



WORK2FUTURE FOUNDATION AGENDA

Tuesday, August 28, 2012

4:30p.m. – 5:00 p.m.

Business Services and Administration Facility

5730 Chambertin Drive

San Jose, CA 95118

408.794.1200

www.work2future.biz

Joseph Flynn, work2future Board Acting Chair
Christopher Donnelly, work2future Foundation President
Elizabeth Kaylor, work2future Foundation Secretary

The City of San Jose is committed to open and honest government and strives to consistently meet the community's expectations by providing excellent service, in a positive and timely manner, and in the full view of the public. For additional information, please view:

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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 Joe Flynn, and in my capacity as Acting Chair of the [work2future](#) Foundation I would like to welcome you to the work2future Foundation meeting of August 28, 2012.

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 one (1) 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 each 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 pursuant to the “Brown Act.”

WORK2FUTURE FOUNDATION
August 28, 2012
4:30 p.m. – 5:00 p.m.
ORDER OF BUSINESS

I. QUORUM VERIFICATION

II. OPENING REMARKS

III. AGENDA ITEMS

Anticipated Ending Times

A. New Business

1. work2future Foundation Update

Christopher Donnelly, work2future Foundation President

{Discussion} 4:40 p

An update regarding the work2future Foundation will be provided.

2. Nomination & Election of work2future Foundation Directors

Joseph Flynn, work2future Foundation Acting Chair

{Action} 4:45 p

The work2future Foundation shall nominate and elect its Directors.

3. Nomination & Election of work2future Foundation Officers

Joseph Flynn, work2future Foundation Acting Chair

{Action} 4:55 p

The work2future Foundation's Board of Directors shall nominate and elect a President, Secretary, and Chief Financial Officer for the 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

CITY OF SAN JOSE CODE OF CONDUCT FOR PUBLIC MEETINGS IN THE COUNCIL CHAMBERS AND COMMITTEE ROOMS

The Code of Conduct is intended to promote open meetings that welcome debate of public policy issues being discussed by the City Council, Redevelopment Agency Board, their Committees, and City Boards and Commissions 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 are required in the Council Chambers and Committee Rooms at all times.
- e) Persons in the audience will not place their feet on the seats in front of them.
- f) No food, drink (other than bottled water with a cap), or chewing gum will be allowed in the Council Chambers and Committee Rooms, except as otherwise pre-approved by City staff.
- g) All persons entering the Council Chambers and Committee Rooms, including their bags, purses, briefcases and similar belongings, may be subject to search for weapons and other dangerous materials.

2. Signs, Objects or Symbolic Material:

- a) Objects and symbolic materials, such as signs or banners, will be allowed in the Council Chambers and Committee Rooms, with the following restrictions:
 - No objects will be larger than 2 feet by 3 feet.
 - No sticks, posts, poles or other such items will be attached to the signs or other symbolic materials.
 - The items cannot create a building maintenance problem or a fire or safety hazard.
- b) Persons with objects and symbolic materials such as signs must remain seated when displaying them and must not raise the items above shoulder level, obstruct the view or passage of other attendees, or otherwise disturb the business of the meeting.
- c) Objects that are deemed a threat to persons at the meeting or the facility infrastructure are not allowed. City staff is authorized to remove items and/or individuals from the Council Chambers and Committee Rooms if a threat exists or is perceived to exist. Prohibited items include, but are not limited to: firearms (including replicas and antiques), toy guns, explosive material, and ammunition; knives and other edged weapons; illegal drugs and drug paraphernalia; laser

**CITY OF SAN JOSE CODE OF CONDUCT FOR PUBLIC MEETINGS IN
THE COUNCIL CHAMBERS AND COMMITTEE ROOMS (CONT'D)**

pointers, scissors, razors, scalpels, box cutting knives, and other cutting tools; letter openers, corkscrews, can openers with points, knitting needles, and hooks; hairspray, pepper spray, and aerosol containers; tools; glass containers; and large backpacks and suitcases that contain items unrelated to the meeting.

3. Addressing the Council, Redevelopment Agency Board, Committee, Board or Commission:
- 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 the City Clerk or other 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. Applicants and appellants in land use matters are usually given more time to speak.
 - c) Speakers should discuss topics related to City business on the agenda, unless they are speaking during open forum.
 - d) Speakers' comments should be addressed to the full body. Requests to engage the Mayor, Council Members, Board Members, Commissioners or Staff in conversation will not be honored. Abusive language is inappropriate.
 - e) Speakers will not bring to the podium any items other than a prepared written statement, writing materials, or objects that have been inspected by security staff.
 - f) If an individual wishes to submit written information, he or she may give it to the City Clerk or other administrative staff at the meeting.
 - g) Speakers and any other members of the public will not approach the dais at any time without prior consent from the Chair of the meeting.

