



NOVAworks WORKFORCE BOARD AGENDA

12:00 p.m. to 1:30 p.m., WEDNESDAY, July 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

Action

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 May 22, 2024 Meeting (**Enclosure**)

4. REPORT FROM THE CHAIR

4A. Customer Success

4B. Introduction of New Board Member Denise Dorsey of California Department of Rehabilitation

4C. Presentation from Board Member Julie Lind of San Mateo County Central Labor Council on Trades Introduction Program (TIP)

5. REPORT FROM THE EXECUTIVE DIRECTOR

6. PUBLIC HEARING

6A. GENERAL BUSINESS:

6A1. Revised Board Bylaws (**Enclosure**)

6A2. Extension of Biocom California Institute Initiative (**Enclosure**)

6A3. Introduction to Career Map Tool for Customers/Students

6A4. Introduction to Business Customer Tool

Action

Information

Information

Information

6B. GENERAL INFORMATION:

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

6B2. Performance Report (**Enclosure**)

6B3. Update to WIOA Adult Program Priority of Service

Policies & Procedures (**Enclosure**)

Information

Information

Information

7. ADJOURNMENT

SCHEDULED MEETINGS

NOVAworks Board Meeting, Wednesday, September 25, 2024 Retreat, at 9:00 a.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 May 22, 2024 Meeting Minutes

PRESENT: T. Baity, C. Berdiansky, G. Biggs, P. Guevara, L. Lambert, N. Leonor, A. Switky, M. Vittal, and N. Williams

ABSENT: D. Bini, R. Brunson, J. Cohen, R. Foust, S. Levy, J. Lind, A. Manwani, J. Morrill, B. Murphy, M. Nemits, S. Porter, and K. Vartan

ALSO PRESENT: M. Sessions, C. Bernhardt, J. Badiei, J. Cheyer, E. Edstrom, G. Pham, and E. Stanly of NOVAworks staff, and guests consultant Kevin Perkey and Lucy Wicks of Stanford University

1. CALL TO ORDER

Co-Chairperson A. Switky called the meeting to order at 12:04 p.m.

2. PUBLIC ANNOUNCEMENTS

Lucy Wicks, Assistant Vice President, Government Affairs at Stanford University was introduced and thanked for hosting the Board meeting at Stanford University Redwood City campus. Board members introduced themselves.

3. CONSENT AGENDA

It was moved by N. Leonor, seconded by M. Vittal, and carried by voice vote to approve the consent agenda as submitted. For this meeting, the agenda items included the meeting agenda and March 27, 2024, meeting minutes.

4. REPORT FROM THE CHAIR

4A. Customer Success: Two videotaped customer testimonials were shown highlighting diverse career paths and the different programs that were utilized at NOVAworks. NOVAworks was thanked for its contributions to their employment success.

4B. Presentation from Board member Greg Biggs of Vander-Bend Manufacturing (new name: Vantedge): G. Biggs presented on the work of Vander-Bend Manufacturing that has evolved to Vantedge Medical. To view the slides, click here, https://novaworks.org/documents/Ongoing/Vantedge_NOVABoardPresentation.pdf.

5. REPORT FROM THE EXECUTIVE DIRECTOR

A copy of Director Sessions' report was handed out and discussed which can be reviewed by clicking here: https://novaworks.org/documents/Ongoing/NOVA_Director_Report.pdf.

6. PUBLIC HEARING

6A. GENERAL BUSINESS:

6A1. Proposed Revised Board Bylaws: Consultant Kevin Perkey presented on the proposed changes to the Board Bylaws. Highlights of the changes were included in the memo, "Recommendation for Enhancing NOVAworks Workforce Board Bylaws" that were reviewed and discussed. To review the memo, click here: https://novaworks.org/documents/Ongoing/ByLawsMemo_May22BoardMeeting.pdf. A redlined version of the Bylaws will be sent out to the Board for review. In response to a question, to address the proposed term limits, a phasing process will be developed to ensure a smooth transition.

6A2. Update Virtual Coffee Chats: The virtual coffee chats have been very successful. They were organized to obtain input from Board members on the proposed innovative approaches to workforce development. The Foundation's role will evolve and expand to increase flexible funding to support current pilots and future projects.

6A3. Status of Extension of Contract Agreement for WIOA-funded Adult and Dislocated Worker Services through June 30, 2025

6A4. Updates on Western Digital and Biocom California Institute Initiatives

6A5. Grant Updates: RERP and NDWG_CAREER

NOVAworks manager Christopher Bernhardt presented updates on the Central Labor Council Partnership program in San Mateo County that will be recommended for funding for another year through June 30, 2025; progress on current initiatives with Biocom California Institute and Western Digital; and updates with regional grants through Regional Equity and Recovery Partnership (RERP) and CAREER National Dislocated Worker initiatives. To review the presentation, click here:

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

7. ADJOURNMENT

The meeting was adjourned at 1:26 p.m.



