



WORK2FUTURE FOUNDATION MEETING AGENDA

Thursday, May 26, 2016
5:15 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
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 May 26, 2016.

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, May 26, 2016
5:15pm

ORDER OF BUSINESS

I. QUORUM VERIFICATION

II. CLOSED SESSION

- a. Personnel Evaluation

III. CHANGES TO THE AGENDA

IV. PUBLIC COMMENT – For items not listed on the agenda. Limited to three minutes.

V. OPENING REMARKS

VI. AGENDA ITEMS

A. Old Business

1. Minutes Approval {Action}

Approval of the February 25, 2016 work2future Foundation Board Meeting Minutes.

B. New Business

1. 2015-16 WIOA Program Updates {Discussion}

David Mirrione, Executive Director

2. 2016 Youth Summer Employment Program Updates {Discussion}

David Mirrione, Executive Director

3. Fiscal Update {Action}

David Mirrione, Executive Director

4. Fundraising Update {Discussion}

David Mirrione, Executive Director

5. Technology Update {Discussion}

David Mirrione, Executive Director

6. 2016-2020 WIOA RFP Update {Discussion}

David Mirrione, Executive Director

7. Approval of 2016-17 Board Meeting Calendar {Action}

David Mirrione, Executive Director

8. Marketing Update {Discussion}

David Mirrione, Executive Director

C. Set Items for Next Agenda

D. Announcements

E. Next Meeting

VII. 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.

VI (A) (1)

MINUTES APPROVAL

[ACTION]

**work2future Foundation Board Meeting
MEETING MINUTES
February 25, 2016**

Call to Order: 5:17 P.M.

I. QUORUM VERIFICATION

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

Members Absent: N/A

Staff Present: David Mirrione

II. OPENING REMARKS: Read by Chair Benny Boveda

III. AGENDA ITEMS

1. Old Business

- 1. ACTION: Approval of the Minutes of the December 14th, 2015 work2future Foundation Special Board meeting.**

Motion: Rashad Said

Second: Denise Boland

Unanimous approval and adoption of the December 14th, 2015 work2future Foundation Board meeting minutes.

2. New Business

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

Mr. Mirrione provided the board with an update on the 2015-16 WIOA and HIRE Programs.

- 2. DISCUSSION: 2015 SC County Youth Works Program Updates**

Mr. Mirrione provided the board with an overview of the Santa Clara County Youth Works Program and the progress towards meeting the contractual goals of the program.

- 3. ACTION: Fiscal Update**

Mr. Mirrione provided the board with an overview of the November and December 2015 and January 2016 Statements of Financial Position and Statement of Financial Activities.

Motion: Denise Boland

Second: Rashad Said

Unanimous approval and acceptance of the work2future Foundation's November and December 2015 and January 2016 Statements of Financial Position and Statement of Financial Activities.

4. ACTION: Resignation of Board Secretary

Mr. Mirrione provided an update regarding the resignation of Board Secretary, Rose Sahagun.

Motion: Denise Boland

Second: Rashad Said

Unanimous approval to accept the resignation of Rose Sahagun as the work2future Foundation Board Secretary.

5. ACTION: Appointment of Board Secretary

Mr. Mirrione provided a recommendation to appoint Mr. Andrew Vasquez, work2future Foundation Human Resources Manager, as the new Board Secretary.

Motion: Denise Boland

Second: Rashad Said

Unanimous approval to appoint Andrew Vasquez as the work2future Foundation Board Secretary.

6. ACTION: Appointment of Board Treasurer

Mr. Mirrione provided a recommendation to appoint Mr. Lawson Peters work2future Foundation Finance Manager, as the new Board Treasurer.

Motion: Denise Boland

Second: Rashad Said

Unanimous approval to appoint Andrew Vasquez as the work2future Foundation Board Secretary.

7. DISCUSSION: 2016-20 WIOA Adult and Youth RFP Update

Mr. Mirrione provided an update on the WIOA Adult and Youth RFPs issued by the City of San Jose. Staff submitted applications for the Adult North County, Adult South County, Youth North County, and Youth South County. The City of San Jose will be announcing the awardees for all of the WIOA RFPs in mid-March.

8. DISCUSSION: Marketing Update

Mr. Mirrione provided an update regarding the marketing efforts of the work2future Foundation.

C. Set Items for Next Agenda

- **February 2016 Board Meeting Minutes Approval**
- **Program Updates**
- **Fundraising & Financial Updates**

- **Marketing Update**

D. Announcements: There were no announcements.

E. Next Meeting

The next work2future Foundation meeting is scheduled for Thursday, March 24th, 2016 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 6:35 pm

VI (B) (1)

2015-16 WIOA Program Updates

[DISCUSSION]

VI (B) (2)

**2016 Youth Summer Employment Program
Updates**

[DISCUSSION]



Memorandum

TO: work2future Foundation Board

FROM: David Mirrione
Executive Director

SUBJECT: 2016 Youth Summer Employment
Program Updates

DATE: May 26, 2016

As you may know, the summer of 2015 saw the launch of the San Jose Works and Santa Clara County Works programs funded by the City of San Jose and the County of Santa Clara respectively. The work2future Foundation played key roles in both of these programs. Additionally, Bank of America provided funding to run an eight week internship program for four youth ages 17-19 who would be assigned to four local Bank of America branches. For the summer of 2016, these three programs are being funded again with modifications to the service delivery model.

