



NOVAworks WORKFORCE BOARD AGENDA

12:00 p.m. to 1:30 p.m., WEDNESDAY, March 27, 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 January 24, 2024 Meeting (**Enclosure**)

4. REPORT FROM THE CHAIR

4A. Customer Success

4B. Introduction of New Board Member Lee Lambert

4C. Presentation from Board member Christine Berdiansky of Santa Clara Adult Education

5. REPORT FROM THE EXECUTIVE DIRECTOR

6. PUBLIC HEARING

6A. GENERAL BUSINESS:

6A1. Presentation from Board Co-chairs on Executive Committee Retreat

Information

6A2. Update from Ad hoc Youth Oversight Committee

Information

6B. GENERAL INFORMATION:

6B1. Quarterly Grant Status/Status of Funds (**Enclosure**)

Information

6B2. Annual Review, 85% Formula Grant, Fiscal Year 2022-23

Final Monitoring Report (**Enclosure**)

Information

7. ADJOURNMENT

SCHEDULED MEETINGS

NOVAworks Board Meeting, Wednesday, May 22, 2024, at 12:00 p.m.

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 January 24, 2024 Meeting Minutes

PRESENT: T. Baity, C. Berdiansky, D. Bini, R. Brunson, J. Cohen, R. Foust, P. Guevara, N. Leonor, J. Lind, J. Morrill, B. Murphy, M. Nemits, A. Switky, and K. Vartan

ABSENT: G. Biggs, L. Lambert, S. Levy, A. Manwani, S. Porter, M. Vittal, N. Williams, and T. Woo

ALSO PRESENT: M. Sessions, L. Anders, C. Bernhardt, J. Cheyer, R. Reed, and E. Stanly of NOVAworks staff and D. Cima of Foothill-De Anza Foundation

1. CALL TO ORDER

Co-Chairperson J. Morrill called the meeting to order at 12:04 p.m.

2. PUBLIC ANNOUNCEMENTS

A member announced there is a compelling bill pending in Congress titled, "Working Cooperative Development and Support Act." There were no other public announcements.

3. CONSENT AGENDA

It was moved by N. Leonor, seconded by J. Lind, and carried by voice vote to approve the agenda as submitted. It was moved by N. Leonor, seconded by B. Murphy, and carried by voice vote to approve the minutes to the Nov. 29, 2023, meeting as submitted.

4. PUBLIC HEARING/GENERAL BUSINESS

4A. Approval of Revisions to Board Bylaws: At the Nov. 29, 2023, Board meeting, the Board considered proposed revisions to the Board Bylaws pertaining to the Vice Chairperson seats. The proposal would revise the requirements to both Vice Chairperson seats representing the private sector. This is a change from the current one seat representing the private sector and one seat representing the other organizations. A concern was expressed that the revision would preclude public sector members from serving as Vice Chairperson. The vote was postponed until the Jan. 24, 2024, meeting pending further discussion by the Executive Committee. The Executive Committee met and proposed revisions to the Bylaws. It proposed that at least one Vice Chairperson seat must represent the private sector and the other seat may represent either the private sector or the other organizations. This would address the need for succession planning, continuity in leadership, and provide flexibility for public sector representation. New leadership opportunities will be also be explored for public sector members that may include more Executive Committee participation. It was moved by K. Vartan, seconded by J. Lind, and carried by voice vote to approve the revisions to the Board Bylaws as submitted.

4B. Election of NOVAworks Workforce Board Officers for Calendar Year 2024: As per Board Bylaws, the election of Board officers takes place at the last scheduled Board meeting of the calendar year. Due to the postponed vote on the Bylaws at the Nov. 29, 2023, meeting, which would impact the election of officers, the election was also postponed until the Jan. 24, 2024, meeting. The slate of prospective candidates for the election of Board officers for 2024 was: Co-chairpersons R. Foust and A. Switky (both private sectors), and Vice Chairpersons J. Morrill and M. Nemits (both private sectors.) There were no nominations from the floor. It was move by J. Lind, seconded by N. Leonor, and carried by voice vote to approve the slate of candidates for 2024 Board officers.

