



SPECIAL WORK2FUTURE FOUNDATION AGENDA

Thursday, February 27, 2014
4:30 p.m. – 5:00 p.m.

Business Services and Administration Facility
5730 Chambertin Drive
San José, CA 95118
408.794.1200

www.work2future.biz

Benny Boveda, work2future Foundation Board Chair
Sima Yazdani, work2future Foundation Board Vice Chair
Christopher Donnelly, work2future Foundation President
Elizabeth Kaylor, work2future Foundation Secretary

For questions regarding this agenda, please call Elizabeth Kaylor at (408) 794.1125. To request an accommodation or alternative format for work2future meetings, events or printed materials, please call Elizabeth Kaylor at 408.794.1125 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 Benny Boveda, and in my capacity as Chair of the work2future Foundation Board I would like to welcome you to the Special work2future Foundation meeting of February 27, 2014.

Members of the public who wish to address the Foundation should identify themselves and state their addresses for the record. You should complete a blue Comment Card located near the door, prior to making comments, and hand to any work2future staff member.

The procedure for this meeting is as follows:

- The Foundation Secretary will verify quorum; the Chair will read the opening remarks.
- Members of the public wishing to make a comment will then be given two (2) minutes each to comment.
- work2future staff and/or work2future Foundation Directors will present recommendations for each action item on the agenda.
- Foundation Directors may ask questions of work2future staff and other Foundation Directors.
- 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.

SPECIAL WORK2FUTURE FOUNDATION MEETING
February 27, 2014
4:30 p.m. – 5:00 p.m.
ORDER OF BUSINESS

I. QUORUM VERIFICATION

II. OPENING REMARKS

III. AGENDA ITEMS

Anticipated Ending Times: (an item may be heard before or after these ending times).
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A. Old Business

- | | | | |
|--|------------------------|--|--------|
| <p>1. <u>Minutes Approval</u>
 Approval of the December 5, 2013 work2future Foundation Minutes.</p> | <p>{Action}</p> | <table border="1"> <tr> <td>4:35 p</td> </tr> </table> | 4:35 p |
| 4:35 p | | | |

B. New Business

- | | | | | |
|--|------------------------|---|--------|--------|
| <p>1. <u>Recommendation & Approval of work2future Foundation Executive Director (CLOSED SESSION)</u>
 <i>Benny Boveda, work2future Foundation Chair</i></p> | <p>{Action}</p> | <table border="1"> <tr> <td>4:40 p</td> </tr> <tr> <td>5 Min.</td> </tr> </table> | 4:40 p | 5 Min. |
| 4:40 p | | | | |
| 5 Min. | | | | |

Approval of the hiring panel’s recommendation regarding an executive director for the work2future Foundation.

- | | | | | |
|--|------------------------|--|--------|---------|
| <p>2. <u>Recommendation & Approval of work2future Foundation Program Manager and Unit Supervisors (CLOSED SESSION)</u>
 <i>Benny Boveda, work2future Foundation Chair</i></p> | <p>{Action}</p> | <table border="1"> <tr> <td>4:50 p</td> </tr> <tr> <td>10 Min.</td> </tr> </table> | 4:50 p | 10 Min. |
| 4:50 p | | | | |
| 10 Min. | | | | |

Approval of the hiring panel’s recommendation regarding a program manager and unit supervisors for the work2future Foundation.

- | | | | | |
|--|------------------------|---|--------|--------|
| <p>3. <u>Recommendation & Approval of work2future Foundation Youth Case Managers and Job Developers (CLOSED SESSION)</u>
 <i>Benny Boveda, work2future Foundation Chair</i></p> | <p>{Action}</p> | <table border="1"> <tr> <td>4:55 p</td> </tr> <tr> <td>5 Min.</td> </tr> </table> | 4:55 p | 5 Min. |
| 4:55 p | | | | |
| 5 Min. | | | | |

Approval of the hiring panel’s recommendation regarding Youth case managers and job developers.

- | | | | | |
|--|----------------------------|---|--------|--------|
| <p>4. <u>Foundation Implementation Update</u>
 <i>Christopher Donnelly, President, work2future Foundation</i></p> | <p>{Discussion}</p> | <table border="1"> <tr> <td>5:00 p</td> </tr> <tr> <td>5 Min.</td> </tr> </table> | 5:00 p | 5 Min. |
| 5:00 p | | | | |
| 5 Min. | | | | |

An update will be provided regarding the status of implementation of the work2future Foundation.

C. Set Items for Next Agenda

D. Announcements

E. Next Meeting

The next work2future Foundation meeting will be scheduled for a date and place to be determined by the work2future Foundation.

IV. PUBLIC COMMENT

V. ADJOURNMENT

CODE OF CONDUCT FOR PUBLIC MEETINGS

The Code of Conduct is intended to promote open meetings that welcome debate of public policy issues being discussed by the work2future Foundation Board in an atmosphere of fairness, courtesy, and respect for differing points of view.

