

**WORK2FUTURE BOARD OF DIRECTORS MEETING**  
**THURSDAY, MARCH 19, 2015**  
**ACTION MINUTES**  
CTO: 11:47 a.m.

work2future's March 19, 2015 Board Action Minutes were prepared by Elizabeth Kaylor and reviewed by Chris Donnelly on March 27, 2015.

WIB STAFF PRESENT: Jeff Ruster, Christopher Donnelly, Elizabeth Kaylor, B.J. Sims, Joy Salandanan, Monique Melchor, Colleen Brennan, Lawrence Thoo, Caroline Nettey-Roberts.

WORK2FUTURE FOUNDATION STAFF PRESENT: David Mirrione.

**I. QUORUM VERIFICATION:**

**Present:** Rose Amador-Le Beau, Louise Auerhahn, Jeff Burrell, Janeen Dittrick, Joseph Flynn, Richard Friberg, Leslie Gilroy, Dr. Bob Harper, Sue Koepp-Baker, Van Le, Rocky Maddex, George Massoud, Olivier Minkowski, Pamela Moore, Steve Preminger, Rashad Said, Hermelinda Sapien, Mitch Schoch, Bryan VanHuystee, Henri Villalovoz, Steve Wymer, Sima Yazdani.

**Absent:** Denise Boland, Benny Boveda, Fabiola Czech, Jack Estill, Jose Gonzalez, Glenn Ledet, Terry Newman, Fernando Sepulveda, Alex Torres.

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

**III. CONSENT ITEMS**

**ACTION:** Upon motion by Rocky Maddex, seconded by Hermelinda Sapien, and approved, the Board accepted the following consent items:

- (a) Grant Report of March 4, 2015.
- (b) Labor Market Information Report of February 24, 2015.
- (c) February Training Report of March 9, 2015.
- (d) Outreach Report of February 25, 2015.
- (e) January BusinessOwnerSpace.com (BOS) Report of February 13, 2015.
- (f) December 2014 Budget Variance Report of January 26, 2015.
- (g) January Customer Service Report of February 24, 2015.
- (h) Helping Individuals to Re-Enter Employment (HIRE) Report of February 26, 2015.
- (i) work2future 2<sup>nd</sup> Quarter Performance Update of March 4, 2015.

## IV. AGENDA ITEMS

### A. Old Business

#### 1. Minutes Approval

**ACTION:** The Minutes of work2future's December 4, 2014 Board meeting were approved.

Motion: Steve Preminger

Seconded: Mitch Schoch

### B. New Business

#### 1. work2future Foundation Contract Performance Update

A discussion was held regarding the work2future Foundation's contract performance.

#### 2. Approval of FY 2015-2016 Budget Scenarios

Prior to the discussion and vote on this item, work2future Foundation Board members Sima Yazdani and Rashad Said left the area based on their conflict of interest declarations which identified that a distribution would be made to the work2future Foundation in the event that the Budget Scenarios item was approved.

**ACTION:** Unanimous Board approval of the proposed work2future Workforce Investment Board Program Operating Budget for FY 2015-2016 and Proposed Funding Distribution to work2future Foundation.

Motion: Steve Preminger

Second: Sue Koepp-Baker

#### 3. Local Area Designation and Board Certification

Immediately prior to the Local Area Designation item being heard by the Board, work2future Foundation Board members Sima Yazdani and Rashad Said returned to the Boardroom for the discussion and vote on this item.

**ACTION:** Unanimous Board approval to authorize the Board Chair to sign and submit to the California Workforce Investment Board the application for Initial Local Area Designation and Initial Board Certification under the new Workforce Innovation and Opportunity Act (WIOA) legislation.

Motion: Steve Wymer

Second: Steve Preminger

#### 4. Youth Summer Employment Program

Prior to the Youth Summer Employment Program item being heard by the Board, work2future Foundation Board members Sima Yazdani and Rashad Said left the area based on their conflict of interest declarations which identified that funding

would be provided to the work2future Foundation in the event that the Youth Summer Employment item was approved.

**ACTION:** Unanimous Board approval to (a) accept \$1,020,000 from the County of Santa Clara to provide a Summer Employment Program (SEP) to serve 500 subsidized and unsubsidized youth, and (b) to modify the work2future Foundation's contract in an amount not to exceed \$995,226 to provide the program.

Motion: Van Le  
Second: Bryan VanHuystee

**5. Department of Labor Ready to Work Grant**

work2future Foundation Board members Sima Yazdani and Rashad Said remained away from the area based on their conflict of interest declarations which identified that funding would be provided to the work2future Foundation in the event that the Ready to Work Grant funding was accepted.

**ACTION:** Unanimous Board approval to (a) accept a \$232,007 grant from NOVA Workforce Development as the initial allocation of a four-year U.S. Department of Labor (DOL) Ready to Work Partnership grant, and (b) modify the Foundation's contract in an amount not to exceed \$53,562 to provide the program.

Motion: Sue Koepp-Baker  
Second: Hermelinda Sapien

**6. Approval of New Workshop Training Provider**

Board members Sima Yazdani and Rashad Said remained away from the area based on their conflict of interest declarations which identified their entities as current providers of workshops to work2future's Adult and Dislocated Worker clients, and thus as having an interest in the agenda item. Dr. Bob Harper and Rose Amador-Le Beau were also recused from the discussion and vote based on their conflict of interest declarations which similarly identified their entities as interested parties with respect to this agenda item.

**ACTION:** Board approval of the addition of Campbell Adult and Community Education (CACE) to the list of qualified Adult/Dislocated Worker workshop vendors, and, as needed, to negotiate and execute an agreement with CACE for workshops.

Motion: Hermelinda Sapien  
Second: Steve Preminger  
Abstaining: Richard Friberg

**7. Gilroy Relocation**

Immediately prior to this item being heard by the Board, the four recused Board members returned to the Boardroom for the discussion and vote on this item.

**ACTION:** Board approval to (a) direct staff to negotiate a lease for a new Job Center location in Gilroy, and (b) terminate the existing lease at 7800 Arroyo Circle subject to identification of a new facility in Gilroy.

Motion: Mitch Schoch  
Second: Sue Koepp-Baker  
Abstaining: Janeen Dittrick

**8. Small Business Study**

David Keen of Keen Independent Research provided to the Board a presentation on work2future's Small Business Study.

**9. Annual Form 700 and Family Gift Reporting Form**

Staff reminded the Board of its annual requirement to file a Form 700 and Family Gift Report form prior to the April 1, 2015 deadline to avoid penalties.

**C. Set Items for Next Agenda**

- work2future Budget
- HIRE Initiative Update
- Youth Summer Employment Program Update
- WIOA Legislation Update

**D. Announcements**

- **B.J. Sims:** work2future will hold a Job Fair on March 25 at Mexican Heritage Plaza.
- **B.J. Sims:** An event focused on assisting immigrants to start and grow small businesses is planned to be held on May 29 at the City Hall Rotunda.
- **Van Le:** 2<sup>nd</sup> Annual Asian American Heritage Festival will be held on May 17 at the Yerba Buena High School Theatre.
- **Rose Amador – Le Beau:** Center for Training and Careers is changing its name to ConXión to Community.

**E. Next Board Meeting**

The next Board meeting is scheduled from 11:30 am through 1:30 pm on **Thursday, June 18, 2015** at work2future's Business Services and Administration facility, 5730 Chambertin Drive, San Jose, 95118.

**V. PUBLIC COMMENT:** none

**VI. ADJOURNMENT:** the meeting was adjourned at 1:23 p.m.