



# **WORK2FUTURE FOUNDATION SPECIAL MEETING AGENDA**

**Friday, June 28, 2019**  
3:00 p.m.

Adult Training Center  
1601 Foxworthy Ave. Rm# 20  
San José, CA 95118  
408.794.1175

[www.work2futurefoundation.org](http://www.work2futurefoundation.org)

**Frank Romero, Acting Interim Board Chair**  
**Kim McCoy, Acting Executive Director**

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 Frank Romero, and in my capacity as the Acting Interim Board Chairperson of the work2future Foundation, I would like to welcome you to the June 28, 2019 Special Meeting of the work2future Foundation.

The procedure for this meeting is as follows:

- The work2future Foundation Secretary will verify quorum; the President will read the opening remarks.
- Members of the public wishing to make a comment will then be given three (3) 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 SPECIAL BOARD MEETING**  
**Friday, June 28, 2019**  
**3:00 p.m.**

**ORDER OF BUSINESS**

**I. QUORUM VERIFICATION**

**II. CHANGES TO THE AGENDA**

**III. PUBLIC COMMENT** – For items not listed on the agenda, public commentary is limited to three minutes.

**IV. OPENING REMARKS**

**V. AGENDA ITEMS**

**A. Old Business**

**1. Minutes Approval**

Approval of the May 31, 2019 work2future Foundation  
Board Special Meeting Minutes

**{Action}**

**B. New Business**

**1. New Board Member Recommendations**

Kim McCoy, Acting Executive Director  
Frank Romero, Acting Interim Board Chair

**{Action}**

**C. Set Items for Next Agenda**

**D. Announcements**

**E. Next Meeting**

**VII. ADJOURNMENT**

**OLD BUSINESS**

**V (A) (1)**

**MINUTES APPROVAL**

**[ACTION]**



**work2future Foundation Board  
SPECIAL MEETING MINUTES  
May 31  
Call to Order: 3:30 p.m.**

- I. **QUORUM VERIFICATION** – Quorum verified and noted by Board Secretary at 3:31 p.m.  
**Board Members Present:** Joe Foster, Frank Romero  
**Board Members Absent:** None  
**Staff Members Present:** Associate Director Kimberley McCoy, Staff Accountant Janie Tubbs
  
- II. **Interim Board Chair Joe Foster noted changes to the agenda, announcing the planned order.**
  
- III. **Interim Board Chair called for public comment. No members of the public were present. No public comment was offered.**
  
- IV. **Interim Board Chair read opening remarks.**
  
- V. **Open Session - New Business items conducted first, going in the order noted below.**
  - a. Amendment to work2future Future Foundation Bylaws to Revise Number of Directors (Item VI.B.3.)  
**ACTION: Board Vote on Amendment to Bylaws**  
**Motion:** Joe Foster  
**Second:** Frank Romero  
Unanimous approval and passage of resolution prepared by Counsel to amend bylaws.
  
  - b. San Jose Works Program Update (Item VI.B.2.)  
**DISCUSSION: No action taken**  
Acting Executive Director Kim McCoy provided an update on the progress made by the San Jose Works Team.
  
  - c. Consider Contract Amendment to FY 2019 Contracts with City of San Jose for WIOA and SJ Works Programs (Item VI.B.1.)  
**ACTION: Board Vote on Contract Amendments**  
**Motion:** Joe Foster  
**Second:** Frank Romero  
Unanimous vote and passage of resolution prepared by Counsel to decline to execute amendments and dissolve nonprofit.
  
- VI. **Old Business**
  - a. Approval of Minutes from April 18, 2019 Board Meeting (Item VI.A.1.)

**VII. Closed Session** – Sign hung on door of Room 20 after announcement by Interim Board Chair Joe Foster that Board would be going into Closed Session.

- a. Appointment, employment, evaluation of performance, discipline, or dismissal of a public employee (Item II.A)

**ACTION: Board Vote**

**Motion:** Joe Foster

**Second:** Frank Romero

Unanimous vote on evaluation of public employee and action taken based on said evaluation.

**VIII. Return to Open Session** – Sign removed from door of Room 20 after announcement by Interim Board Chair Joe Foster that Board would be going back into Open Session.

**New Business Items to include the following:**

- a. **Director's Update** (Item VI.C.)  
Acting Executive Director Kim McCoy provided an update.
- b. **Set Items for New Agenda** (Item VI.D.)  
Financial Reports – Action  
Program Reports – Discussion  
Director's Update – Discussion  
Approval of May 31 Special Board Meeting Minutes – Action  
Board to consider title of current Foundation Acting Executive Director – Action
- c. **Announcements** (Item VI.E.)  
There were no announcements.
- d. **Next Meeting Date and Time** (Item VI.F.)  
Discussion and identified need to have a Friday, June 14 Special Meeting of the Foundation Board. Board Member Frank Romero will be unavailable for the regularly scheduled June 20 Board Meeting.
- e. **Adjournment** (Item VII.)  
The meeting was officially adjourned at 4:01 p.m.  
**Motion: Joe Foster**  
**Second: Frank Romero**  
**The meeting was adjourned.**

# **NEW BUSINESS**

**V (B) (1)**

**New Board Member Recommendations**

**[ACTION]**



# *Memorandum*

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TO: work2future Foundation Board

FROM: Frank Romero,  
Acting Interim Board  
Chair and  
Kim McCoy, Acting  
Executive Director

SUBJECT: New Board Member  
Recommendations

DATE: June 28, 2019

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**RECOMMENDED ACTION:**

Board approval to accept the recommendation of work2future Foundation Acting Executive Director Kim McCoy and Acting Interim Board Chair Frank Romero to add new members to the Board.

