



WORK2FUTURE FOUNDATION SPECIAL MEETING AGENDA

Wednesday, May 3, 2017
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 3, 2017.

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 SPECIAL BOARD MEETING
Wednesday, May 3, 2017
5:15pm

ORDER OF BUSINESS

I. QUORUM VERIFICATION

II. CLOSED SESSION

- a. Fiscal Update: January and February 2017 Financials with Staffing Impacts

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 January 25, 2017 work2future Foundation Special Board Meeting Minutes.

B. New Business

1. Director's Update {Discussion}

David Mirrione, Executive Director

2. Marketing Update {Action}

David Mirrione, Executive Director

3. Board Chair Election {Action}

David Mirrione, Executive Director

4. 2016-17 San Jose Works Program Updates {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 work2future Foundation Board.

II (A)

Fiscal Update and Financial Reports

[ACTION]

VI (A) (1)

MINUTES APPROVAL

[ACTION]

work2future Foundation Special Board Meeting
DRAFT MEETING MINUTES
January 25, 2017

Call to Order: 4:14pm

I. QUORUM VERIFICATION

Members Present: Jason Cameron, Sara Moghadam, Marzieh Nabi

Members Absent: Benny Boveda

Staff Present: David Mirrione, Lawson Peters

II. CLOSED SESSION

a. Fiscal Update

Mr. Mirrione provided the Board with an overview of the October - December 2016 Statements of Financial Position and Statement of Financial Activities. Staff also provided an update on the funds raised for 2016-17.

Motion: Jason Cameron

Second: Sara Moghadam

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

b. HR: Policies

Mr. Mirrione presented updated Conflict of Interest and Confidentiality policies. Work2future Foundation Human Resources Manager, Andrew Vasquez, reviewed the policies and answered questions from the board.

Motion: Marzieh Nabi

Second: Sara Moghadam

Unanimous approval of the Conflict of Interest and Confidentiality policies.

c. HR: Healthcare 2017

Mr. Andrew Vasquez and representatives from CalNonProfits gave a presentation of the new health care plans being recommended for approval.

Motion: Jason Cameron

Second: Sara Moghadam

Unanimous approval of the proposed changes to the work2future Foundation Health Plan including:

- Cancel contract with SHOP
- Direct contract with Kaiser Permanente and United Healthcare

d. HR: Insurance Update

Mr. Mirrione provided the Board with an update regarding the purchase of Long-Term and Short-Term Disability Insurance with a recommendation to approve a retroactive procurement of these policies from Unum as of March 1, 2014.

Motion: Sara Moghadam

Second: Marzieh Nabi

Unanimous approval of the procurement of Long-Term and Short-Term Disability Insurance through Unum with a retroactive approval date of March 1, 2014.

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 Board President David Mirrione

VI. AGENDA ITEMS

1. Old Business

1. ACTION: Approval of the Minutes of the November 17, 2016 work2future Foundation Board meeting.

Motion: Jason Cameron

Second: Sara Moghadam

Unanimous Approval and adoption of the November 17, 2016 work2future Foundation Board meeting minutes.

2. New Business

1. Director's Update

{Discussion}

Mr. Mirrione discussed the Neighborhood Builder Award Leadership training for an emerging leader and the Executive Director.

2. 2015-16 Single Audit Report {Action}

Mr. Peters presented the 2015-16 Single Audit Report to the Board for approval.

Motion: Sara Moghadam

Second: Marzieh Nabi

Unanimous Approval of the 2015-16 Single Audit Report.

3. 2016-17 WIOA Program Updates {Discussion}

Mr. Mirrione provided the board with an update on the 2016-17 WIOA and HIRE Programs.

4. 2016 San Jose Works Program Updates {Discussion}

Mr. Mirrione provided the board with an update regarding the proposed 2017 summer youth employment program and a progress report on the current 2016 San Jose Works Program.

5. Marketing Update {Discussion}

Mr. Mirrione provided an update regarding the current status of efforts to reevaluate its marketing strategy and efforts.

