



NOVAworks Workforce Board
July 24, 2024, Meeting Minutes

PRESENT: T. Baity, G. Biggs, R. Brunson, D. Dorsey, R. Foust, N. Leonor, S. Levy, J. Lind, A. Manwani, M. Nemits, S. Porter, A. Switky, K. Vartan, M. Vittal, and N. Williams

ABSENT: C. Berdiansky, D. Bini, J. Cohen, P. Guevara, L. Lambert, J. Morrill, and B. Murphy

ALSO PRESENT: M. Sessions, L. Anders, C. Bernhardt, J. Badiei, J. Cheyer, A. Diaz, G. Pham, and E. Stanly of NOVAworks staff, and guest consultant Kevin Perkey

1. CALL TO ORDER

Co-Chairperson R. Foust called the meeting to order at 12:04 p.m.

2. PUBLIC ANNOUNCEMENTS

No public announcements.

3. CONSENT AGENDA

It was moved by N. Leonor, seconded by A. Switky, and carried by voice vote to approve the consent agenda as submitted, with abstentions from S. Levy, M. Nemits and K. Vartan. For this meeting, the agenda items included the meeting agenda and May 22, 2024, meeting minutes.

4. REPORT FROM THE CHAIR

4A. Customer Success: A videotaped customer testimonial was shown highlighting the successes of a young adult customer who was participating at a worksite. NOVAworks was thanked for its contributions to their employment success.

4B. Introduction of New Board member Denise Dorsey of California Department of Rehabilitation: New Board member Denise Dorsey was introduced and welcomed to the Board.

4C. Presentation from Board member Julie Lind of San Mateo County Central Labor Council on Trades Introduction Program (TIP): Board member J. Lind presented on the TIP program. To view the slide presentation, click here,

<https://novaworks.org/documents/Ongoing/2024TIPPresentationNOVAworksWorkforceBoard.pdf>.

5. REPORT FROM THE EXECUTIVE DIRECTOR

Director Sessions provided highlights of her report that was handed out and discussed. The report can be reviewed by clicking here:

https://novaworks.org/documents/Ongoing/MarlinaSessions_ExecutiveDirectorReport_7_24_24.pdf.

6. PUBLIC HEARING

6A. GENERAL BUSINESS:

6A1. Revised Board Bylaws: Consultant Kevin Perkey presented on the proposed changes to the Board Bylaws. The proposed revisions were discussed at the April 24 Executive Committee and May 22 Board meetings. Highlights of the changes, included in the memo, “Recommendation for Enhancing NOVAworks Workforce Board Bylaws,” and the redlined version of the Bylaws with specific changes were forwarded to the Board for review on June 6. As required, this was completed more than one month prior to voting on revisions to the Bylaws. It was moved by K. Vartan, seconded by S. Porter, and carried by voice vote to approve the revisions to the Board Bylaws as submitted.

6A2. Extension of Biocom California Institute Initiative: Last year, NOVAworks partnered with Biocom California Institute to launch a new initiative to enhance business relationships and resources with the region’s life science companies; upskill NOVAworks customers; create a talent pipeline between NOVAworks and the industry; and unveil a one-of-a-kind fellowship program. Accomplishments included an inaugural Bay Area Life Science Career Exposition; presentations to numerous companies experiencing downsizing and layoffs; a new fellowship opportunity; and expanded awareness of NOVAworks’ services with the industry. Given the project’s success, NOVAworks has extended this partnership for another year, July 31, 2024, through July 30, 2025, and added an additional \$150,000 in funding. This year’s program will capitalize on best practices learned last year. It will also streamline and target specific services that have been most impactful. Given the time-sensitive nature of this item and in lieu of a Board meeting, the Board Co-chairs approved extending this partnership.

6A3. Introduction of Career Map Tool for Customers/Students: NOVAworks has developed a new career map document that will provide NOVAworks customers and students with information to assist them map their careers. Through this information, they will learn more about a particular industry, occupational demands and wages that are offered by this sector, and educational requirements to access these careers. Sectors highlighted to date include manufacturing, information technology, finance, child development, healthcare, and biotech. Data will also be updated on an ongoing basis to maintain relevance. To view the document, click here: https://novaworks.org/documents/Ongoing/Map_Your_Career.pdf.

6A4. Introduction to Business Customer Tool: NOVAworks has entered into a new partnership with the California Employers Association to launch a human resource hotline. Through a free-of-charge hotline, employers in the NOVAworks region will be able to access live guidance on a wide range of human resource topics of interest to businesses. To view the slide presentation, click here: <https://novaworks.org/documents/Ongoing/HRHotlineNOVAworksWorkforceBoardPresentation.pdf>.

6B. GENERAL INFORMATION

6B1. Grant Status of Funds: The quarterly financial report was included in the meeting packet.

6B2. Performance Report: The quarterly performance report was included in the meeting packet.

6B3. Update to WIOA Adult Program Priority of Service Policies & Procedures: A non-substantive change was made to NOVAworks WIOA Adult Program Priority of Service Policies and Procedures. The Low Resource Area Map was added to the Policy under sources of documentation to verify low-income eligibility. A report was included in the meeting packet.

7. ADJOURNMENT

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