



# **WORK2FUTURE FOUNDATION MEETING AGENDA**

**Thursday, November 17, 2016**  
5:15 pm

Adult Training Center  
1601 Foxworthy Ave. Rm# MPR-C  
San José, CA 95118  
408.794.1190

[www.work2futurefoundation.org](http://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 November 17, 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, November 17, 2016**  
**5:15pm**

**ORDER OF BUSINESS**

**I. QUORUM VERIFICATION**

**II. CLOSED SESSION**

- a. Personnel: Salary Schedule
- b. Personnel: Staff Incentives
- c. Fiscal Update: August and September Financials with Staffing Impacts
- d. Fiscal Update: "Rainy Day" Methodology

**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 September 21, 2016 work2future Foundation Board Meeting Minutes.

**B. New Business**

**1. Director's Update**

**{Discussion}**

David Mirrione, Executive Director

**2. Presentation by Bank of America**

**{Presentation}**

Joshua Russell, Bank of America

**3. 2016-17 WIOA Program Updates**

**{Discussion}**

David Mirrione, Executive Director

**4. 2016 San Jose Works Program Updates**

**{Discussion}**

David Mirrione, Executive Director

**5. Marketing Update**

**{Action}**

David Mirrione, Executive Director

**6. Board Vacancy**

**{Action}**

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.**

**II (A)**

**Personnel: Salary Schedule**

**[ACTION]**

**II (B)**

**Personnel: Staff Incentives**

**[ACTION]**

**II (C)**

**Fiscal Update and Financial Reports**

**[ACTION]**



**II (D)**

**Fiscal: “Rainy Day” Fund Methodology**

**[ACTION]**

**VI (A) (1)**

**MINUTES APPROVAL**

**[ACTION]**

**work2future Foundation Board Meeting  
MEETING MINUTES  
September 21, 2016**

**Call to Order: 2:01 P.M.**

**I. QUORUM VERIFICATION**

**Members Present:** Benny Boveda, Jason Cameron

**Members Absent:** Dr. Ingrid Thompson

**Staff Present:** David Mirrione, Lawson Peters

**II. CLOSED SESSION**

**a. Personnel Discussion**

Mr. Mirrione provided an update regarding the status of personnel, evaluations, and changes in staffing levels.

**b. Board Member Appointments**

The Board reviewed and accepted the applications for Dr. Marzieh Nabi and Sara Moghadam.

**c. Fiscal Update**

Mr. Mirrione provided the Board with an overview of the May - July 2016 Statements of Financial Position and Statement of Financial Activities. The Board also reviewed and discussed the proposed 2016-17 work2future Foundation operating budget including the impacts on staffing levels with a staff recommendation to approve. Staff also provided an update on the funds raised for 2016-17.

**Motion:** Benny Boveda

**Second:** Jason Cameron

**Unanimous approval and acceptance of the work2future Foundation's November and May - July 2016 Statements of Financial Position and Statement of Financial Activities. Unanimous approval and acceptance of the work2future Foundation's 2016-17 Operating Budget.**

**III. CHANGES TO THE AGENDA**

No changes to the agenda were made.

**IV. PUBLIC COMMENT**

No public comments were made.

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

VI. **AGENDA ITEMS**

1. **Old Business**

1. **ACTION: Approval of the Minutes of the May 26<sup>th</sup>, 2016 work2future Foundation Board meeting.**

**Motion:** Benny Boveda

**Second:** Jason Cameron

**Unanimous approval and adoption of the May 26<sup>th</sup>, 2016 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: 2016 Youth Summer Employment Program**

Mr. Mirrione provided the board with an overview of the 2016 summer youth employment programs.

3. **ACTION: Fiscal Update**

Mr. Mirrione provided the board with an overview of the November and February - April 2016 Statements of Financial Position and Statement of Financial Activities.

