



NOVAworks WORKFORCE BOARD AGENDA
12:00 p.m. to 1:30 p.m., WEDNESDAY, January 24, 2024
456 WEST OLIVE AVENUE, 1ST FLOOR, CONFERENCE ROOM #154 (ALDER Rm), SUNNYVALE, CA
Meeting packet is also posted on the NOVAworks website: <https://novaworks.org/>.

1. **CALL TO ORDER**
2. **PUBLIC ANNOUNCEMENTS**
3. **CONSENT AGENDA** **Motion**
All matters listed on the consent agenda are considered routine and will be acted upon by one motion. There will be no separate discussion of these items, unless requested by a Board member or a member of the public.
 - 3A. Approval of Agenda
 - 3B. Approval of Minutes of November 29, 2023 Meeting (**Enclosure**)
4. **PUBLIC HEARING/GENERAL BUSINESS**
 - 4A. Approval of Revisions to Board Bylaws (**Enclosure**) **Motion**
 - 4B. Election of NOVAworks Workforce Board Officers for Calendar Year 2024 (**Enclosure**) **Motion**
5. **REPORT FROM THE CHAIR**
 - 5A. Customer Success
 - 5B. Presentation from Board member Jean Cohen of South Bay Labor Council
6. **INFORMATION ONLY REPORTS/ITEMS**
 - 6A. Update Young Adult Program: Model Pilot for Replication **Information**
 - 6B. Presentation on New Job Connector Platform **Information**
7. **REPORT FROM THE EXECUTIVE DIRECTOR**
 - 7A. State WIOA Financial and Youth Services Monitoring Visit
 - 7B. WIOA Reauthorization: A Stronger Workforce for America Act
8. **ADJOURNMENT**

SCHEDULED MEETINGS

NOVAworks Board Meeting, Wednesday, March 27, 2024, at 12:00 p.m.: Location TBD

Pursuant to the Americans with Disabilities Act, NOVA will make reasonable efforts to accommodate persons with qualified disabilities. If you require special accommodation, please contact NOVA at (408) 730-7240 at least one day in advance of the Workforce Board Meeting. Auxiliary aids and services are available upon request to individuals with disabilities. TTY: 711 (CA Relay Service)



NOVAworks Workforce Board
Draft November 29, 2023 Meeting Minutes

PRESENT: G. Biggs, D. Bini, R. Brunson, R. Foust, P. Guevara, N. Leonor, S. Levy, J. Lind, A. Manwani, B. Murphy, M. Nemits, S. Porter, A. Switky, and T. Woo

ABSENT: T. Baity, C. Berdiansky, J. Cohen, J. Morrill, K. Vartan, M. Vittal, and N. Williams

ALSO PRESENT: M. Sessions, L. Anders, W. Renwick, and E. Stanly of NOVAworks staff; and guest Sunnyvale Mayor Larry Klein

1. CALL TO ORDER

Co-Chairperson A. Switky called the meeting to order at 12:08 p.m.

2. PUBLIC ANNOUNCEMENTS

There were no public announcements.

3. INTRODUCTION OF HONORABLE LARRY KLEIN, MAYOR, CITY OF SUNNYVALE

Sunnyvale Mayor Klein was introduced to Board members. Highlights of the discussion included (but were not limited to):

- NOVAworks is a part of the solution to assist residents find jobs and companies find talent. This is reflected in the low unemployment rate and low commercial vacancy rate in Sunnyvale.
- With federal funding, NOVAworks assists disenfranchised communities, including veterans, acquire the skills to obtain jobs and succeed. And it takes a holistic approach to job search by providing wrap-around support to ensure access for everyone.
- NOVAworks helps disconnected youth explore career opportunities. This is achieved through skill development, mentoring, and a digital community hub and inspiring road trip through Roadtrip Nation.
- Sector initiatives targeting the life science and semiconductor industries through Biocom CA and Western Digital provide an important pathway to growing jobs in these sectors.
- The City is committed to supporting NOVA and its residents find future careers.
- The Board and director were thanked for their leadership and diverse perspectives that have contributed to NOVAworks' success.

4. CONSENT AGENDA

It was moved by R. Foust, seconded by T. Woo, and carried by voice vote to approve the consent agenda as submitted, with one abstention from A. Switky. For this meeting, these agenda items included the meeting agenda and September 27, 2023, meeting minutes.

5. REPORT FROM THE CHAIR

5A. Customer Success: A videotaped customer testimonial was shown highlighting their job search experience. NOVAworks was thanked for its contributions to their employment success.

6. REPORT FROM THE EXECUTIVE DIRECTOR

Highlights of Director Sessions' report included:

- Youth System Update: An ad hoc planning committee, comprised of Board members T. Baity, C. Berdiansky, R. Brunson, N. Leonor, and T. Woo, was convened to guide the development of reimagined services for the community's diverse young adults. NOVAworks will be partnering with a mental health services agency and four school districts in Milpitas, Mountain View, Sunnyvale, and San Mateo to

launch pilot projects. Three new youth career advisors were introduced and will be placed at these pilot site campuses.

