work2future

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BOARD MEETING AGENDA
Thursday, December 10, 2009

11:30 a.m. – 1:30 p.m.

San Jose One-Stop
Boardroom
1290 Parkmoor Ave.
San Jose, CA 95126
(408) 794-1100

www.work2future.biz

Benny Boveda, work2future Chair
Luz Maria Rodriguez, work2future Vice Chair
Jeff Ruster, work2future Secretary
Christopher Donnelly, Board Staff

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.

For questions regarding this agenda, please call Elizabeth Kaylor at (408) 794-1125.

WORK2FUTURE BOARD MEMBERS

Name/Company	Executive	Finance	Operations	Youth
Amador, Rose *Center for Training and Careers*			VC	
Baer, David *IBEW (Electrical Workers) Local 332*				
Boland, Denise *Social Services Agency, County of Santa Clara*				M
Boveda, Benny *Target*	C			
Campbell, Thaddeus *Thaddeus Systems, Inc.*			M	
Chrisman, Brian *Borgata Recycling*				
Cristina, Barry *Green Waste Recovery, Inc.*		M		
Dittrick, Janeen *Employment Development Department*			M	
Do, Sarah *Starbucks Coffee Company*				
Estill, Jack *Appian Engineering, Inc.*		M		
Fink, Tom *Amalgamated Transit Union Local 265*				
Flynn, Joseph *Lavante*		C		
Friberg, Richard *Grow Strategically*			M	
Guthrie, Bill *United Association Local 393*				
Koepp-Baker, Susan *Bradley Associates Consultants*		VC		
Krutko, Leslye *City of San Jose Housing Department*				
Krutko, Paul *City of San Jose Office of Economic Development*				
Le, Van *State Farm Insurance*			M	M
Lillis, Marcia (Franks) *National First Credit Union*				
Maddex, Rocky *Adava, LLC*		M		
Matuszak, David *Santa Clara County Regional Occupational Program*				M

Name/Company	Executive	Finance	Operations	Youth
Mills, David *John S. & James L. Knight Foundation*				
Miranda, Dan *Landmark Protection, Inc.*				
Montoya, Michelle *Filice Insurance Agency*			M	
Moore, Brenda *Macy's, Inc.*				
Moore, Pamela *Department of Rehabilitation*			M	
Nagaraj, Ananth *Yahoo!*				
Novak, Dr. Mark *San Jose State University*			C	
Perez, Rachel *Gavilan Community College*				
Preminger, Steve *Working Partnerships USA*	M			
Ricossa, Katherine *Kaiser Permanente*			M	
Rodriguez, Luz Maria *Univision Radio*	VC			
Said, Rashad *Advanced Vocational Institute*	M		M	
Sapien, Hermelinda *Center for Employment Training*		M		
Sellers, Dani *Prudential Financial*		M		
Southwell, John *Hilton San Jose*				
Torres, Alex *Wells Fargo*				
Tran, Lloyd *International Association of Nanotechnology*				
VanHuystee, Bryan *Chase*	M			C
Villalovoz, Henri *Council on Aging Silicon Valley*				
Wise, Derek *Global Netoptex*				
Zavala, Jorge *Technology Business Accelerator*				

NOTICE TO THE PUBLIC

Good morning, my name is Benny Boveda and in my capacity as Chair of work2future I would like to welcome you to the Board meeting of December 10, 2009.

Members of the public who wish to address the Board 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 Board Secretary will take roll; 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 Board Members may present recommendations for an item on the agenda.
- Board members may ask questions of work2future staff and other Board members.
- The Board may take action on an agenda item.
- Copies of the agenda have been placed on the table near the door for your convenience.
- work2future Board members may only discuss items listed on the agenda pursuant to the "Brown Act."

WORK2FUTURE BOARD MEETING
December 10, 2009
11:30 A.M. SESSION

ORDER OF BUSINESS

I. ROLL CALL

II. OPENING REMARKS

III. PUBLIC COMMENT

IV. CONSENT ITEMS

V. AGENDA ITEMS

A. Old Business

1. Minutes Approval **{Action}** 5 Min.

Approval of the September 17, 2009 work2future Board Minutes

B. New Business

1. Progress and Transition Report on CQI Efforts **{Discussion}** 15 Min.
Lori Strumpf, Consultant, Strumpf Associates
Christopher Donnelly, Assistant Director

Presentation of final closeout report on organizational change, Continuous Quality Improvement (CQI), and ongoing challenges.

2. Board and Executive Committee Meeting Schedule for 2010 **{Action}** 5 Min.
Benny Boveda, work2future Board Chair

Approval of work2future's Board and Executive Committee meeting schedule for 2010.

3. New Grant Awards for FY 2009-2010 **{Action}** 10 Min.
Jeff Ruster, Executive Director

Approval of proposed expenditure plan for new grant awards received for Fiscal Year (FY) 09-10.

10 Min.

4. <u>ARRA Update</u> **{Discussion}**

Monique Melchor, Integration and Adult/Dislocated Worker Program Manager

Updates will be provided on work2future activities funded through the 2009 American Recovery and Reinvestment Act (ARRA).

45 Min.

5. <u>Community Builder Awards</u> **{Informational}**

Jeff Ruster, Executive Director

Through the annual presentation of Community Builder Awards, work2future recognizes organizations and individuals that have helped to make the community a better place.

C. Set Items for Next Agenda

5 Min.

D. Announcements

5 Min.

Members will have an opportunity to make announcements of interest to the Board

E. Next Board Meeting

The next Board meeting is scheduled for **Thursday, March 18, 2010** at 11:30 a.m. in the Boardroom at the San Jose One-Stop, 1290 Parkmoor Ave., San Jose, California.

F. Adjournment

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 the San Jose One-Stop, 1290 Parkmoor Avenue, San Jose, California at the same time that the public records are distributed or made available to the legislative body.

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 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.

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

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.