San Jose Works 2.0

The San Jose Works 2.0 will provide 1,000 youth ages 14-29, with subsidized and unsubsidized employment opportunities. Approximately 850 of the youth will be connected to the Mayor's Gang Prevention Task Force (MGPTF) and will live in gang-impacted areas, with the remaining 150 youth from other parts of San Jose. Park and Recreation and Neighborhood Services Department (PRNS) will implement the program in partnership with the Office of Economic Development's work2future program and the work2future Foundation.

PRNS will focus principally on younger youth, ages 14-17, and will work with BEST agencies and other MGPTF stakeholders to identify the youth to be served. PRNS will provide case management, job readiness and leadership training and supportive services for these youth. Youth will be placed in community centers, libraries, and non-profit agencies.

The work2future Foundation will serve an additional 500 youth. Of these, 350 youth will be ages 18-24 and will also live in gang-impacted neighborhoods. An additional 150 youth, ages 18-29, will be sourced on a City-wide basis. All 500 youth served by work2future will be placed in employment opportunities with private companies. work2future Foundation will also provide job counseling,

supportive services, job readiness and financial literacy training and follow-up and retention for the subset of 350 youth, while the principal support for the 150 youth will be access to job fairs, specialized recruitments, and other direct employment support.

Santa Clara County Youth Works

The proposed Santa Clara County Program will serve approximately 100 youth ages 16 to 24 years old whose families reside in Santa Clara County and are receiving benefits through CalFresh, Foster Care and Needy Families. Services provided will include workshops designed to enhance participants' job readiness, development of worksites, placement of participants, and support to ensure the successful performance of participants. Services will be provided throughout the County, including the Social Services Agency's Employment Service site in North County, work2future's Youth Training Center in San José, work2future's Job Center service sites in Morgan Hill and Gilroy, The HUB, and potentially in other locations.

Eastside Union High School District Career Pathways Program

In partnership with the ESUHSD's Career Pathways Trust program, the work2future Foundation will work with 50-60 high school students currently enrolled in an ESUHSD career pathway program. work2future Foundation will provide career advising, work readiness training, and internship coordination services for the program.

Bank of America Silicon Valley Summer Internship Program

For the third straight year, Bank of America has partnered with the work2future Foundation to operate the Bank of America Silicon Valley Summer Internship Program. Four youth, ages 17-19, will be selected to participate in an eight week internship at four branches throughout Santa Clara County.

David Mirrione
Executive Director

VI (B) (3)

Fiscal Update

[ACTION]



Memorandum

TO: work2future Foundation Board

FROM: David Mirrione
Executive Director

SUBJECT: Fiscal Update and Financial Reports

DATE: May 26, 2016

RECOMMENDED ACTION

Board to discuss and approve the work2future Foundation's February – April 2016 Statement of Financial Position and Statement of Financial Activities reports.

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 months of February, March, and April of 2016. The Statement of Financial Activities (Profit and Loss) shows the income and expenses for the months of February, March, and April of 2016. These reports reflect 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)
- Financial Health Report (To be distributed at meeting)

VI (B) (4)

Fundraising Update

[DISCUSSION]



Memorandum

TO: work2future Foundation Board

FROM: David Mirrione
Executive Director

SUBJECT: Fundraising Update

DATE: May 26, 2016

Staff will provide an update regarding the fundraising efforts for Fiscal Year 2015-16.

ATTACHMENTS

- Fundraising Report (To be distributed at meeting)

VI (B) (5)

Technology Update

[DISCUSSION]



Memorandum

TO: work2future Foundation Board

FROM: David Mirrione
Executive Director

SUBJECT: Technology Update

DATE: May 26, 2016

Throughout Fiscal Year 2015-16, the work2future Foundation has been updating its technology infrastructure to increase efficiencies, staff productivity, and program services. Staff will provide an update on the progress of these projects.

David Mirrione
Executive Director

ATTACHMENTS

- Technology Report (To be distributed at meeting)

VI (B) (6)

2016-2020 WIOA RFP Update

[DISCUSSION]

VI (B) (7)

2016-17 Board Meeting Calendar

[ACTION]

VI (B) (8)

Marketing Update

[DISCUSSION]

VI (C)
Set Items for Next Agenda

VI (D)
Announcements

VI (E)
Next Meeting

VII
Adjournment