



# **WORK2FUTURE FOUNDATION MEETING AGENDA**

**Thursday, October 19, 2017**  
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)

**Jason Cameron, Board Chair**  
**David Mirrione, Board President**

For questions regarding this agenda, please call Kimberley McCoy at 408.794.1175.

To request an accommodation or alternative format for work2future meetings, events or printed materials, please call Kimberley McCoy at 408.794.1175 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 Jason Cameron, and in my capacity as Chair of the work2future Foundation Board, I would like to welcome you to the work2future Foundation meeting of October 19, 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.

**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.**

**WORK2FUTURE FOUNDATION BOARD MEETING**  
**Thursday, October 19, 2017**  
**5:15pm**

**ORDER OF BUSINESS**

**I. QUORUM VERIFICATION**

**II. CLOSED SESSION**

- a. Fiscal Update: June, July, and August 2017 Financials, to include FY 2017 Closeout

**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 August 16, 2017 work2future Foundation Special Board Meeting Minutes.

**B. New Business**

1. **Director's Update** {Discussion}  
David Mirrione, Executive Director
2. **Marketing Update** {Discussion}  
David Mirrione, Executive Director
3. **Board Secretary Resignation** {Action}  
David Mirrione, Executive Director
4. **Board Secretary Appointment** {Action}  
David Mirrione, Executive Director
5. **Updates to Salary Schedule, Addition of Positions** {Action}  
David Mirrione, Executive Director

**C. Set Items for Next Agenda**

**D. Announcements**

**E. Next Meeting**

**VII. ADJOURNMENT**

## **II (A)**

### **Fiscal Update and Financial Reports**

**[ACTION]**

**VI (A) (1)**

**MINUTES APPROVAL**

**[ACTION]**

**work2future Foundation Special Board Meeting  
DRAFT MEETING MINUTES  
August 16, 2017**

**Call to Order: 5:15pm**

**I. QUORUM VERIFICATION**

**Members Present:** Jason Cameron, Sara Moghadam, Marzieh Nabi  
**Staff Present:** David Mirrione, Stacey Sauber

**II. CLOSED SESSION**

**a. Personnel: Employee Performance**

Mr. Cameron led a discussion regarding the performance review of Executive Director, David Mirrione.

**b. Fiscal Update**

Mr. Mirrione provided the Board with an overview of the March, April, and May 2017 Statements of Financial Position and Statement of Financial Activities and the proposed 2017-18 proposed annual budget. 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 March, April, and May 2017 Statements of Financial Position and Statement of Financial Activities and the proposed 2017-18 work2future Foundation annual 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 Board Chair Jason Cameron**

**VI. AGENDA ITEMS**

**1. Old Business**

**1. ACTION: Approval of the Minutes of the May 3rd, 2017 work2future Foundation Board meeting.**

**Motion:** Sara Moghadam  
**Second:** Jason Cameron  
**Unanimous Approval and adoption of the May 3, 2017 work2future Foundation Board meeting minutes.**

## 2. New Business

### 1. Director's Update {Discussion}

Mr. Mirrione provided an update regarding the 2016-17 WIOA Programs, San Jose Works, and the possible consolidation of the WIOA Adult and Youth programs to the Kirk Community Center.

### 2. Marketing Update {Discussion}

Mr. Mirrione provided an update regarding the contract with Full Capacity Marketing. At the October 19, 2017 work2future Foundation Board Meeting, Mr. Mirrione will present recommendations from Full Capacity Marketing.

### 3. Resignation of Board Treasurer {Action}

Mr. Mirrione provided an update regarding the resignation of Board Treasurer, Lawson Peters

**Motion:** Jason Cameron

**Second:** Sara Moghadam

**Unanimous approval to accept the resignation of Lawson Peters as the work2future Foundation Board Treasurer.**

### 4. Appointment of Board Treasurer {Action}

Mr. Mirrione provided a recommendation to appoint Ms. Stacey Sauber, work2future Foundation Finance Manager, as the new Board Treasurer.

