

**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.