

**WORK2FUTURE BOARD OF DIRECTORS MEETING**  
**THURSDAY, JUNE 21, 2012**  
**ACTION MINUTES**  
CTO: 11:46 a.m.

**I. QUORUM VERIFICATION:**

**Present:** Ralph Aceves, Rose Amador, Denise Boland, Janeen Dittrick, Jack Estill, Tom Fink, Joseph Flynn, Scott Green, Bill Guthrie, Dr. Bob Harper, Sue Koepp-Baker, Glenn Ledet, Rocky Maddex, Dr. David Matuszak, Pamela Moore, Rachel Perez, Steve Preminger, Rashad Said, Hermelinda Sapien, Mitch Schoch, Dani Sellers, Fernando Sepulveda, Alex Torres, Bryan VanHuystee, Henri Villalovoz, Erin Wright, Jorge Zavala.

**Absent:** Benny Boveda, Brian Chrisman, Richard Friberg, Leslie Gilroy, Jose Gonzalez, Van Le, Marcia Lillis, David London, Olivier Minkowski, Ananth Nagaraj, Matt Navarro, Dr. Mark Novak, Sajeev Sidher, Lloyd Tran, Sima Yazdani.

**II. OPENING REMARKS:** Read by Chair Joseph Flynn. Following the Chair's Opening Remarks, Executive Director Jeff Ruster presented work2future's "Employee of the Year" award to Ms. Meredith Studebaker of work2future's Management Information Systems (MIS) unit.

**III. CONSENT ITEMS**

**ACTION:** Upon motion by Jack Estill, seconded by Steve Preminger, and approved unanimously, the Board accepted the following consent items:

- (a) Accept the Grant Report of June 1, 2012.
- (b) Accept the Training Report of June 11, 2012.
- (c) Accept the Customer Service and Integration Report of June 5, 2012.
- (d) Accept the BusinessOwnerSpace.com (BOS) Report of June 5, 2012.
- (e) Accept the April Labor Market Information Report of May 1, 2012.
- (f) Accept the March Budget Variance Report of June 6, 2012.

**IV. AGENDA ITEMS**

**A. Old Business**

**1. Minutes Approval**

**ACTION:** The Minutes of work2future's March 15, 2012 Board meeting were approved.

Motion: Hermelinda Sapien

Seconded by: Glenn Ledet

**B. New Business**

**1. Committee Updates**

Youth Council Committee Chair Denise Boland and Finance Committee Chair Sue Koepp-Baker provided brief reports on committee activities.

**2. Featured Board Member**

Mitch Schoch provided information to the Board regarding his business, Bentek.

**3. Private Sector Business Council Update**

Glenn Ledet of California Waste Solutions discussed the progress on the Veterans Initiative with the Board, defining the roles of a Veterans' Champion and a Veterans' Portal to integrate diverse resources and support for veterans.

Chair Joe Flynn discussed the progress on the Underemployment Initiative, looking at potentially remarketing work2future's existing skill sets to engage employers to form sustainable partnerships that benefit them, work2future, and ultimately job seekers. His company has formed a partnership with work2future called *Lavante University* to use work2future as a training broker to benefit his employees.

The Executive Director added that the Private Sector Business Council was convened in response to recent legislation, SB 698, and that based on the consensus of the Operations Committee, that committee would be incorporated into a new private sector-led business advisory council at the September 20, 2012 Board meeting.

**4. Department of Labor Performance Update**

WIA Program Manager Monique Melchor provided an update to the Board regarding work2future's performance, explaining that work2future is projecting that it will meet or exceed nine out of nine performance goals at 80% of the negotiated level as success is defined by the State, and seven out of nine performance goals at 100% of the negotiated level as success is defined locally, since work2future's local goals are set higher than the State goals.

**5. work2future Budget Approval**

The Executive Director presented the FY 2012-2013 Budget, mentioning that work2future will receive 5% more than in the current year and 20% more than the \$8.5M base case budget approved by the Board at its meeting of March 15, 2012.

The difference between the \$8.5M budget and the higher-case budget of \$9.7M as presented to the Board in March was the addition of staff; however, due to SB 734's 25% training expenditure requirement, management determined that the better use of most of the additional funding over and above the \$8.5M base case budget would be to put the funding toward client-related services such as training. It may be possible to meet up to 85% of the training expenditure requirement in the first year, rather than deferring half of the required expenditures to the second year of the two-year funding.