**Motion:** Denise Boland

**Second:** Jason Cameron

**Unanimous approval and acceptance of the work2future Foundation's November and February - April 2016 Statements of Financial Position and Statement of Financial Activities.**

5. **DISCUSSION: Technology Update**

Mr. Mirrione provided an update regarding the technology based upgrades for the work2future Foundation. Mr. Mirrione provided an update on the status of the server deployment, active directory implementation, and updates to the website.

C. **Set Items for Next Agenda**

- **September 2016 Board Meeting Minutes Approval**
- **Program Updates**

- **Fundraising & Financial Updates**
- **Marketing Update**
- **Board Chair Discussion**

**D. Announcements:** There were no announcements.

**E. Next Meeting**

The next work2future Foundation meeting is scheduled for Thursday, October 27th, 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 3:16pm

**VI (B) (1)**

**Director's Update**

**[DISCUSSION]**

**VI (B) (2)**

**Presentation by Bank of America**

**[PRESENTATION]**

**VI (B) (3)**

**2016-17 WIOA Program Updates**

**[DISCUSSION]**



**VI (B) (4)**

**2016 San Jose Works Updates**

**[DISCUSSION]**



# Memorandum

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TO: work2future Foundation Board

FROM: David Mirrione  
Executive Director

SUBJECT: 2016 San Jose Works Update

DATE: November 21, 2016

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## **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.

## **Program Performance (as of November 10, 2016)**

- Subsidized Program (Cohort 1 of 3) (Ages 14-18)
  - Enrollment = 340/300 (113.7%)
  - Placement = 340/340(100%)
  - Retention = 85.3%
- Unsubsidized Program (Runs until April 30, 2017)
  - Hot Spot Program (Ages 16-24)
    - Enrollment = 408/500 (81.6%)
      - Internal goal set to meet contract placement goal
    - Placement = 234/350 (66.9%)
    - Current Retention = 81.1% / 80% (101.4%)
  - Non-Hot Spot Program (Ages 18-29)
    - Enrollment = 230/250 (92.0%)
      - Internal goal set to meet contract placement goal
    - Placement = 104/150 (69.3%)

David Mirrione  
Executive Director

**VI (B) (3)**

**Marketing Update**

**[APPROVAL]**



# Memorandum

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TO: work2future Foundation Board

FROM: David Mirrione  
Executive Director

SUBJECT: Marketing Update

DATE: November 17, 2016

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## **RECOMMENDED ACTION**

Board to discuss and approve staff recommendation to conduct a procurement to select a marketing firm to assist with the approved business name change process.

## **BACKGROUND**

At the work2future Foundation's September 21, 2016 meeting, the Board directed staff to begin the process of changing the name of the work2future Foundation after staff had conducted ample research into the implications the changing of our name would have. In order to ensure a thorough process and quality name, staff recommends procuring the services of a firm to assist with the production of the following items:

- New organization name
- Update Mission Statement
- Update Vision Statement
- Develop tagline
- New logo design
- Marketing Materials

The work2future Foundation websites and existing program level marketing materials can be updated in-house to align with the design scheme selected. If approved, staff will begin the procurement process immediately.

David Mirrione  
Executive Director

**VI (B) (6)**

**Board Vacancy**

**[ACTION]**



# *Memorandum*

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TO: work2future Foundation Board

FROM: David Mirrione  
Executive Director

SUBJECT: Approval of Vacancy of Dr. Ingrid Thompson's Board Seat      DATE: November 14, 2016

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## **RECOMMENDED ACTION**

Board approval to vacate the Board seat of Dr. Ingrid Thompson due to her passing on November 6, 2016.

## **BACKGROUND**

As you may know, Board Member Dr. Ingrid Thompson passed away on November 6, 2016. Therefore, Dr. Thompson's Board seat must be vacated as of November 7, 2016 per the work2future Foundation Bylaws. Efforts to fill her seat as well as additional vacancies are in process and staff welcomes the assistance of the Board in this process.

David Mirrione  
Executive Director

**VI (C)**  
**Set Items for Next Agenda**

**VI (D)**  
**Announcements**

**VI (E)**  
**Next Meeting**

**VII**  
**Adjournment**