



# **SPECIAL WORK2FUTURE FOUNDATION AGENDA**

**Thursday, June 19, 2014**

10:00 a.m. – 11:30 a.m.

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

<http://www.work2futurefoundation.org>

**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 Rose Sahagun at (408) 794.1239. To request an accommodation or alternative format for work2future meetings, events or printed materials, please call Rose Sahagun at 408.794.1239 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 June 19<sup>th</sup>, 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**

**June 19, 2014**

**10:00 am – 11:30 am**

**ORDER OF BUSINESS**

**I. QUORUM VERIFICATION**

**II. OPENING REMARKS**

**III. AGENDA ITEMS**

**A. Old Business**

- 1. Minutes Approval {Action} 5 min.**  
Approval of the April 17, 2014 work2future Foundation Minutes.

**B. New Business**

- 1. Executive Director – Recruitment {Discussion} 10 min.**  
*Chris Donnelly, President*

An update will be provided regarding the status of the recruitment of the work2future Foundation Executive Director.

- 2. work2future Foundation Update {Discussion} 10 min.**  
*Richard Martinez, Interim Director*

An update will be provided on the status of the work2future Foundation.

- 3. Approval of 2014-15 Budget {Action} 15 min.**  
*Richard Martinez, Interim Director*

Approval and adoption of the 2014-15 work2future Foundation Budget.

- 4. Approval of 2014-15 Contract with City of San Jose {Action} 10 min.**  
*Richard Martinez, Interim Director*

Approval of the contract with the City of San Jose for WIA services.

- 5. Approval of Policy to Recruit New Board Members {Action} 15 min.**  
*Richard Martinez, Interim Director*

Approval of a work2future Foundation policy to recruit new Board Members.

**6. Approval of Change of Foundation Program Year {Action} 5 min.**

*Richard Martinez, Interim Director*

Approval of changing the program year 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.