Failure to comply with this Code of Conduct which 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 legislative body 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 legislative body.

III (A) (1)

work2future Foundation Update

[Discussion]

work2future Foundation Implementation Timeline

August 2012 - Foundation holds its annual organizational meeting

September 2012 - Presentation of Foundation Overview to work2future Board

November 2012 - Presentation to Foundation Board by Foundation staff on Foundation as service provider

November 2102 - Discussion by work2future Executive Committee on Foundation as a Service Provider

December 2012 - Presentation to work2future Board on role of Foundation

January/February 2013 - Executive Committee and Foundation Board presentation and approval of Foundation policy and procedures, as well as Fiscal and Program staffing

March 2013 - work2future Board presentation and approval for Foundation to become direct service provider

April 2013 - Executive Committee approval of Foundation's personnel policies; Foundation Board's approval of personnel policies, pay plan, and benefits package

May 2013 - Executive Committee approval of Foundation FY 2013-14 proposed budget

May 2013 - Foundation Board approval of Foundation's proposed budget for FY 2013-14

June 2013 - Approval by work2future Board of proposed Foundation budget and operating plan

July 1, 2013 - Delivery of services by work2future/City staff and Foundation staff

December 2013 - Presentation to work2future Board of six-month progress report on Foundation progress and outcomes

January 2014 - Services provided by Foundation staff

III (A) (2)

Nomination and Election of work2future Foundation Directors

[Action]



Memorandum

TO: work2future Foundation
FROM: Joseph Flynn, Acting Chair
SUBJECT: Nomination and Election of
work2future Foundation
Directors
DATE: August 28, 2012

RECOMMENDATION

It is recommended that the nomination and election of the work2future Foundation's Board of Directors take place on August 28, 2012 at the Foundation Board's annual organizational meeting. It is further recommended that work2future Vice Chair Sima Yazdani, Youth Council Committee Chair Denise Boland, and Finance Committee Chair Sue Koepp-Baker be nominated and elected to the work2future Foundation's Board of Directors.

BACKGROUND

When the work2future Foundation was created in November 2011, the members of work2future's Executive Committee at that time were appointed to serve as the initial Directors for the Foundation: Benny Boveda, work2future Board/Executive Committee Chair; Joe Flynn, work2future Board/Executive Committee Vice-Chair and Chair of the Finance Committee; Dr. Mark Novak, Chair of the Operations Committee; Bryan VanHuystee, Chair of the Youth Council Committee, and Steve Preminger and Rashad Said, Executive Committee members-at-large.

On September 27, 2011, Denise Boland was elected Chair of the Youth Council Committee and thus became an ex-officio member of the Executive Committee. Similarly, on March 14, 2012, Sue Koepp-Baker was elected Chair of the Finance Committee and thus became an Executive Committee member. At the meeting of work2future's Board of Directors on March 15, 2012, Joe Flynn was elected Chair of the work2future Board/Executive Committee, and Sima Yazdani was elected Vice-Chair of the Board/Executive Committee.

The work2future Foundation accepted the resignations of Foundation Directors Benny Boveda and Bryan VanHuystee effective July 27, 2012 and July 24, 2012, respectively.

III (A) (3)

Nomination and Election of work2future Foundation Officers

[Action]



Memorandum

TO: work2future Foundation **FROM:** Joseph Flynn, Acting Chair

SUBJECT: Nomination and Election of **DATE:** August 28, 2012
work2future Foundation Officers

RECOMMENDATION

It is recommended that the work2future Foundation Board of Directors nominates and elects the incumbent, appointed work2future Foundation Officers at its annual organizational meeting of August 28, 2012.

BACKGROUND

When the work2future Foundation was created in November 2011, work2future staff members were appointed to serve as its Officers: Christopher Donnelly, now work2future's Director of Operations, was appointed to serve as the Foundation's President; work2future Board Liaison Elizabeth Kaylor was appointed Foundation Secretary; and Joy Salandanan, work2future's Finance Manager, was appointed to serve as Chief Financial Officer for the work2future Foundation.

III (B)
Set Items for Next Agenda

III (C)
Announcements

III (D)
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