



WORK2FUTURE FOUNDATION SPECIAL MEETING AGENDA

Monday, December 14, 2015

6:00 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
David Mirrione, Board President

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 December 14, 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
Monday, December 14, 2015
6:00pm

ORDER OF BUSINESS

I. QUORUM VERIFICATION

II. OPENING REMARKS

III. AGENDA ITEMS

A. Old Business

1. Minutes Approval {Action}

Approval of the November 19th, 2015 work2future Foundation Special Board Meeting Minutes.

B. New Business

1. 2015 Summer Youth Program Updates {Discussion}

David Mirrione, Executive Director

2. Fiscal Update {Action}

David Mirrione, Executive Director

3. Resignation of Board Treasurer {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 Special Board Meeting
DRAFT MEETING MINUTES
November 19, 2015
Call to Order: 5:15 P.M.

I. QUORUM VERIFICATION

Members Present: Benny Boveda, Denise Boland, Rashad Said

Members Absent: Sima Yazdni

Staff Present: David Mirrione, Andrew Vasquez, Lixing Wu, Richard Martinez, Sangeeta Durrall

II. OPENING REMARKS: Read by Chair Benny Boveda

III. AGENDA ITEMS

A. Old Business

1. **ACTION: Approval of the Minutes of the October 13th, 2015 work2future Foundation Board meeting.**

Motion: Rashad Said

Second: Denise Boland

Unanimous approval and adoption of the October 13th, 2015 work2future Foundation Board meeting minutes.

B. New Business

1. **DISCUSSION: 2015-16 Program Updates**

Mr. Mirrione provided the board with an overview of the Adult and Youth program dashboards as well as the HIRE program dashboard. Ms. Boland thanked staff for the previously requested annual forecast for monthly goals along with actual goals attained per month.

2. **DISCUSSION: 2015 Summer Youth Program Updates**

Mr. Mirrione provided the board with an update on the status of the Santa Clara County Youth Works program and a final report out on the San Jose Works program.

3. **ACTION: Fiscal Update**

Mr. Mirrione and Mr. Wu provided the board with an overview of the July, August, and September 2015 Statement of Financial Position and Statement of Financial Activities. Mr. Wu reviewed the solvency ratios which were included with the statements.

Motion: Rashad Said

Second: Denise Boland

Unanimous approval of the work2future Foundation's July, August, and September 2015 Statement of Financial Position and Statement of Financial Activities Reports.

4. DISCUSSION: Marketing Update 2015-16

Mr. Mirrione updated the board on the marketing efforts of the organization. The board discussed ways to reach more clients and asked to continue the discussion at the next board meeting.

5. DISCUSSION: Board Recruitment

The Board discussed possibilities for board recruitment starting in 2016.

C. Set Items for Next Agenda

- **November 2015 Board Meeting Minutes Approval**
- **Summer Program Update**
- **Financial Updates**
- **2014-15 Single Audit Approval**

D. Announcements: There were no announcements.

E. Next Meeting

The next work2future Foundation meeting is scheduled for Thursday, December 17th, 2015 at 5:15 pm at the San Jose Job Training Center, 1601 Foxworthy Avenue, San Jose, CA 95118.

IV. PUBLIC COMMENT: There were no public comments.

V. ADJOURNMENT: The meeting was adjourned at 6:26 pm

III (B) (1)

2015 Summer Youth Program Update

[DISCUSSION]



Memorandum

TO: work2future Foundation Board

FROM: David Mirrione
Executive Director

SUBJECT: 2015 Youth Summer Jobs Initiative

DATE: December 14, 2015

Santa Clara County Youth Works as of December 10, 2015

Subsidized Employment:

Goal = 200

Participants Placed = 227 (113.5%)

Retention = 210/227 (93.3%)

Unsubsidized Employment:

Goal = 300

Participants Enrolled = 594

Participants Placed = 296 (98.6%)

**7 youth who are awaiting their start dates for employment not included*
Projected Retention Rate = 85.1% (Goal of 75%)

Fundraising:

Goal = \$145,496

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

David Mirrione
Executive Director

III (B) (2)

Fiscal Update

[ACTION]



Memorandum

TO: work2future Foundation Board

FROM: David Mirrione
Executive Director

SUBJECT: Financial Reports & 2014-15 Single Audit DATE: December 10, 2015

RECOMMENDATION

Board to discuss and approve the work2future Foundation's October 2015 Statement of Financial Position and Statement of Financial Activities reports and the Audited Financial Statements and Reports (Single Audit) for Fiscal Year ending June 30, 2015.

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 October 2015. The Statement of Financial Activities (Profit and Loss) shows the income and expenses for the month of October 2015. The report reflects the changes to the Foundation's net assets resulting from income and expenses that occur during the current fiscal year.

Additionally, the Fiscal Year 2015 Single Audit was conducted by Chavon and Associates. There were no findings noted on the Financial Statement, Federal Award, and Questioned Costs sections of the report.

ATTACHMENTS

- Statement of Financial Position (To be distributed at meeting)
- Statement of Financial Activities (To be distributed at meeting)
- Financial Health Report (To be distributed at meeting)
- Audited Financial Statements and Reports for Fiscal Year Ending June 30, 2015 (Single Audit)

III (B) (3)

Resignation of Board Treasurer

[ACTION]



Memorandum

TO: work2future Foundation Board

FROM: David Mirrione
Executive Director

SUBJECT: Approval of Resignation of
Board Treasurer

DATE: December 10, 2015

RECOMMENDATIONS

Board approval to accept the resignation of work2future Foundation Treasurer Lixing Wu.

BACKGROUND

At the Special September 13, 2015 meeting of your Board, work2future Foundation employee Lixing Wu was appointed as Board Treasurer. Since the last meeting of your Board, Mr. Wu is no longer employed with the work2future Foundation and is no longer able to serve in his officer role.

David Mirrione
Executive Director

III (C)
Set Items for Next Agenda

III (D)
Announcements

III (E)
Next Meeting

IV
Public Comment

V
Adjournment