

**BOARD OF DIRECTORS MEETING**  
**JUNE 16, 2016**  
**ACTION MINUTES**  
CTO: 11:40 am

Prepared by Lawrence Thoo and approved by Christopher Donnelly on June 23, 2016.

**I. QUORUM VERIFICATION**

**Present:** Rose Amador, Denise Boland, Jeff, Burrill, Joe Flynn, Richard, Friberg, Leslie Gilroy, Blanca Gomez, Jose Gonzales, Bob Harper, Susan Koepp-Baker, Van Le, Pam Moore, Steve Preminger, Rashad Said, Mitch Schoch, Henri Villalovoz, David Wahl

**Absent:** Louise Auerhahn, Carl Cimino, Janeen Dittrick, Jack Estill, Steve Wymer, Sima Yazdani

**II. OPENING REMARKS:** Read by Joe Flynn

**III. CONSENT ITEMS**

**ACTION:** It was moved by Sue Koepp-Baker, seconded by Jeff Burrill and unanimously approved to accept the following items:

- (a) Grant Report of May 23, 2016
- (b) Enrollment and Training Report of May 12, 2016
- (c) Training Summary Report of May 13, 2016
- (d) HIRE Update of May 4, 2016
- (e) Quarterly Customer Service Report of June 6, 2016
- (f) Outreach Report of June 6, 2016
- (g) BusinessOwnerSpace.com (BOS) Report of April 30, 2016
- (h) Budget Variance Report of April 30, 2016
- (i) Manufacturing and TechHire Updates for May 2016
- (j) Labor Market Quarterly Report for February–April 2016

**IV. AGENDA ITEMS**

**A. Old Business**

**1. Minutes Approval**

Upon a motion by Sue Koepp-Baker, seconded by Rose Amador, the March 17, 2016 Board meeting minutes were unanimously approved, Van Le abstaining.

**B. New Business**

**1. Executive Director's Report**

Executive Director Jeff Ruster reported on a number of steps that are being worked on to streamline process, find efficiencies and improve work product, propelled in part by the budget constraints imposed in the proposed FY 2016-2017 budget. Staff

are focusing on three areas: technology solutions, board and committee meetings and reports and memos.

**2. FY 2016-2017 Proposed Budget**

Prior to this item being taken up, Rose Amador and Blanca Gomez recused themselves and left the room. Executive Director Jeff Ruster then reviewed the proposed budget with the Board, drawing attention to the 19 percent reduction in the operating budget that would result from the reduced WIOA allocations without various measures that were being recommended in the budget to mitigate the impact of the reduced allocations.

**ACTION:** The proposed operating budget for FY 2016-2017 was unanimously approved, including allocations to work2future Foundation not to exceed \$1,251,978 and \$915,240 for the provision of WIOA services to adult clients and to youth clients, respectively, and to Eckerd Youth Alternatives, Inc. not to exceed \$254,500 for the provision of WIOA services to adult clients.

Motion: Bob Harper  
Second: Jeff Burrill

**3. San José Works 2.0 Grant**

It was unanimously approved to accept a grant of \$1,213,516 from the City of San Jose for implementation of the San José Works 2.0 summer youth employment program, pending City Council approval of the grant, and approval of allocations to work2future Foundation of \$264,000 in FY 2015-2016 and \$924,516 in FY 2016-2017 to provide program services.

Motion: Steve Preminger  
Second: Rose Amador  
Abstention: Blanca Gomez

**4. 2016 Santa Clara County Summer Youth Employment Grant**

It was unanimously approved to accept a grant of \$356,846 from the County of Santa Clara County for implementation of the 2016 Santa Clara County Summer Youth Employment Program, and approval of allocations to work2future Foundation of \$107,000 in FY 2015-2016 and \$220,225 in FY 2016-2017 to provide program services.

Motion: Van Le  
Second: Bob Harper  
Abstention: Blanca Gomez

**5. Delegation of Authority to the Executive Committee**

Executive Director Jeff Ruster reviewed the discussions of the Executive Committee that led to this recommendation, touching on concerns about the occasional need for prompt action in the long interval between regular Board meetings—longer if the number of meetings went from the current four a year to the minimum of three a year—as well as the relative challenge of assembling a

quorum for a special meeting of the Board, in comparison to the Executive Committee. Following substantial discussion an amendment to the recommendation was offered by Richard Friberg to require that approvals by the Executive Committee under the proposed delegated authority be reported to the Board at the next Board meeting for discussion.

**ACTION:** It was unanimously approved that the Board delegates authority to the Executive Committee to act on behalf of the Board to (1) accept grant awards, (2) approve contracts and associated funding, (3) approve Memoranda of Understanding, and (4) approve the Local Plan and Regional Plan; with the requirement that any such actions taken by the Executive Committee be reported out as discussion items at the next available Board meeting.

Motion: Jeff Burrill  
Second: Rashad Said

**6. A Story of Two Silicon Valleys**

[This item was heard out of order with the approval of the Board and Chair.]  
Following an introduction by Executive Director Jeff Ruster, consultant Josh Williams, president of BW Research Associates, provided an initial presentation of a study that his firm is conducting into the Silicon Valley dichotomy of significant economic distress in a region best known for innovation and economic success.

**7. Relocation Update**

Director Christopher Donnelly provided an update on relocation of the Gilroy, Morgan Hill and Shirakawa job centers, as well as the possible relocation of staff at the Almaden administration and business services center. Mr Donnelly drew attention to the potential opportunities that might arise from the sharing of the Shirakawa center with the new Vietnamese Community Center.

**8. Workforce Innovation and Opportunity Act (WIOA) Update**

Director Christopher Donnelly provided an update on the implementation of WIOA legislation.

**C. Set Items for Next Agenda:** None

**D. Announcements:** Board member Rose Amador announced an Open House at Conxion to Community's Gilroy location on June 23, 2016 from 9 am to 1 pm.

**E. Next Meeting**

The next Board of Directors' meeting is tentatively scheduled to take place on September 15, 2016 at 11:30 a.m. at work2future's Business Services and Administration facility, 5730 Chambertin Drive, San Jose, CA 95118.

**V. PUBLIC COMMENT:** None

**VI. ADJOURNMENT:** 1:34 p.m.