5. REPORT FROM THE CHAIR

5A. Customer Success: An audiotaped customer testimonial was shown highlighting their job search experience in the healthcare industry. NOVAworks was thanked for its contributions to their employment success.

5B. Presentation from Board member Jean Cohen of South Bay Labor Council: Board member J. Cohen presented on the Labor and Building Trades Councils. To view the slides, click here, <https://novaworks.org/documents/Ongoing/NOVAworksSBLC.pdf>.

6. INFORMATION ONLY REPORTS/ITEMS

6A. Update Young Adult Program: Model Pilot for Replication: Last summer, NOVAworks partnered with San Mateo Union High School District and CA Department of Rehabilitation on an innovative program for differently abled young adults. The model can also be replicated to serve other target groups. Given the success of this program, NOVAworks intends to apply this approach to its newly redesigned young adult program. The program will serve 80 young adults the first year that will grow to 200 served in subsequent years. To view a video of the summer program, click here, <https://www.youtube.com/watch?v=iI0jzWbVAo>.

6B. Presentation on New Job Connector Platform: NOVAworks has launched an online job connector platform that will rapidly match identified skills from jobseekers with talent requirements from employers. The platform can also be used for career exploration. Jobseekers can identify online learning opportunities for their current careers and research skills/credentials needed for a new occupation of interest. To view the slide presentation, click here, <https://novaworks.org/documents/Ongoing/NOVAworksJobConnector.pdf>.

7. REPORT FROM THE EXECUTIVE DIRECTOR

Highlights of Director Sessions' report included:

- Board member Julie Lind has been named Woman of the Year by the San Mateo Chamber of Commerce. Board Co-chairperson Rosanne Foust will be inducted into the 2024 San Mateo County Women's Hall of Fame. Board member David Bini was invited to meet with President Biden and Vice President Harris.
- Christopher Bernhardt was introduced as the new Senior Management Analyst at NOVAworks.
- Board member Theresa Woo of the CA Department of Rehabilitation (DOR) is retiring from DOR and the Board. Lee Lambert, Chancellor, Foothill-De Anza Community College District has been appointed to the Board representing an education seat.
- The State recently conducted its annual WIOA financial and program monitoring visit. This visit focused on youth services. No findings are expected.
- A new WIOA Reauthorization bill has been introduced in the House of Representatives titled, A Stronger Workforce for America Act. It will be closely tracked given the proposed new requirement of 50% expenditure for training.

8. ADJOURNMENT

The meeting was adjourned at 1:25 p.m.

NOVA Grant Status Report

Through March 1, 2024

Source	Title	Period of Performance From	To	Total Available	Total Spent	Remaining Balance
WIOA	Adult - PY22	07/22	06/24	1,503,060	1,503,060	-
WIOA	Adult - PY23	07/23	06/25	1,264,179	1,044,671	219,508
WIOA	Dislocated Worker - PY22	07/22	06/24	2,148,498	2,148,498	-
WIOA	Dislocated Worker - PY23	07/23	06/25	2,026,871	1,118,683	908,188
WIOA	Youth - PY22	04/22	06/24	1,496,149	818,059	678,090
WIOA	Youth - PY23	04/23	06/25	1,246,037	118,623	1,127,414
WIOA	Rapid Response - PY23	07/23	06/24	2,806,668	872,017	1,934,651
WIOA	RR Layoff Aversion - PY23	07/23	06/24	503,398	316,653	186,745
	<i>Allocation Subtotal</i>			12,994,860	7,940,265	5,054,595
DOL NDWG	CAREER DWG	08/21	08/24	3,000,000	2,319,804	680,196
	<i>NOVA Subtotal (includes Allocation subtotal)</i>			15,994,860	10,260,069	5,734,791
RPU	Regional Equity and Recovery Partnerships (RERP)					
	NOVA Allocation	12/22	12/25	800,000	39,521	760,479
	SFOEWD Allocation	12/22	12/25	350,000	-	350,000
	SJ work2future Allocation	12/22	12/25	300,000	-	300,000
	Community Colleges	12/22	12/25	150,000	-	150,000
	<i>RPU Subtotal</i>			1,600,000	39,521	1,560,479
	TOTAL			17,594,860	10,299,590	7,295,270
	NOVA Foundation			1,121,655	(70,750)	1,192,405



