



## **SPECIAL WORK2FUTURE FOUNDATION AGENDA**

**Thursday, April 17, 2014**

3:00 p.m. – 5:00 p.m.

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

[www.work2future.biz](http://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 April 17, 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**  
**April 17, 2014**  
**3:00 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).

**A. Old Business**

1. **Minutes Approval** **{Action}** 3:05 p  
Approval of the February 27, 2014 work2future Foundation Minutes.

**B. New Business**

1. **Foundation Implementation Update** **{Discussion}** 3:30 p  
25 Min.  
*Richard Martinez, Interim Director*

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

2. **Approval and Adoption of eflexPOP Cafeteria Plan** **{Action}** 3:40 p  
10 Min.  
*Rose Sahagun, work2future Staff*

Approval and adoption of eflexgroup's Premium Only Plan (POP) Solution Cafeteria Plan for work2future Foundation employees.

3. **work2future's March 20, 2014 Board Retreat** **{Discussion}** 4:00 p  
20 Min.  
*Christopher Donnelly, President & Richard Martinez, Interim Director*

A discussion will be held regarding the action plans of the Fundraising, Technology, Underemployment, and Partnerships teams convened at the Retreat to support work2future Foundation implementation.

4. **work2future Foundation Funding Development Strategies** **{Discussion}** 4:45 p  
45 Min.  
*Christopher Donnelly, President & Richard Martinez, Interim Director*

A discussion will be held regarding the development of strategies to obtain additional funding for 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.

# III (A) (1)

## Meeting Minutes

[Action]

**SPECIAL WORK2FUTURE FOUNDATION MEETING**  
**THURSDAY, FEBRUARY 27, 2014**  
**ACTION MINUTES**  
**CTO: 4:37 P.M.**

**I. QUORUM VERIFICATION**

**Present:** Benny Boveda, Rashad Said, Dr. Mark Novak, Denise Boland.

**Absent:** Sima Yazdani.

**II. OPENING REMARKS:** Read by Chair Benny Boveda.

**III. AGENDA ITEMS**

**A. Old Business**

**1. Minutes Approval**

**ACTION:** Approval of the Minutes of work2future's December 5, 2013 work2future Foundation Board meeting.

Motion: Denise Boland

Second: Rashad Said

**B. New Business**

**1. Recommendation & Approval of work2future Foundation Executive Director (Closed Session)**

**ACTION:** Unanimous approval of (1) the recommended interim director of the work2future Foundation, and (2) an expedited process to hire a permanent executive director for the work2future Foundation.

Motion: Dr. Mark Novak

Second: Rashad Said

**2. Recommendation & Approval of work2future Foundation Program Managers & Unit Supervisors (Closed Session)**

**ACTION:** Unanimous approval to hire as recommended (1) Adult Program Manager, Youth Program Manager, and Special Projects/LMI Program Manager; and (2) Employment Services Unit Supervisor, San Jose One-Stop Job Center Supervisor, Gilroy/Morgan Hill One-Stop Unit Supervisor, Training Team Unit Supervisor, and Youth Program Unit Supervisor.

Motion: Rashad Said

Second: Dr. Mark Novak

**2. Recommendation & Approval of work2future Foundation Youth Case Managers and Job Developers (Closed Session)**

**ACTION:** Unanimous approval to hire as recommended (1) Youth Case Managers and Follow-up/MIS; (2) Job Developers; and (3) Training Specialist.

Motion: Rashad Said  
Second: Sr. Mark Novak

**4. Foundation Implementation Update**

An update was provided to the Foundation Board regarding the status of the implementation of the work2future Foundation.

**B. Set Items for Next Agenda**

**C. Announcements:** There were no announcements.

**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 5:25 p.m.



# III (B) (1)

## Foundation Implementation Update

[Discussion]

WORK2FUTURE FOUNDATION  
IMPLEMENTATION OF OPERATIONS UPDATE  
4/15/2014

- The week prior to the April 1 transfer at the Youth Training Center, staff were introduced to the new gmail system: @work2futurefoundation.org.
  
- On April 1 a total of 14 work2future Foundation staff members were on-boarded and Youth Training Center services transferred smoothly to the work2future Foundation staff.
  - All new staff were also given an employee orientation that included completion of right-to-work documentation, a review of the Foundation and its expectations for employees, a benefits review and an introduction to an online timekeeping system.
  
  - As of April 1, there were 182 youth enrolled in both the General Youth and Green Cadre programs. There have been 25 enrollments since that date.
  