- The San Mateo County Board of Supervisors recognized NOVAworks and San Francisco workforce boards for their regional jobs partnership with a proclamation.
- The director contributed to a new policy paper released by the national organization *Jobs for the Future* titled, “Improving Services and Outcomes of Diverse Populations in America’s Workforce Development System.” An advanced copy will be forwarded to the Board.
- The James Irvine Foundation has invited the director to participate in a nine-person Better Careers Advisory Council to guide its multi-year Better Careers initiatives.

7. PUBLIC HEARING

7A. GENERAL BUSINESS:

7A1. Approval of Revisions to Board Bylaws: Periodically, the Board Bylaws is reviewed to improve business practices. The proposed revisions pertain to changing the two Vice Chairperson seats from one seat representing the business sector and one representing the public sector to both representing the business sector. To intent is to better prepare for succession planning and address the WIOA requirement that chairperson(s) represent the business sector. A concern was expressed that this will preclude a member representing the public sector from serving in a Vice Chairperson seat in the future. No action was taken on this item as it was postponed. It will be discussed further by the Executive Committee and brought back to the Board at the next Board meeting for a vote.

7A2. Report-out from Finance/Audit Subcommittee: Acceptance of Year-End Financial Statement: On November 16, the Subcommittee met and reviewed the financial statements and audit and monitoring reports for the past year. In addition to WIOA formula funding, staff effectively managed funding from seven different grants from various government entities and two grants on behalf of regional partners. The Program Year 2022 Year-End Financial Statement was reviewed with the Board. The State Fiscal and Equal Employment Opportunity monitoring reports had no findings. The U.S. Department of Labor monitoring report for the CAREER grant had one finding related to the Stevens Amendment which has been corrected. The State’s approval of NOVAworks’ application for local area subsequent designation and Board recertification was discussed. It was moved by S. Levy, seconded by N. Leonor, and carried by voice vote to accept the PY 22 Year-End Financial Statement.

7A3. Election of NOVA Workforce Board Officers for Calendar Year 2024: Due to the postponement of the approval of revised Board Bylaws that affects this item, it will also be postponed until the next Board meeting.

7A4. Updates on Board Investments: Biocom CA and Roadtrip Nation Initiatives: NOVAworks Business Liaison Winter Renwick presented updates to the Biocom California Institute Initiative. To view the slides, click here, https://novaworks.org/documents/Ongoing/Nov23BoardPresentation_BiocomCAUpdate.pdf. Roadtrip Nation staff provided a remote demonstration of the new Digital Community Hub that is part of the Roadtrip Nation initiative. The hub will provide young adult customers with important career navigation information, resources, referrals to key programs, and mentoring from inspiring leaders.

7B. GENERAL INFORMATION:

7B1. Quarterly Grant Status/Status of Fund: The report was included in the meeting packet.

7B2. State Approval of Local Area Subsequent Designation and Local Board Recertification PY 23-25: The approval letter was included in the meeting packet.

7B3. U.S. Department of Labor CAREER Grant Compliance Monitoring Final Report and NOVAworks’ Response: The report and response were included in the meeting packet.

8. ADJOURNMENT

The meeting was adjourned at 1:30 p.m.



Date: January 24, 2024
To: NOVAworks Workforce Board
From: NOVAworks Executive Committee
Subject: **Approval of Revisions to Board Bylaws**

INTRODUCTION:

At the Nov. 29, 2023, Board meeting, proposed revisions to the Board Bylaws were submitted to the Board for approval. The proposed revisions pertained to the Vice Chairperson seats. It was recommended that both Vice Chairperson seats represent the private sector. This was a departure from the current requirement of one representing the private sector and one representing the public sector. This would better prepare the Board for succession planning, maintain consistency in leadership, and address the WIOA requirement of private sector Chairperson(s). At the meeting, a concern was expressed that this change would preclude a public sector member from serving as Vice Chairperson. The vote was postponed until the January Board meeting pending further discussion by the Executive Committee at its next meeting.

The Executive Committee met on Dec. 13, 2023, and is proposing revisions to the Bylaws regarding the Vice Chairperson seats to address identified needs. The revisions will address succession planning and WIOA requirements and provide flexibility for public sector representation serving as Vice Chairperson. The recommended change has been incorporated into the proposed draft edited version of the Bylaws (see Attachment link.) The Board is being asked to approve the proposed revisions at the Jan. 24 meeting.

DISCUSSION:

The proposed revisions to the Bylaws are as follows, with edits highlighted in red and “strikethrough.”