Date: July 24, 2024
To: NOVAworks Workforce Board
From: NOVAworks Staff
Subject: **Revised Board Bylaws**

INTRODUCTION:

Periodically, the Board Bylaws are reviewed with revisions proposed that will enhance Board operations and practices. The attached memo, “Recommendations for Enhancing NOVAworks Workforce Board Bylaws” highlights proposed changes to the Bylaws. The memo can be viewed by referring to Attachment Links 1. at the end of the report. The proposed changes have been incorporated into a redlined version of the Bylaws. This redlined version can be viewed by referring to Attachment Links 2. at the end of the report. The proposed revisions pertain to membership composition; terms of office; conflict of interest policy; committee structure; conduct of the meeting; and revisions to Bylaws.

Proposed revisions to the Board Bylaws were discussed at the April 24 Executive Committee and May 22 Board meetings. As per current Board Bylaws, the memo and proposed redlined version of the Bylaws were forwarded to the Board on June 6 for review, at least one month prior to voting on the revisions. The Board is being asked to approve the proposed revisions at the July 24 Board meeting.

DISCUSSION:

The “Recommendations for Enhancing NOVAworks Workforce Board Bylaws” (Attachment Link 1.) highlights the proposed changes to the Board Bylaws. The recommended changes include but are not limited to:

- Align with the federal Workforce Innovation and Opportunity Act (WIOA) and Board composition: Ensure Bylaws meet WIOA requirements with at least 51% business representation and 20% workforce representation, comprising labor organization representatives, apprenticeship programs, and other workforce groups as specified in WIOA. No changes were made to the other required representation. The composition should reflect the local community and labor market. The Board should be capped at 27 members.
- Clarify Roles and Responsibilities: Update Board roles per WIOA, such as overseeing local workforce plans, the one-stop delivery system, and member duties to include strategic planning, resource development, and advocacy.
- Conflict of Interest Policy: While the Bylaws addresses conflict of interest, a more comprehensive and rigorous policy could be beneficial. This would include detailed procedures for disclosure, management, and dispute resolution.
- Modern Meeting Practices: Update the Bylaws to incorporate modern practices such as virtual meetings and electronic voting, enhancing participation and decision-making in accordance with applicable State and Federal laws. (Currently, State law does not permit remote participation at Board meetings.)
- Governance and Engagement: Establish a Board Governance standing committee to oversee board composition, recruitment, engagement, and periodic review of Bylaws. At least once every three years, schedule reviews and amendments to Bylaws to stay current with best practices and WIOA updates.
- Board Term Limits and Succession: Implement structured term limits and Board leadership development to ensure continued infusion of fresh perspectives and institutional knowledge. Board

members shall be appointed for a three-year term. The number of terms a member may serve shall be unlimited for non-business representation. Members representing business may serve for up to two rotations (for up to six years.)

The proposed revisions were discussed at the April 24 Executive Committee and May 22 Board meetings. To review details of proposed revisions, a redlined version of the Bylaws can be viewed by referring to Attachment Links 2. below. The proposed revisions are highlighted in red and “strikethrough.”

The intent of the proposed revisions is to further strengthen the Board Bylaws foundational documents. In addition, the proposed revisions are meant to align Board Bylaws with current best practices for nonprofit organizations and WIOA requirements. This is done while incorporating innovative and forward-thinking approaches tailored to NOVAworks’ unique needs and goals.

As per current 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, the proposed revisions were forwarded to the Board for review on June 6, 2024, at least one month prior to a vote being taken. The Board was asked to provide comments to staff by July 8. In response, three comments were received:

- 1) I don’t have any comments, the changes look reasonable.
- 2) Does this mean I must leave the board? In response, the intention is not for any one Board member to have to exit the board in any quick fashion. Instead, the “clock” if you will, would begin once the Bylaws are approved and would allow for a reasonable service time of a set number of terms before anyone would transition off the Board. It is a best practice of workforce boards to allow for significant years of service while creating room for new private sector members to come on board.
- 3) A question was raised about 8c. of the proposed revisions that pertains to the use of technology to enhance participation via virtual meetings and teleconferencing. In response, the wording includes the caveat, “provided that such practices comply with applicable laws and regulations...” Currently, no state laws have been approved that will permit remote participation at Board meetings.


The Board is being asked to approve the proposed revisions to the Bylaws at the July 24, 2024, meeting.

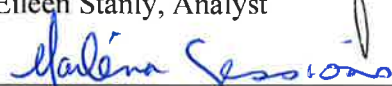
ALIGNMENT WITH STRATEGIC PLAN:

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 Links 2.)

