

**WORK2FUTURE BOARD OF DIRECTORS MEETING
THURSDAY, MARCH 17, 2011
ACTION MINUTES**

I. QUORUM VERIFICATION:

Present: Ralph Aceves, Rose Amador, Denise Boland, Benny Boveda, Brian Chrisman, Tom Fink, Joseph Flynn, Richard Friberg, Scott Green, Sue Koepp-Baker, Glenn Ledet, Marcia Lillis, Rocky Maddex, Dr. David Matuszak, Ananth Nagaraj, Dr. Mark Novak, Steve Preminger, Rashad Said, Bill Souders, Alex Torres, Lloyd Tran, Henri Villalovoz, Erin Wright, Jorge Zavala.

Absent: Barbara Cox, Janeen Dittrick, Jack Estill, Jose Gonzalez, Bill Guthrie, Van Le, Pamela Moore, Rachel Perez, Hermelinda Sapien, Dani Sellers, Sajeev Sidher, Bryan VanHuystee.

II. OPENING REMARKS: Read by Chair Benny Boveda.

III. CONSENT ITEMS

ACTION: Upon motion by Dr. David Matuszak, seconded by Joseph Flynn, and approved unanimously, the Board accepted the following consent items:

- (a) Grant Report of February 24, 2011.
- (b) American Recovery and Reinvestment Act (ARRA)/Integration Report of February 25, 2011.
- (c) Executive Committee's February 17, 2011 recommendation, as discussed at the Finance Committee Meeting of March 9, 2011, to approve the spending plan for FY 2010-2011 savings.
- (d) February CQI Report of March 7, 2011.
- (e) BOS Report of February 4, 2011.
- (f) January LMI Report of March 4, 2011.

IV. AGENDA ITEMS

A. Old Business

1. Minutes Approval

ACTION: The Minutes of work2future's December 9, 2010 Board meeting were approved.

Motion: Steve Preminger

Seconded by: Joseph Flynn

B. New Business

1. Introducing Technology

Lawrence Thoo of the Workforce Intelligence Team provided an update regarding work2future's proposed utilization of technologies as a core component of its business model restructuring efforts. At the close of the presentation, Executive Director Jeff Ruster acknowledged Mr. Thoo's above-and-beyond efforts on behalf of work2future with an award for "Employee of the Year."

2. One-Stop Relocation Actions and Related Budget

Assistant Director Christopher Donnelly presented this item to the Board, explaining that the approval of the recommendation to relocate to three community centers will provide significant savings in terms of rent, maintenance, and utilities, and that the recommendation is aligned with work2future's new business model to address a projected \$15M deficit over the next five years.

ACTION: Unanimous approval of: (1) Parkmoor lease termination; (2) staff authority to negotiate with City Parks, Recreation, and Neighborhood Services; (3) relocation to two or three City-owned community centers; and (4) the budget associated with relocation from Parkmoor.

Motion: Rashad Said

Seconded by: Rose Amador

3. FY 2011-2012 Budget

The Executive Director presented three FY 2011-2012 budgets: a base-case \$10M budget, in addition to a \$9M and \$12M budget to provide flexibility to ensure that work2future will be able to (1) take advantage of opportunities to relocate operations and improve technologies, and (2) address any needed staffing adjustments, layoffs, and reductions to contracted services, as needed, once work2future's allocation is received.

ACTION: Approval of the \$9M, \$10M, and \$12M budgets.

Motion: Sue Koepp-Baker

Seconded by: Steve Preminger

Recusals: Dr. Mark Novak and Ms. Rose Amador

4. Small Business Vitality Study

David Keen of BBC Research and Consulting presented this item to the Board, explaining that he believes the emphasis should be on entrepreneurs, since new businesses tend to create jobs early in their life cycles, as opposed to small businesses that, according to the results of the study, do not appear to be a major force for job creation, and which may in fact be a net destroyer of jobs. Based on this data, he recommended that to ensure job growth, the City should do what it can to boost the success rate of the high-growth "gazelle" firms that will be most successful.

5. Emerging Green Industries Study

This item was deferred to the Board's June 2011 meeting.

6. Brown Act and Conflict of Interest

Mark DeCastro of the City Attorney's Office provided information regarding the Brown Act, the City's Code of Ethics form that Board members must sign, and the Conflict of Interest disclosure forms that must be signed by Board members with a potential monetary interest in a contract that would be affected by a vote of the Board. Additionally, it was noted that emails or other communications between Board members may lead to a Brown Act violation.

C. Set Items for Next Agenda

- One-Stop Relocation Update
- Budget Update

D. Announcements

- BJ Sims: A job fair will be held at the Mexican Heritage Plaza on March 22, 2011.
- Lloyd Tran: Earth Day is April 22, 2011, and a San Francisco Earth Day event will highlight green jobs for Veterans.
- Jorge Zavala: An International Summit on Entrepreneurship and Innovation will be held at the City Hall Rotunda between 5:00 p.m. and 9:00 p.m.
- Javier Vanga: A Workforce Day of Action has been called for Thursday, March 24, 2011 to ensure that workforce professionals and other interested citizens contact their congressional representatives at their district offices to express the importance to the community of continuing to fund WIA.
- Angela Cipperly: A very successful youth job fair was held on February 25, 2011 at the City Hall Rotunda.

E. Next Board Meeting

The next Board meeting is scheduled for **Thursday, June 16, 2011** at 11:30 a.m. in the Boardroom at the San Jose One-Stop, 1290 Parkmoor Ave., San Jose, California.

V. PUBLIC COMMENT: There were no public comments.

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