Under 6. OFFICERS:

- (a) The Officers of the Workforce Board shall be: either one or two Chairperson(s), two Vice Chairpersons and the Past Chairperson. Chairperson(s) must be members representing the private sector. **One At least one** Vice Chairperson must represent the private sector, and the other Vice Chairperson **may represent either the private sector or the other organizations.** ~~must represent the other organizations.~~

The intent of the proposed change is to address the need for succession planning as Board members retire, maintain continuity in leadership, and promptly comply with WIOA requirements for private sector-represented Chairpersons. In addition, the revision will provide flexibility for public sector representation on the Vice Chairperson seat. NOVAworks has always valued the role of public sector representatives who have served in different leadership positions for many years. In the future, the Executive Committee will explore additional leadership opportunities for public sector members that may include more representation on the Executive Committee.

The edited version of the Bylaws has been attached (see Attachment link), with changes identified using red highlight and “strikethrough.” As per Board Bylaws, “9. REVISIONS. Revisions to these Bylaws can be made with the approval of a majority of the members in attendance at a regular Board meeting after being submitted one month prior to voting on any revisions.” In compliance with Board Bylaws, this proposed revision was forwarded to the Board for review on Dec. 14, 2023, at least one month prior to a vote being taken. The Board is being asked to approve the revised Bylaws at the Jan. 24, 2024, meeting.

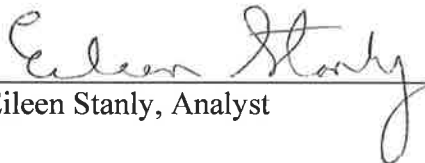
ALIGNMENT WITH STRATEGIC PLAN:

This is in alignment with the NOVAworks Board’s Vision, Mission, and Purpose Statement.

RECOMMENDATION:

The NOVAworks Workforce Board is being asked to approve the proposed revisions to the Board Bylaws (see Attachment link.)

Prepared by:


Eileen Stanly, Analyst

Reviewed and Approved by:


Marlena Sessions, Director

Attachment Link: *Draft Edited Version* NOVA Workforce Board Bylaws:

https://novaworks.org/documents/Ongoing/Draft_NOVAWorkforceBoardBylaws12_14_2023.pdf



Date: January 24, 2024
To: NOVAworks Workforce Board
From: Board Nominating Committee
Subject: **Election of NOVAworks Workforce Board Officers for Calendar Year 2024**

INTRODUCTION:

The NOVAworks Workforce Board Bylaws stipulates that the election of Board officers shall occur at the last scheduled Board meeting of the calendar year. This year, the election of Board officers for Calendar Year 2024 was scheduled to take place at the Nov. 29, 2023, Board meeting. At the Nov. 29, 2023, meeting, approval of the revised Board Bylaws was postponed until the Jan. 24 Board meeting which would impact the election of Board officers. As such, the election of Board officers was also postponed until the Jan. 24 meeting. The Board Co-chairpersons approved a temporary extension of the term of the current officers until the Board could hold an election of Board officers. The election of Board officers for Calendar Year 2024 will now take place at the Jan. 24 meeting.

DISCUSSION:

As stated in the Board Bylaws, prior to the end of the calendar year, the Executive Committee must determine the need for one or two chairperson seats, with recommendations incorporated into the election of board officers. In 2024, the Board faces many challenges and opportunities, including: trends that are transforming the future of work; reimagined services to youth; expanded partnerships in San Mateo and Santa Clara counties; prospective innovative initiatives; implementation of strategic roadmap; and the continued exploration of diverse sources of funding. In response, at the Oct. 25, 2023, Executive Committee meeting, the Committee approved continuing with the expanded leadership capacity of two Board chairperson seats in 2024.

The election of Board officers for Calendar Year 2024 has been postponed until the Jan. 24 Board meeting. At this meeting, the Board will elect two Co-Chairpersons (WIOA requires that they represent business) and two Vice Chairpersons. Pending Board approval of revisions to the Board Bylaws, at least one Vice Chairperson seat must represent the private sector and the other Vice Chairperson seat may represent either the private sector or the other organizations. The officers' terms of office are for one year through the end of the calendar year, although individuals currently holding an office may run again.

The slate of prospective candidates for the election for Calendar Year 2024 is as follows:

Co-Chairpersons: Rosanne Foust and Andy Switky,
Vice Chairpersons: Jennifer Morrill (private sector) and Michelle Nemits (private sector).

At the Jan. 24, Board meeting, there will be a report-out on the above candidates interested in the four offices. Nominations will also be taken from the floor at this meeting.

ALIGNMENT WITH STRATEGIC PLAN:

This is in alignment with the NOVAworks Workforce Board Vision, Mission, and Purpose Statement.

RECOMMENDATION:

The Board Nominating Committee recommends that the NOVAworks Workforce Board, at its Jan. 24, 2024, meeting, conduct an election of Board officers.

Prepared by: Eileen Stanly
Eileen Stanly, Analyst

Approved by: Marléna Sessions
Marléna Sessions, Director