- Planning continues for the transition of Adult/Dislocated Worker services to the Foundation on April 28. The new hires will include an accountant as well as administrative support staff.
  
- Staff morale has been high, with new hires looking forward to employment with the work2future Foundation.
  
- The relationship between work2future and the Foundation has been cooperative and mutually supportive. Every effort has been made to create a working relationship that is customer-focused with the intent of addressing issues as partners striving for the best outcomes for clients.

## III (B) (2)

# Approval and Adoption of eflexPOP Cafeteria Plan

[Action]

# work2future Foundation Board Meeting

## April 17, 2014



# Approval of Foundation Medical Benefits and Compensation

# Section 125: Premium Only Plan

Premium Only Plan	
Plan Administrator	Annual Cost
eflexgroup	\$199 annually; \$16.58 monthly

## Recommendation

Staff is recommending approval and adoption of a Section 125 eflexgroup Premium Only Plan (POP) Solution Cafeteria Plan for work2future Foundation employees.

## Rationale

The Premium Only Plan will allow work2future Foundation employees to reduce their total taxable income and increase their spendable income by deducting the employee's portion of the company-sponsored insurance premium directly from said employee's paycheck before taxes are deducted.

In order to have the work2future Foundation's payroll service provider deduct medical benefits from employee paychecks pre tax , the work2future Foundation will need to have a Premium Only Plan in place. CalNonprofits Insurance services has provided staff with eflexgroup as a low-cost plan administrator.

# Corporate Resolution

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**Important:** The IRS requires that qualified plans enact a Corporate Resolution. This Corporate Resolution is critical documentation that shows the IRS that the corporation has instituted a plan according the appropriate regulations. The employer should complete this page and keep it on file with the plan document as critical documentation for the plan. This page of the Adoption Agreement does not need to be submitted to eflex.

**WHEREAS**, the Board of Directors of \_\_\_\_\_  
deems it to be in the best interest of its employees and officers to amend and restate its Cafeteria Plan under Section 125 of the Internal Revenue Code of 1986, as amended, be it **RESOLVED**, that the Board of Directors hereby adopts and approves this Cafeteria Plan as amended and restated to become effective as of \_\_\_\_\_

Pursuant to the Adoption Agreement and Cafeteria Plan which are attached hereto;

**RESOLVED FURTHER**, that the President of the \_\_\_\_\_  
Shall have the authority to:

- a. execute this Adoption Agreement and Amended Cafeteria Plan, and other documents and agreements as may be necessary to implement the Plan;
- b. appoint a plan administrator for such plan, and change such administrator from time to time with the advice and consent of the Board of Directors;
- c. contract with eflexgroup, Inc, to provide assistance to the plan administrator in establishing and maintaining such plan; and

**RESOLVED FURTHER**, that the Secretary of the Board is directed to enter a copy of this Adoption Agreement and this Cafeteria Plan, as amended, into the records of this Institution, and into the minutes of this meeting.

**CERTIFICATION**

The foregoing is a true copy of a resolution duly adopted by the Board of Directors at a meeting on \_\_\_\_\_  
and entered in the minutes of such meeting in the Institution minute's book.

Dated \_\_\_\_\_

Secretary's Name \_\_\_\_\_

Secretary's Signature \_\_\_\_\_

Please detach this page and keep it for your files.

# III (B) (3)

work2future's  
March 20, 2014 Board  
Retreat

[Discussion]

# work2future Board Retreat

## March 20, 2014

**Team: FUNDRAISING**

### **Boardmember Leads**

**Sue Koepp-Baker:** [SKoeppbaker@envirotechsvcs.com](mailto:SKoeppbaker@envirotechsvcs.com); (408) 782-2729.

**Alex Torres:** [alex.c.torres@wellsfargo.com](mailto:alex.c.torres@wellsfargo.com); (408) 218-7843.

### **Buddy**

**Richard Martinez:** [richard.martinez@work2futurefoundation.org](mailto:richard.martinez@work2futurefoundation.org); (408) 794-1107.

