



WORK2FUTURE FOUNDATION SPECIAL MEETING AGENDA

Tuesday, October 13, 2015
5:15 pm to 6:45 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

For questions regarding this agenda, please call Andrew Vasquez at 408.794.1190.

To request an accommodation or alternative format for work2future meetings, events or printed materials, please call Andrew Vasquez 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 October 13, 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
Tuesday, October 13, 2015
5:15pm

ORDER OF BUSINESS

I. QUORUM VERIFICATION

II. OPENING REMARKS

III. AGENDA ITEMS

A. Old Business

1. Minutes Approval {Action}

Approval of the May 28th, 2015 work2future Foundation Minutes.

B. New Business

1. WIOA 2014-15 and 2015-16 Program Updates {Discussion}

*Sangeeta Durrall, Adult Program Manager
Richard Martinez, Youth Program Manager*

2. 2015 Summer Youth Program Updates {Discussion}

Richard Martinez, Youth Program Manager

3. Fiscal Update {Action}

David Mirrione, Executive Director

4. Fundraising Update {Discussion}

David Mirrione, Executive Director

5. Marketing Update 2015-16 {Discussion}

David Mirrione, Executive Director

6. Resignation of Board Treasurer {Action}

David Mirrione, Executive Director

7. Approval of Board Treasurer {Action}

David Mirrione, Executive Director

8. 2015-16 Board Meeting Calendar {Action}

David Mirrione, Executive Director

C. Set Items for Next Agenda

D. Announcements

E. Next Meeting

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 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 work2future Foundation Board will be available for public inspection at the work2future Foundation Administration 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 Board Meeting
DRAFT MEETING MINUTES
THURSDAY MAY 28, 2015

CTO: 2:04 P.M.

I. QUORUM VERIFICATION

Members Present: Benny Boveda, Rashad Said, Sima Yazdani

Members Absent: Denise Boland

Staff Present: David Mirrione, Javier Vanga, 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 the March 26th, 2015 work2future Foundation Board meeting.**

Motion: Rashad Said

Second: Sima Yazdani

Unanimous approval and adoption of the March 26th, 2015 work2future Foundation Board meeting minutes.

B. New Business

1. **ACTION: Acceptance of 2nd Amendment with the City of San Jose.**

Mr. Mirrione reviewed the inclusion of the Prop 39, On-the-Job Training, Santa Clara Jobs initiative and Ready to Work program to the contact with the City of San Jose.

Motion: Rashad Said

Second: Sima Yazdani

Unanimous approval of the 2nd Amendment with the City of San Jose.

2. **DISCUSSION: Program Updates.**

Mr. Mirrione provided the board with an overview of the Adult and Youth program dashboards as well as the HIRE program dashboard. He informed the board that to date, the Adult program had 2750 clients enrolled and that goals had been met for the Cohort, ETPL, and on-line training programs. He recognized that the Program Mangers have done an amazing job with the HIRE program, which currently has 44 clients placed therefore exceeding the state requirement for the program.

DRAFT MINUTES

Mr. Mirrione provided an update on Youth program enrollments, indicating that regular youth program enrollments would be leveraged against summer youth program enrollments to make up for a decline of enrollments in the regular program. He also announced to the board that he would be launching a separate website exclusively for the Youth Summer Jobs program over the weekend. The website was designed to allow youth to create a profile, apply for jobs, and work with a youth trained.

3. ACTION: Financial & Fundraising Updates.

Mrs. Vuong provided the board with an overview of the March 2015 Statement of Financial Position and Statement of Financial Activities. Mr. Mirrione clarified to the board that the April 2015 Statements would be available after the grant allocations for each staff are complete. Mr. Boveda indicated that moving forward he wanted to see the solvency ratios in the statements moving forward. Mrs. Vuong confirmed that she would be putting together working capital, quick ratios and current ratios to present at the next board meeting. Mr. Mirrione provided the overview of the grants report and updated the board on future grants that were in the pipeline.

Motion: Rashad Said

Second: Sima Yazdani

Unanimous approval of the March 2015 Statement of Financial Position and Statement of Financial Activities.

4. DISCUSSION: Board Recruitment

Mr. Mirrione updated the board on his efforts to recruit additional board members, which had been facilitated by Chair Benny Boveda, who connected him with the Hispanic Foundation of Silicon Valley's Leadership Academy. He informed the board that he recently attended one of their events, spoke to 20 different attendees and found a few eligible candidates interested in joining who had non-profit experience.

