

**EXECUTIVE COMMITTEE MEETING ACTION MINUTES
JANUARY 15, 2009**

- I. ROLL CALL** **Present:** **Benny Boveda, Dr. Mark Novak, Steve Preminger, Joe Flynn, Luz Marie Rodriguez,**
Absent: **Rashad Said**
Staff: **Jeff Ruster, Chris Donnelly, Monique Melchor, Leslie Hallenbeck, Mary Dariano, Javier Vanga, Jon Rubin, Elizabeth Kaylor**
Contractor: **Josh Williams**

II. OPENING REMARKS

III. PUBLIC COMMENT: none

IV. AGENDA ITEMS

A. Old Business

1. Minutes Approval

Action: The Executive Committee unanimously approved the December 2, 2008 work2future Executive Committee Meeting Minutes.

B. New Business

1. Gilroy One-Stop Lease

Action: The Executive Committee unanimously approved the renewal of the Gilroy One-Stop lease.

2. EDGE Campaign

Josh Williams, Consultant for the work2future, NOVA, and San Mateo WIBs, presented an update on the EDGE Campaign.

3. work2future Grants Status

Jon Rubin, work2future Consultant, presented an update on current and projected work2future grant applications.

4. 501c3 Update

Javier Vanga, work2future Program Manager, presented an update on the status of the 501(c)(3).

5. Additional EDD Funding

Chris Donnelly, Assistant Director, led a discussion about the EDD Grant for \$402,000.00 additional funds awarded to work2future, due to the increased local unemployment rate.

6. work2future FY 08/09 Budget

Jeff Ruster, Executive Director work2future, presented an update on FY 08/09 Budget.

7. Youth Program Enhancements

Monique Melchor, work2future Integration and Youth Program Manager, led a discussion on new Youth Program enhancements and the associated spending plan.

8. Integration/ CQI

Monique Melchor, work2future Integration and Youth Program Manager, presented an update on the Integration status and Continuous Quality Improvement (CQI) surveys.

9. Board Development

Jeff Ruster, work2future Executive Director, led a discussion about Committee and Board development and engagement initiative

10. Set Items for Next Agenda

- a) Action: Youth program enhancements approval
- b) Action: Budget presented for approval
- c) Detailed budget report
- d) Grant Status
- e) Integration update
- f) Retail training program

11. Announcements

C. Next Meeting

The next Executive Committee meeting is scheduled for **February 19, 2009** at 3:00 p.m. in the Boardroom at the San Jose One-Stop, 1290 Parkmoor Ave., San Jose, California.

D. Adjournment