**Motion:** Sara Moghadam

**Second:** Jason Cameron

**Unanimous approval to appoint Stacey Sauber as the work2future Foundation Board Treasurer.**

### 5. 2017-18 Board Calendar {Action}

Mr. Cameron led a discussion regarding the importance of committing to attend scheduled Board Meetings. A discussion led to the following dates being selected and voted on for this year's calendar with all meetings starting at 5:15pm and being held at 1601 Foxworthy Ave, San Jose, CA 95118.

- October 19, 2017
- November 16, 2017
- December 13, 2017
- January 25, 2018
- February 22, 2018
- March 22, 2018
- April 26, 2018
- May 24, 2018
- June 28, 2018

**Motion:** Jason Cameron

**Second:** Sara Moghadam

**Unanimous Approval of the proposed board calendar with meetings being scheduled monthly.**

**C. Set Items for Next Agenda**

- **August 16, 2017 Board Meeting Minutes Approval**
- **Fundraising & Financial Updates**
  - **2016-17 Financial Reports**
- **Marketing Update**
- **Relocation Update**

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

**E. Next Meeting**

The next work2future Foundation meeting is scheduled for Thursday, October 19, 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 6:51pm.



**VI (B) (1)**

**Director's Update**

**[DISCUSSION]**

**VI (B) (2)**

**Marketing Update**



TO: work2future Foundation Board

FROM: David Mirrione  
Executive Director

SUBJECT: Marketing Update

DATE: October 19, 2017

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At its August 16, 2017 board meeting, your board approved and directed the Executive Director to contract with Full Capacity Marketing (FCM). 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.

Since the meeting, the work2future Foundation has entered into contract with FCM and has begun the project. An update will be provided on the progress of the project and proposed names will be reviewed.

David Mirrione  
Executive Director

**Attachment:**

- Proposed Business Names (Will be brought to meeting)

**VI (B) (3)**

**Resignation of Board Secretary**

**[ACTION]**



TO: work2future Foundation Board

FROM: David Mirrione  
Executive Director

SUBJECT: Approval of Resignation of  
Board Secretary

DATE: October 19, 2017

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### **RECOMMENDATIONS**

Board approval to accept the resignation of work2future Foundation Board Secretary Andrew Vasquez.

### **BACKGROUND**

As you may know, Andrew Vasquez currently serves as the work2future Foundation Human Resources Manager. In that role, he stays extremely busy; however, he graciously agreed to also serve in the role of Board Secretary, at my request. The recent hiring of a Program Analyst has allowed for a shift in duties and Andrew will no longer be required to serve as Board Secretary.

David Mirrione  
Executive Director

## **VI (B) (4)**

### **Appointment of Board Secretary**



TO: work2future Foundation Board

FROM: David Mirrione  
Executive Director

SUBJECT: Appointment of Board Secretary DATE: October 19, 2017

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### **RECOMMENDATIONS**

Board approval to appoint Kimberley McCoy as the work2future Foundation Secretary.

### **BACKGROUND**

As you may know, Kimberley McCoy has recently been added to the staff of work2future Foundation and serves in the capacity of Program Analyst. Based on duties aligned with her position and professional experience, Ms. McCoy is well-suited to serve in the role of Board Secretary.

David Mirrione  
Executive Director

**VI (B) (5)**

**Update Salary Schedule,  
Add Two Positions**

**[DISCUSSION]**





TO: work2future Foundation Board

FROM: David Mirrione  
Executive Director

SUBJECT: Update Salary Schedule  
and Add Two Positions

DATE: October 19, 2017

**RECOMMENDED ACTION**

- Board to discuss and approve updating the salary schedule and adding two new positions.

**BACKGROUND**

work2future Foundation Executive Director David Mirrione, is requesting adjustments to the current salary schedule and the addition of two new positions. These actions are necessary due to overall organizational growth and the need to address a growing number of programs, participants, and the infrastructure required to meet increasing needs.

**Attachment:**

- Proposed Salary Schedule (Will be brought to meeting)

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

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

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

**VII**  
**Adjournment**