C. Set Items for Next Agenda

- **May 2015 Board Meeting Minutes Approval**
- **Program Updates**
- **Fundraising & Financial Updates**
- **WIA Updates – 3rd amendment to be signed prior to July 1st, 2015**

D. Announcements: There were no announcements.

E. Next Meeting

The next work2future Foundation meeting is scheduled for Thursday June 25th, 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]

III (B) (2)

2015 Summer Youth Program Update

[DISCUSSION]



Memorandum

TO: work2future Foundation Board

FROM: David Mirrione
Executive Director

SUBJECT: 2015 Youth Summer Jobs Initiative

DATE: October 13, 2015

Santa Clara County Youth Works

Subsidized Employment:

Goal = 200

Participants Placed = 225 (112.5%)

Retention = 210/225 (93.3%)

Unsubsidized Employment:

Goal = 300

Participants Enrolled = 481

Participants Placed = 163 (54.3%)

Fundraising:

Goal = \$145,496

Funds raised = \$170,000 (116.8%)

San Jose Works

Subsidized Employment (PRNS):

Participants Placed = 188

Retention = 174/188 (92.5%)

Subsidized Employment (work2future Foundation):

Goal = 45

Participants Placed = 46 (102.2%)

Retention = 43/46 (93.5%)

David Mirrione
Executive Director

III (B) (3)

Fiscal Update

[DISCUSSION]



Memorandum

TO: work2future Foundation Board

FROM: David Mirrione
Executive Director

SUBJECT: June 2015 Financial Reports

DATE: October 13, 2015

RECOMMENDATION

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

BACKGROUND

At the work2future Foundation's September 18, 2014 meeting, the Board directed staff to prepare monthly Statements of Financial Position and Activities Reports for discussion and approval. The Statement of Financial Position (Balance Sheet) summarizes the total assets, liabilities and net assets of the work2future Foundation for the month of June 2015. The Statement of Financial Activities (Profit and Loss) shows the income and expenses for the month of October. 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)

III (B) (4)

Fundraising Update

[DISCUSSION]



Memorandum

TO: work2future Foundation Board

FROM: David Mirrione
Executive Director

SUBJECT: Fundraising Update

DATE: October 13, 2015

RECOMMENDATIONS

Board to review and discuss work2future Foundation's Fundraising Activities.

BACKGROUND

At the November 19th, 2015 work2future Foundation Board Meeting, your Board approved the 2014-15 fundraising plan. Attached for review is the 2014-15 Fundraising Report and the 2015-16 Fundraising Report.

David Mirrione
Executive Director

Attachments:

- Final 2014-15 Fundraising Report (To be distributed at meeting)
- 2015-16 August Fundraising Report (To be distributed at meeting)

III (B) (5)

Marketing Update

[ACTION]

III (B) (6)

Resignation of Board Treasurer

[ACTION]



Memorandum

TO: work2future Foundation Board

FROM: David Mirrione
Executive Director

SUBJECT: Approval of Resignation of
Board Treasurer

DATE: October 13, 2015

RECOMMENDATIONS

Board approval to accept the resignation of work2future Foundation Treasurer Susan Vuong.

BACKGROUND

At the Special September 18, 2014 meeting of your Board, work2future Foundation employee Susan Vuong was appointed as Board Treasurer. Since the last meeting of your Board, Ms. Vuong has resigned from the work2future Foundation and is no longer able to serve in her officer role.

David Mirrione
Executive Director

III (B) (7)

Approval of Board Treasurer

[ACTION]



Memorandum

TO: work2future Foundation Board

FROM: David Mirrione
Executive Director

SUBJECT: Approval of Board Treasurer

DATE: October 13, 2015

RECOMMENDATIONS

Board approval to appoint Mr. Lixing Wu as the work2future Foundation Treasurer.

BACKGROUND

On July 2, 2015, work2future Foundation Board Treasurer, Susan Vuong, resigned from the work2future Foundation. An extensive candidate search was conducted and Mr. Lixing Wu was hired as the new Director of Finance. In order to fill the Board Treasurer vacancy left by Ms. Vuong, staff is recommending that your board appoint Mr. Wu as the work2future Foundation Board Treasurer.

David Mirrione
Executive Director

III (B) (8)

2015-16 Board Meeting Calendar

[ACTION]



Memorandum

TO: work2future Foundation Board FROM: David Mirrione
Executive Director

SUBJECT: Approval of 2015-16 Board Calendar DATE: October 13, 2015

RECOMMENDATIONS

Board approval to accept the proposed Board Meeting calendar for 2015-16.

Board Calendar

Date	Start Time	End Time*	Location
November 19, 2015	5:15pm	6:45pm	Adult Job Center (Kirk)
December 17, 2015	5:15pm	6:45pm	Adult Job Center (Kirk)
January 28, 2016	5:15pm	6:45pm	Adult Job Center (Kirk)
February 25, 2016	5:15pm	6:45pm	Adult Job Center (Kirk)
March 24, 2016	5:15pm	6:45pm	Adult Job Center (Kirk)
April 28, 2016	5:15pm	6:45pm	Adult Job Center (Kirk)
May 26, 2016	5:15pm	6:45pm	Adult Job Center (Kirk)
June 23, 2016	5:15pm	6:45pm	Adult Job Center (Kirk)

**End Times are an approximate time of when the meeting may end. Meetings will continue until all business is completed.*

David Mirrione
Executive Director

III (C)
Set Items for Next Agenda

III (D)
Announcements

III (E)
Next Meeting

IV
Public Comment

V
Adjournment