

**work2future Foundation Special Board Meeting**  
ADOPTED MEETING MINUTES  
**THURSDAY FEBRUARY 26, 2015**

**CTO: 2:01 P.M.**

**I. 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

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

**III. 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 January 2015 Statement of Financial Position and Statement of Financial Activities.** 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 meeting 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 Approval**
- **Program Updates**
- **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.