**ATTACHMENTS:**

- Biographical Information – Re: Nicholas Almeida and Khanh Russo



# Board Candidate: Khanh Russo

Director, Office of Strategic Partnership and Performance

**Dates Employed Jul 2017 – Present**

**Employment Duration 2 years**

**Location San Francisco Bay Area**

Founding Director of the Mayor's Office of Strategic Partnerships and Performance which is chartered to develop a shared agenda and tangible strategies with partners to leverage innovation, community resources and investments for creative public problem solving. The Office takes a forward-looking approach for performance management, embedding in the culture of the City the importance and value of data and performance metrics. The goal is to streamline systems that enables the City to learn more quickly, more precisely, and more cost effectively to improve our community.

Lead Mayor's policy and programs related to education, workforce development, service and volunteerism, innovation and strategic partnerships.

Director, Office of Strategic Partnerships and Innovation

**Dates Employed Mar 2015 – Present**

**Employment Duration 4 years 4 months**

**Location San Jose, CA**

- Advance innovation initiatives through the innovation life cycle which may include design, development, evaluation, launch and scaling of initiatives.
- Interface and coordinate with the City Manager's Office and City Departments to explore, evaluate, and manage opportunities for partnerships that bring new resources (e.g., financial, volunteer talent) to advance city goals.
- Secure resources from philanthropic, business, and other sectors to support priorities set by Mayor/Council and implemented by City Departments
- Identify innovative policy initiatives and programs that advance the City's vision and address identified opportunities or challenges, then form, lead, or participate in teams to develop these initiatives or programs, as appropriate.
- Develop, facilitate and manage relationships with key stakeholders outside of the City of San Jose organization, to accomplish new services for San Jose residents and businesses.
- Work directly with the community on engagement with the City to improve or expand services.
- Partner with nonprofits, business, schools and other organizations to create innovative programs or policies.
- Plan, direct, and review policies or goals of the Mayor's Office, monitor the accomplishment of the goals and audit organizational performance towards those goals.

Public Benefit Investment Manager

**Company Name Cisco Systems**

**Dates Employed Dec 2011 – Apr 2015**

**Employment Duration 3 years 5 months**

**Location San Jose CA**

- Develop real-time mapping solutions for decision making and resource allocation to serve populations in poverty.
- Manage global public benefit investment portfolio which supports internet and technology-based (data, communications, logistics, and supply chain) solutions that increase access to food, water, shelter and natural disaster response for those in poverty.
- Assess the organizational capacity of nonprofit partners to implement international development programs including governance and executive leadership, compliance and financial health.
- Build strategic relationships with nonprofit organizations and serve as philanthropic expert on strategic grantmaking best practices including work plan development and program evaluation and impact of US and International development projects.
- Facilitate charitable giving opportunities by researching, creating write-ups, and presenting charitable giving recommendations to Trustees and internal stakeholders.
- Ensure all charitable distributions are compliant with the Internal Revenue Service and Cisco's charitable giving guidelines.
- Support a Corporate Social Responsibility social investment strategy of \$300 million annually.

EDUCATION: Carnegie Mellon, MS, Public Policy and Management, Santa Clara University, BS, Political Science and Religious Studies

# Board Candidate: Nicholas Almeida

Chief Service Officer and Budget Director – Office of the Mayor, City of San Jose

**Dates Employed Jul 2015 – Present**

**Employment Duration 4 years**

**Location San Francisco Bay Area**

Director, Strategy & Analysis

**Company Name Tides**

**Dates Employed Feb 2012 – May 2013**

**Employment Duration 1 year 4 months**

Tides is a values-based, social change platform that provides financial and management services to philanthropic donors, impact investors, and social enterprises.

Project Manager / Business Development Lead

**Company Name FCS Group**

**Dates Employed Feb 2008 – Feb 2012**

**Employment Duration 4 years 1 month**

FCS Group is a consulting firm that provides public finance, management consulting, and financial (rates, charges, and fees) services to public sector clients inclusive of city and county governments, utilities, municipal corporations and ports, special purpose districts, and state agencies.

Senior Consultant, Social Impact

**Company Name Lodestar Management/Research, Inc.**

**Dates Employed Feb 2006 – Feb 2008**

**Employment Duration 2 years 1 month**

**Location Greater Los Angeles Area**

Lodestar Management/Research, Inc. is a consulting firm specializing in applied social research, program evaluation, strategic planning, and management services for the public and social sectors.

Senior Auditor Evaluator

**Company Name State of California, Bureau of State Audits**

**Dates Employed Aug 2002 – Feb 2006**

**Employment Duration 3 years 7 months**

**Location Sacramento, California Area**

As the State of California's legislative independent external auditor, the California State Auditor's Office promotes the efficient and effective management of public funds through financial, performance, and compliance evaluations of government activities.

EDUCATION: Stanford University, MA, Sociology, Org Theory, and International Economies – BA, Public Policy, Economics, and Entrepreneurship

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

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

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

**VII**  
**Adjournment**