January 30, 2024

Marlena Sessions
Director
North Santa Clara Valley Job Training Consortium
456 West Olive Avenue, Suite 550
Sunnyvale, CA 94086

Dear Marlena Sessions:

**ANNUAL REVIEW
85% FORMULA GRANT
FISCAL YEAR 2022-23 FINAL MONITORING REPORT**

This final monitoring report is to inform you of the results of the Employment Development Department, Compliance Review Office (CRO), Workforce Innovation and Opportunity Act (WIOA), on-site monitoring review of North Santa Clara Valley Job Training Consortium's (NOVA) fiscal and program systems for Program Year (PY) 2022-23.

Our review was conducted under the authority of WIOA, Sections 183(a) and 184(a)(4). The purpose of this review was to determine the level of compliance by NOVA with applicable federal and state laws, regulations, policies, and directives related to the WIOA grant, specific to financial management activities for PY 2022-23. The NOVA was awarded WIOA funds to provide centralized comprehensive workforce services to adults, dislocated workers, youth, and rapid response. The scope of the review covered the period of July 1, 2022 through June 30, 2023.

For the review, we focused on the WIOA Youth program, policies and procedures, financial reporting, expenditures, cost allocation, indirect cost rate, cash management, internal controls, payroll, procurement, oversight of your subrecipients, eligibility, case management and supportive services. Additionally, we reviewed the America's Job Center of California, Memorandum of Understanding and Infrastructure Funding Agreement and how the shared costs were tracked and applied.

The on-site review was conducted by Laila Abed, Kimberly Anderson, Mechelle Hayes and Corey Pruitt from December 11, 2023 through December 15, 2023. The exit conference for this review was held on December 20, 2023. We collected the information for this report through interviews with NOVA representatives; and by reviewing applicable policies, procedures, a sample of PY 2022-23 expenditures, and your response to the Annual Review Questionnaire.

FISCAL REVIEW RESULTS

We conclude that we did not identify any areas of NOVA not meeting WIOA requirements concerning financial management.

PROCUREMENT REVIEW RESULTS

We conclude that we did not identify any areas of NOVA not meeting WIOA requirements concerning procurement.

PROGRAM REVIEW RESULTS

We conclude that we did not identify any areas of NOVA not meeting WIOA requirements concerning program management.

SUMMARY

Because the methodology for our monitoring review included sample testing, this report is not a comprehensive assessment of all areas included in our review. It is NOVA's responsibility to ensure that the systems, programs, and related activities comply with the WIOA grant program, federal and state regulations, and applicable state directives. Therefore, any deficiencies identified in subsequent reviews, such as an audit, would remain NOVA's responsibility.

Marlena Sessions
January 30, 2024
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Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this report or the review that was conducted, please contact Mechelle Hayes, Compliance Monitoring Manager, at Mechelle.Hayes@edd.ca.gov.

Sincerely,

Natalie Villanueva

Natalie Villanueva, Chief
Compliance Monitoring and Resolution Section
Compliance Review Office

cc: Laila Abed
Kimberly Anderson
Teri Brimacombe
Gabriel Garcia
Jennifer Gouvaia
Cynthia Harrington
Mechelle Hayes
Kimberlee Meyer
Corey Pruitt
Tim Reynaga
Charles Tobia
Natalie Villanueva