

ADOPTED
work2future Foundation Special Board Meeting
MEETING MINUTES
THURSDAY NOVEMBER 19, 2014

CTO: 1:36 P.M.

I. QUORUM VERIFICATION

Members Present: Benny Boveda, Rashad Said, Sima Yazdani

Members Absent: Denise Boland

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

Others Present: N/A

II. OPENING REMARKS: Read by Chair Benny Boveda

III. AGENDA ITEMS

A. Old Business

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

Motion: Rashad Said

Second: Sima Yazdani

Unanimous approval and adoption of the June 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 October Statement of Financial position and October Statement of Financial Activities with the board. Mr. Mirrione clarified the cash reimbursement process between the WIA funding and Foundation expenses. He also elaborated the importance of diversifying the Foundation's funding and explained that the foundation will be setting up a separate bank account for donations only to streamline the accounting and reporting process further. Mr. Vanga discussed the single audit performed by Chavan and Associates LLP. with the board and informed them that there were no findings. Mr. Mirrione explained that the audit will be posted on the in progress new work2future Foundation website to aid with the grant acquisition process. The board was asked to approve both financial reports as well as the audit.

Motion: Sima Yazdani

Second: Rashad Said

Unanimous approval of the October Statement of Financial Position, Statement of Financial Activities and Single Audit

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 also gave an update on the homeless employment program indicating that so far 35 participants had been enrolled, 10 of which were already working. She added that Grocery Outlet, Trader Joes, and Panera signed up to make food donations for work2future Foundation clients. She also mentioned that Outreach Transportation is assisting with providing rides to interviews for the homeless. Mr. Mirrione reported that he would be meeting with Second Food Harvest to sign them up for ongoing food donations and that the City of San Jose Housing Department would be purchasing beds at shelters on behalf of the Homeless Initiative. Mrs. Yazdani requested media be gathered from the program to assist with outreach and grant acquisition.

Youth Program Manager Richard Martinez covered the highlights of the Youth Performance Report. He updated the Board on the status of youth client recruitments which are piloted by Workforce Institute and co-marketed with the Youth Green Cadre program. He also indicated that they found the marketing of the youth program during the work2future WIB and Foundation adult job fairs has been proving successful at attaining more enrollments. Marketing efforts work with adult clients for referrals at San Jose Job Training Center recruitments have also been a success. He added that half of the Youth Green Cadre program clients are homeless youth so they will be tapping into food donations with adult

program to assist. Mrs. Yazdani offered volunteers from Cisco for mentorship or remediation for math skills.

Mr. Mirrione reported that the foundation had the opportunity to pilot a summer jobs program for 100 youth in partnership with County Children Family and Senior's committee. Details were being worked out but the model would be based on fundraising for the wages for the youth to have subsidized employment and indicated that 16-17 staff would be hired to manage the program. He added that the intent was to eventually expand the program to operate year round.

3. **ACTION: Accept the resignation of work2future Foundation President Chris Donnelly.** Mr. Mirrione recommended to the board that they accept the resignation of WIB staff Chris Donnelly as Board President.
Motion: Rashad Said
Second: Sima Yazdani
Unanimous approval and acceptance of Chris Donnelly's resignation as Board President.
 4. **ACTION: Review and approve work2future Foundation Executive Director David Mirrione as new Board President.** Chair Benny Boveda recommended that Executive Director David Mirrione be the new appointed Board President.
Motion: Rashad Said
Second: Sima Yazdani
Unanimous approval and assignment of Executive Director David Mirrione as new Board President.
 5. **ACTION: Discuss and approve revised work2future Foundation salary scale.** Mr. Vanga addressed the revisions made to the salary scale document to correctly identify salary steps for each position and asked that the board approve the revised step ranges.
Motion: Sima Yazdani
Second: Rashad Said
Unanimous approval of revised work2future Foundation salary scale.
 6. **ACTION: Update of the work2future Foundation fundraising strategy and activities. Review and approval of work2future Foundation 2014-2015 Fundraising Plan.** Mr. Mirrione went over the Foundation 2014-2015 Fundraising plan. He indicated that the previously mentioned pilot summer jobs youth program was part of the Foundation's fundraising plan. He communicated that there was a Community Foundation Financial literacy grants opportunity for \$50,000 in the spring as well as a Bank of America opportunity for donating to the summer youth jobs program. He also covered fundraising outreach efforts to new donors, the role of Board members in fundraising efforts, planned fundraising events, government grants received to date and in the pipeline. He asked for Board approval of the fundraising plan.
Motion: Sima Yazdani
Second: Rashad Said
Unanimous approval of the work2future Foundation 2014-2015 Fundraising Plan.
 7. **DISCUSSION: Board Recruitment.** The Board Chair and Mr. Mirrione agreed that this had been covered during the closed session meeting and for the sake of time would continue the conversation at a later date.
 8. **ACTION: Discuss and approve Board Meeting calendar.** Ms. Sahagún presented the revised Board meeting calendar with the updated times. Outlook invites will be sent with all the meeting dates and times to help the board better plan to attend.
Motion: Rashad Said
Second: Sima Yazdani
Unanimous approval of the updated monthly work2future Calendar.
Note: Staff will correct the year typo in the meeting date column.
- C. **Set Items for Next Agenda**
- Provide media of the Homelessness Initiative.
 - Develop a volunteer program between Cisco and the work2future Youth Program.
 - Send out Outlook Board meeting calendar invites.
- D. **Announcements:** There were no announcements.
- E. **Next Meeting**

The next work2future Foundation meeting will be schedule for Wednesday January 14th, 2015 from 1:00 pm to 2:30 pm. Location to be determined by the work2future Foundation.

IV. PUBLIC COMMENT: There were no public comments.

V. ADJOURNMENT: The meeting was adjourned at 2:38 pm.