In addition, the Executive Director explained that anticipated personnel costs were higher than actual costs, due to salary cuts and lower benefit rates, saving another \$625K of resources for work2future. Moreover, the State recently provided work2future with an additional \$80K for client services.

The Executive Director added that the Finance Committee had unanimously approved the FY 2012-2013 budget at its meeting of May 9, 2012.

**ACTION:** Unanimous approval of work2future's proposed FY 2012-2013 budget.

Motion: Steve Preminger

Seconded by: Rocky Maddex

**6. Approval of FY 2012-2013 Workshop Providers**

Prior to the discussion of the Workshop Providers agenda item, Board members representing organizations that had provided a response to the Adult Workshops RFQ (Rose Amador of Center for Training and Careers, Rashad Said of Advanced Vocational Institute, and Rachel Perez of Gavilan Community College) were recused from the discussion and vote on this item and remained away from the meeting room area.

Director of Operations Christopher Donnelly presented the FY 2012-2013 Workshop Providers item to the Board for its approval.

**ACTION:** Unanimous approval of the five selected contractors qualified for work2future's FY 2012-2013 list of Adult/Dislocated Worker workshop providers, and authorization to negotiate and execute agreements with each vendor under the following terms: (i) one year agreement with option to extend for up to four additional one-year terms, and (ii) maximum annual compensation as approved by the Board each fiscal year.

Motion: Dr. David Matuszak

Seconded by: Jack Estill

**7. Approval of FY 2012-2013 Youth Career Technical Trainers**

Prior to the discussion of the Youth Career Technical Trainers agenda item, Board members representing organizations that had provided a response to the Youth Career Technical Trainers RFQ (Rose Amador of Center for Training and Careers and Rachel Perez of Gavilan Community College) were recused from the discussion and vote on this item and remained away from the meeting room area.

Youth Program Manager Richard Martinez presented the FY 2012-2013 Youth Career Technical Trainers item to the Board for its approval.

**ACTION:** Unanimous approval of the two selected contractors qualified for work2future's FY 2012-2013 list of Career Technical Training providers, and

authorization to negotiate and execute agreements with each vendor under the following terms: (i) one year agreement with option to extend for up to four additional one-year terms, and (ii) maximum annual compensation as approved by the Board each fiscal year.

Motion: Dr. David Matuszak

Seconded by: Jack Estill

**8. Approval of FY 2012-2013 Youth Services Contractor**

Prior to the discussion of the Youth Services Providers agenda item, Board member Rose Amador of Center for Training and Careers (whose organization had provided a response to the Youth Services Provider RFP) was recused from the discussion and vote on this item and remained away from the meeting room area.

Director of Operations Christopher Donnelly presented the FY 2012-2013 Youth Services Contractor item to the Board for its approval.

**ACTION:** Unanimous approval of the selection of Workforce Institute to provide FY 2012-2013 WIA Youth Services for an amount not to exceed \$450,000, and authorization to negotiate and execute an agreement with Workforce Institute under the following terms: (i) one year agreement with option to extend for up to four additional one-year terms, and (ii) maximum annual compensation as approved by the Board each fiscal year.

Motion: Steve Preminger

Seconded by: Rashad Said

**9. Cisco Grant Spending Plan**

Supervising Accountant Joy Salandanan presented the Cisco award and spending plan to the Board for its approval. She mentioned that the Finance and Executive Committees unanimously approved the grant and spending plan at their respective meetings of May 9, 2012 and May 10, 2012, adding that the City Council has already appropriated the Cisco funding.

**ACTION:** Unanimous approval of the Cisco grant spending plan.

Motion: Denise Boland

Seconded by: Erin Wright

**10. Contract Manufacturing Study**

Josh Williams of BW Research provided a presentation on the Silicon Valley contract manufacturing study.

**C. Set Items for Next Agenda**

- By-Laws Revisions
- Private Sector Business Council Update
- California Workforce Services Network (CWSN) Update

**D. Announcements**

**Director of Operations:**

- work2future will host its first job fair at the Kirk San Jose One-Stop on June 27, 2012.
- work2future received a third increment of NUMMI funding in the amount of \$462K to serve 300 clients through September 2012.

**E. Next Board Meeting**

The next Board meeting is scheduled for **Thursday, September 20, 2012** at 11:30 a.m. at work2future's Business Services and Administration Center (Almaden Winery Community Center).

**V. PUBLIC COMMENT:** There were no public comments.

**VI. ADJOURNMENT:** the meeting was adjourned at 1:26 p.m.