drops	29	73	40%
Completed Program	63	100	63%
Median Wage	\$12.00	\$19.06	63%
Median Hours per Week	25.00	30.00	83%
Total Seasonal	1	12	9%
Total Non-Seasonal	27	66	41%

Current Performance Summary	
Total Placements Needed	39
Total Placements to Date	28
Placements Outstanding	11
Active Clients	17
Placement Ratio	1.5
Accepting New Clients	Yes

Total work2future Homeless Clients	
HIRE	74
Adult & Dislocated Workers	100
Youth	21
Total	195

Top Three Occupations	
Event Staffing, Customer Service, Cooks	



HIRE Program Observations and Recommendations

The last 6 Cohorts have shown us that clients in the HIRE program have numerous barriers. Many of these clients need one-on-one intense career advising sessions to help them address these barriers.

Following includes a list of client engagement activities that have resulted in clients getting HIRED!

- Skill Upgrade Classes
- Supportive Services
- On-site- interviews with hiring managers. This is a strategy we have developed and will continue to expand upon as a "best practice" placement model.
- One-on-one Intervention coaching to address barriers such as:
 - Mental Health
 - Hygiene Transportation

III (B) (4)

FUNDRAISING & FINANCE UPDATE

[DISCUSSION]



Memorandum

TO: work2future Foundation Board

FROM: Javier Vanga
Sr. Program Manager

SUBJECT: **Financial Reports**

DATE: March 26, 2015

RECOMMENDATION

Board to discuss and approve the work2future Foundation's February 2015 Statement of Financial Position and Statement of Financial Activities.

BACKGROUND

The Statement of Financial Position (Balance Sheet) summarizes the total assets, liabilities and net assets of the work2future Foundation for the month of February. The Statement of Financial Activities (Profit and Loss) shows the income and expenses for the month of February. The report reflects the changes to the Foundation's net assets resulting from income and expenses that occur during the current fiscal year.

ATTACHMENTS

- Statement of Financial Position (to be distributed at meeting)
- Statement of Financial Activities (to be distributed at meeting)

Javier Vanga

Sr. Program Manager Finance, HR & Special Projects



2014-2015 FUNDRAISING REPORT March 26, 2015

Contact	Grants Funding Source/Sponsor	Date Submitted	Award Date	Name	Funding Request	Funding Awarded	Partners
PENDING							
SUBMITTED							
David	Wells Fargo	2/2/2015	TBD	Youth Summer Jobs	\$25,000	N/A	work2future Foundation
David	Bank of America	2/26/2015	TBD	Youth Summer Jobs	\$50,000	N/A	work2future Foundation
David	JP Morgan Chase	2/17/2015	TBD	Youth Summer Jobs	\$25,000	N/A	work2future Foundation
David	Cisco Inc.	2/28/2015	TBD	HIRE (Planning Grant)	\$75,000	N/A	work2future Foundation
David	50 Fund: Playmaker Grant	2/28/2015	TBD	Youth Summer Jobs	\$10,000	N/A	work2future Foundation
David	Gilroy Foundation	1/31/2015	TBD	Youth Summer Jobs	\$5,000	N/A	work2future Foundation
AWARDED							
David	Santa Clara County/City of San Jose	12/1/2015	2/11/2015	Youth Summer Jobs	\$1,020,226	\$995,000	work2future Foundation City of San Jose/work2future
David	Microsoft Corp	1/16/2015	1/31/2015	Youth Summer Jobs	\$25,000	\$25,000	work2future Foundation
David	Ebay	12/5/2014	12/18/2014	HIRE Project	\$10,000	\$10,000	work2future Foundation
David	Dept. of Labor	6/1/2014	3/19/2015	Ready-to-Work	\$55,000	\$55,000	work2future Foundation City of San Jose/work2future
Richard	Bank of America	3/1/2014	6/15/2014	Summer Youth Green Cadre	\$25,000	\$25,000	work2future Foundation
Richard	Bank of America	4/1/2014	7/1/2014	BofA Internship	\$10,000	\$10,000	work2future Foundation
Javier	California Workforce Board	3/28/2014	4/30/2014	Prop 39 Pre Apprentiship	\$88,000	\$88,000	work2future Foundation City of San Jose/work2future
NOT AWARDED							
Richard	Bank of America	8/1/2014	11/1/2014	Neighborhood Builder	\$200,000		work2future Foundation

III (B) (5)

BOARD MEMBER RECRUITMENT

[DISCUSSION]