### **Members**

Rocky Maddex

Danielle Sellers

### **Notes**

- New Internet based product and service
- Recruiting and training to small companies
- HR services
- Yearly fundraising event
- Approach large corporations and other foundations for donations
- Outreach to corporations and other funders

### **Fundraising and Development**

- Visit potential donors
- Grants
- Fee for services
- Any entrepreneurial venture that we can incubate



# work2future Board Retreat

## March 20, 2014

**Team: UNDEREMPLOYED**

### **Boardmember Leads**

**Sima Yazdani:** [syazdani@cisco.com](mailto:syazdani@cisco.com); (408) 531-5876.

### **Buddy**

**Sangeeta Durrall:** [sangeeta.durrall@sanjoseca.gov](mailto:sangeeta.durrall@sanjoseca.gov); (408) 794-1103.

### **Members**

Denise Boland

Richard Friberg

Leslie Gilroy

Sue Koepp-Baker

Van Le

Glenn Ledet

Pam Moore

Rachel Perez

Rashad Said

Hermelinda Sapien

Mitch Schoch

### **Project Ideas (Bold indicates high priority)**

- **Professional Networking**
- Skill Development
- Professional Mentoring
- Corporate Hiring
- **Employer Involvement in Upgrading Corporate (In-House) Training**
- Strategy Development by Sector (e.g., Youth, Over 40, ESL)
- **Language Skill Development**
- **Soft Skill and Business Language Development**
- Internships for Clients with Experience
- Corporate Succession Planning Strategies
- **Youth Underemployment Initiative – Training Internships that Lead to First Jobs**
- Corporate Partnership (Fundraising) for Job Training Programs – Especially for Youth (Summer 2015)
- Cultural Training for American Business
- Diagnostic Assessment and Aptitude Testing

## **Project Plan**

### **Project Initiative – Youth Underemployment**

**Objective: Summer employment and long-term employment preparation for youth (including soft skill training)**

- **Meet every two weeks via phone**

**Step 1:** Strategy Development

**Step 2:** Determine Partners – Funding Sources such as Corporations, Chambers of Commerce, Leadership Groups, Police and Fire, City Government

**Step 3:** Connect with School Boards/Schools/Adult Educations Programs

**Step 4:** Coordinate with other Programs to create “No Wrong Door” – maximizing the individual organization’s talents

### **Underemployed/Unemployed Groups to Consider that Need Up-skill**

#### **Training and Hiring:**

- Highly Skilled Networker
- Undocumented
- Homeless
- Uneducated (No HS Diploma or GED)
- Unemployed/Underemployed College Student
- Youth

# work2future Board Retreat

## March 20, 2014

**Team: TECHNOLOGY**

### **Boardmember Lead**

**George Massoud:** [George@intraservesystems.com](mailto:George@intraservesystems.com); (408) 514-1305.

### **Buddy**

**Javier Vanga:** [javier.vanga@sanjoseca.gov](mailto:javier.vanga@sanjoseca.gov); (408) 794-1150.

### **Members**

Jose Gonzalez

### **Notes**

- Network /Hardware/Software
  - Assess needs
  - Customers increasingly using technology
  
- Pain Points/Needs
  - Client services delivery
  
- 50 staff for Foundation
- Suggest recommendations based on requirements
- What are the responsibilities of the City and Foundation?
- Timeline?

### **Staff to Research**

- Internet connectivity
- Network
- Hardware and Software: Cloud versus On-Premises
- Applications
- Web Presence
- User Equipment
- I-Train case management system

# work2future Board Retreat

## March 20, 2014

**Team: PARTNERSHIPS**

### **Boardmember Lead**

**Dr. Bob Harper:** [bharper@cuhsd.org](mailto:bharper@cuhsd.org); (408) 626-3402.

### **Buddy**

**B. J. Sims:** [bj.sims@sanjoseca.gov](mailto:bj.sims@sanjoseca.gov); (408) 794-1129.

### **Members**

Tom Fink

Olivier Minkowski

Fernando Sepulveda

Henri Villalovoz

### **Notes**

Resources:

- Own
- Outsource
- Partnership
  - Shared resources
  - Risk
  - Revenue

Value Proposition

Client segments and needs

- Identify areas of partnership/prioritize
- Map potential partners in key areas
  - Public
  - Private
  - Non-profit
- Structure a pilot
- Go/No Go in June

# III (B) (4)

## work2future Foundation Funding Development Strategies

[Discussion]

# work2future Board Retreat

## March 20, 2014

**Team: FUNDRAISING**

### **Boardmember Leads**

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### **Notes**

- New Internet based product and service
- Recruiting and training to small companies
- HR services
- Yearly fundraising event
- Approach large corporations and other foundations for donations
- Outreach to corporations and other funders

### **Fundraising and Development**

- Visit potential donors
- Grants
- Fee for services
- Any entrepreneurial venture that we can incubate

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