C. Set Items for Next Agenda

- **January 25, 2017 Board Meeting Minutes Approval**
- **Program Updates**
- **Fundraising & Financial Updates**
- **Board Chair Election**
- **Marketing Update**

D. Announcements: There were no announcements.

E. Next Meeting

The next work2future Foundation meeting is scheduled for Thursday, February 23, 2017 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 6:41 pm.

VI (B) (1)

Director's Update

[DISCUSSION]

VI (B) (2)

Selection of Marketing Firm



Memorandum

TO: work2future Foundation Board

FROM: David Mirrione
Executive Director

SUBJECT: Selection of Marketing Firm

DATE: May 3, 2017

RECOMMENDED ACTION

Board to discuss and approve the staff recommendation to contract with Full Capacity Marketing to provide contracted marketing services.

BACKGROUND

The work2future Foundation Board of Directors directed the Executive Director to conduct a procurement for its marketing efforts. After reviewing the bids from three qualified marketing firms, staff is recommending that Full Capacity Marketing (FCM) be selected. FCM is a national consulting firm that specializes in aligning an organization's business processes with its brand strategy. Their organizational ecosystem combines private sector quality improvement processes such as Lean Six Sigma, Total Quality Management, and change management with branding, marketing and communications strategies that result in streamlined operations, improved community awareness, strategic partnerships, and funding.

David Mirrione
Executive Director

VI (B) (3)

Board Chair Election



Memorandum

TO: work2future Foundation Board

FROM: David Mirrione
Executive Director

SUBJECT: Board Chair Election

DATE: May 3, 2017

RECOMMENDED ACTION

Board to nominate and approve Jason Cameron to serve as the work2future Foundation Board Chair as of May 4, 2017.

BACKGROUND

At the January 25, 2017 work2future Foundation Board Meeting, Mr. Mirrione shared information from current Board Chair Benny Boveda that he would be stepping down as Board Chair as soon as a new Board Chair is elected. He asked to have this information shared with the Board of Directors as he was unable to attend the Board Meeting.

Following the January 25, 2017 Board Meeting, Mr. Mirrione received only one request from the Board members which was Jason Cameron who expressed his interest to be nominated and serve as the Board Chair.

David Mirrione
Executive Director

VI (B) (4)

2016-17 San Jose Works Updates

[DISCUSSION]



Memorandum

TO: work2future Foundation Board

FROM: David Mirrione
Executive Director

SUBJECT: 2016-17 San Jose Works Update

DATE: May 3, 2017

San Jose Works 2.0

The San Jose Works 2.0 was designed to 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 focused principally on younger youth, ages 14-18, and will work with BEST agencies and other MGPTF stakeholders to identify the youth to be served. PRNS provided case management, job readiness and leadership training and supportive services for these youth. Youth are placed in community centers, libraries, and non-profit agencies. This model was employed in the first cohort with the work2future Foundation now assuming case management responsibilities in future cohorts.

The work2future Foundation was contracted to place an additional 500 youth. Of these, 350 youth will be ages 16-24 and will also live in gang-impacted neighborhoods. An additional 150 youth, ages 16-29, will be sourced on a City-wide basis. All 500 youth served by work2future are placed in employment opportunities with private companies. The work2future Foundation provided 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 had access to job fairs, specialized recruitments, and other direct employment support.

Program Performance (as of April 26, 2017) – Program Completed

- Subsidized Program
 - Subsidized Program (Cohort 1 of 2)(City Lead)
 - Enrollment = 340/300 (113.7%)
 - Placement = 340/340(100.0%)
 - Retention = 85.3%/80.0% (106.6%)
 - Subsidized Program (Cohort 2 of 2 (Foundation Lead) (Starts 1/28)
 - Enrollment = 164/160 (102.5%)
 - Retention = 92.7%/70.0% (132.4%)

- Unsubsidized Program
 - Hot Spot Program (Ages 16-24)
 - Placement = 354/350 (101.1%)
 - Retention = 82.7% / 80% (103.4%)
 - Non-Hot Spot Program (Ages 16-29)
 - Placement = 153/150 (102.0%)

David Mirrione
Executive Director

VI (C)
Set Items for Next Agenda

VI (D)
Announcements

VI (E)
Next Meeting

VII
Adjournment