1. Public Meeting Decorum:

- a) Persons in the audience will refrain from behavior which will disrupt the public meeting. This will include making loud noises, clapping, shouting, booing, hissing or engaging in any other activity in a manner that disturbs, disrupts or impedes the orderly conduct of the meeting.
- b) Persons in the audience will refrain from creating, provoking or participating in any type of disturbance involving unwelcome physical contact.
- c) Persons in the audience will refrain from using cellular phones and/or pagers while the meeting is in session.
- d) Appropriate attire, including shoes and shirts, is required.
- e) Objects that are deemed a threat to persons at the meeting or the facility infrastructure are not allowed.

2. Addressing the work2future Foundation Board:

- a) Persons wishing to speak on an agenda item or during open forum are requested to complete a speaker card and submit the card to administrative staff at the meeting.
- b) Meeting attendees are usually given two (2) minutes to speak on any agenda item and/or during open forum; the time limit is in the discretion of the Chair of the meeting and may be limited when appropriate.
- c) Speakers should discuss topics related to work2future Foundation business on the agenda, unless they are speaking during open forum.
- d) Speakers' comments should be addressed to the full body.
- e) Abusive language is inappropriate.

Failure to comply with this Code of Conduct which does or will disturb, disrupt or impede the orderly conduct of the meeting may result in removal from the meeting and/or possible arrest.

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 Foundation Board will be available for public inspection at work2future's Business Services and Administration facility at 5730 Chambertin Drive, San Jose, California at the same time that the public records are distributed or made available to the Foundation Board.

IV (A) (1)

Meeting Minutes

[Action]

**SPECIAL WORK2FUTURE FOUNDATION MEETING
TUESDAY, DECEMBER 5, 2013
ACTION MINUTES
CTO: 10:10 A.M.**

I. Present: Sima Yazdani, Rashad Said, Dr. Mark Novak, Denise Boland.

Absent: Benny Boveda.

II. OPENING REMARKS: Read by Vice Chair Sima Yazdani.

III. AGENDA ITEMS

A. Old Business

1. Minutes Approval

ACTION: Approval of the Minutes of work2future's October 17, 2013 work2future Foundation Board meeting.

Motion: Rashad Said

Second: Dr. Mark Novak

B. New Business

1. Approval of work2future Foundation Personal Time Off Policy

ACTION: Unanimous approval of staff's recommendation to provide 17 days of Paid Time Off (PTO) and 12 Holidays for Foundation staff; PTO shall be earned on an employment year basis, on the first day of each month following the date of hire.

Motion: Denise Boland

Second: Rashad Said

2. Approval of Foundation Benefits Package

ACTION: Unanimous approval of staff's recommendation to use Cal Nonprofits Insurance Services as insurance broker for the work2future Foundation's health, dental and vision insurance plans. Staff further recommends (1) the Kaiser Permanente Platinum Plan and the Blue Shield HMO Platinum Plan as the two options for Foundation Staff health coverage, with the Foundation covering 80% of the medical coverage cost for employees and 50% of the medical coverage costs of employee dependents; (2) the Delta Dental Elite Plan, with the Foundation covering

80% of the cost for employee dental insurance coverage; and (3) employee-purchased VSP Vision Plans.

Motion: Rashad Said

Second: Dr. Mark Novak

3. Review of Key Terms of the Agreement with the City

The work2future Foundation Board members were provided with a draft copy of the agreement for review and discussion. Foundation Board members discussed several aspects of the agreement with the City such as branding, open meeting provisions, inventory, insurance, and performance measures.

B. Set Items for Next Agenda

C. Announcements:

- President Christopher Donnelly mentioned that he is in contact with the Health Trust regarding potential bookkeeping services.

D. Next Meeting

The next work2future Foundation meeting will be scheduled for a date and time to be determined by the Directors of the work2future Foundation.

IV. PUBLIC COMMENT: There were no public comments.

V. ADJOURNMENT: The meeting was adjourned at 11:20 a.m.

III (B) (1)

Recommendation &
Approval of work2future
Foundation Executive
Director

[Action]

III (B) (2)

Recommendation &
Approval of work2future
Foundation Program
Manager and Unit
Supervisors

[Action]

III (B) (3)

Recommendation &
Approval of work2future
Foundation Youth Case
Managers and Job
Developers

[Action]

III (B) (4)

Foundation Implementation Update

[Discussion]

work2future Foundation Update

February 20, 2014

- Recruitment is under way for work2future Foundation positions. Final candidate interviews for the Executive Director position were held during the weeks of February 3 and February 10. The Executive Director is anticipated to come on board sometime in March 2014.
- The agreement with the work2future Foundation is in the amount of \$1.7M to cover the initial period through June 2014. The agreement is anticipated to be fully executed no later than March 2014.
- 250 candidates have applied for 44 positions with the Foundation.
- Initial service delivery is expected to begin in March 2014 for Youth program. The Adult transition is anticipated in April/May 2014.
- The complete transition of services to the work2future Foundation is anticipated by June 30, 2014.

III (C)
Set Items for Next Agenda

III (D)
Announcements

III (E)
Next Meeting

The next work2future Foundation meeting will take place on a date and at a place to be determined by the Foundation.

IV
Public Comment

V
Adjournment