Prepared by: 
Eileen Stanly, Analyst

Reviewed and Approved by: 
Marlena Sessions, Director

Attachment Links:

1. NOVAworks Board Bylaws Memo:
https://novaworks.org/documents/Ongoing/NOVAworks_Board_ByLaws_Memo.pdf
2. NOVA Board Bylaws 2024 Draft Revisions:
https://novaworks.org/documents/Ongoing/NOVAworks_Board_Bylaws_2024_DRAFT_Revisions.pdf



For Information Only

Date: July 24, 2024
To: NOVAworks Workforce Board
From: NOVAworks Staff
Subject: **Extension of Biocom California Institute Initiative**

INTRODUCTION:

The life science industry signifies innovation, economic development, and job creation in this region. Over the past year, the industry has faced turmoil in both increased layoffs and job growth. In response, on May 22, 2023, the Board approved a new partnership with Biocom California Institute, a 501(c)3 organization established by Biocom California, for life science industry workforce services. The initiative was designed to address the needs of laid off industry workers, job seekers from underserved communities seeking career opportunities in the industry, and companies seeking help addressing layoff and hiring activities.

The life science industry continues to face challenges this year. Given the success of this initiative, it is recommended that NOVAworks continue with this partnership for another year. The project will capitalize on best practices learned and streamline and target specific services that provided the greatest impact.

Given the time sensitive nature of this item and in lieu of a Board meeting, the Board Co-chairs approved extending this initiative with Biocom California Institute for another year. This is being forwarded to the Board for information only.

DISCUSSION:

The life science industry is a major driver of innovation, economic development, and job creation for the San Francisco Bay Area. The sector includes biotechnology, biopharmaceuticals, surgical and medical instrument manufacturing, and medical laboratory services. The Bay Area is home to 3,741 life science establishments, 156,454 employed with an average annual wage per worker of \$186,982, and \$142.7 billion total economic output in 2023. The region is currently positioned as one of the most elite and active life science clusters in the world.

Over the past 12 months, the industry encountered great turbulence. It experienced both increased layoffs and a drive to find new talent channels to fuel future growth. NOVA received 39 Worker Adjustment and Retraining Notification (WARN) mass-layoff notices from life science companies affecting 2,622 workers. And more than half of the WARN notices occurred in the past six months. In addition, increasing equitable access to employment in this high-wage industry will ensure a diverse workforce and business ecosystem. The industry offers a wide variety of jobs that require different skill levels and education. This will attract those with advanced education and those from nontraditional backgrounds who are newly entering the field.

In response, on May 22, 2023, the Board approved a new partnership with Biocom California Institute to launch an innovative program model. The initiative totaled \$245,000 for the period of June 28, 2023, through June 27, 2024. The program included enhancing business relationships and resources; increasing awareness of NOVA services with life science companies; upskilling NOVA customers; creating a talent pipeline between NOVA and the life science industry; and growing professional networks and mentorships through a one-of-a-kind

fellowship program. The program successes included an inaugural Bay Area Life Science Career Exposition with 250 interested jobseekers in attendance; the first fellowship opportunity launched with 20 participants; and presentations to numerous companies experiencing downsizing and layoffs. In addition, because of this partnership, NOVA also expanded its engagement with life science companies in the region.

Turmoil and churn in the life science industry is expected to continue in the coming year. At the same time, innovation is driving new opportunities that will require future talent development. To continue to support the life science industry and workforce, it is recommended that NOVAworks extend this partnership for another year and add an additional \$150,000 to the new term from July 31, 2024, through July 30, 2025.

This year's program will capitalize on best practices learned this past year. It will also streamline and target specific services that provided the greatest impact. Services will include:

- Support life science companies adjust their workforce size, both during times of layoffs and growth. This will entail assisting NOVA with additional Rapid Response events for those life science companies who have filed WARN notices. It will also include presentations and materials from life science companies for NOVA customers interested in careers in the industry.
- Facilitate business and job seeker engagement in the life science industry through human resource conferences, webinars, and career fairs and workforce symposiums.
- Continue with the successful Career Exploration Fellowship that will attract and educate prospective new workers about opportunities in the industry.

Given the time-sensitive nature of this item and in lieu of a Board meeting, the Board Co-chairs approved extending this partnership with Biocom California Institute. The contract for this service has been forwarded to the Sunnyvale City Council for final approval. The contract will be for up to \$150,000 for the new term of the agreement from July 31, 2024, through July 30, 2025.

This recommendation is being forwarded to the Board for information only.

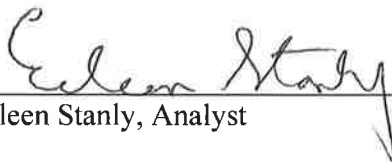
ALIGNMENT WITH STRATEGIC PLAN:

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

RECOMMENDATION:

For information only.

Prepared by:



Eileen Stanly, Analyst

Reviewed and Approved by:



Marleha Sessions, Director

NOVA Grant Status Report

Through June 15, 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	1,066,149	198,031
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	1,805,147	221,724
WIOA	Youth - PY22	04/22	06/24	1,496,149	1,496,149	-
WIOA	Youth - PY23	04/23	06/25	1,246,037	249,993	996,044
WIOA	Rapid Response - PY23	07/23	09/24	2,806,668	2,125,875	680,793
WIOA	RR Layoff Aversion - PY23	07/23	09/24	503,398	357,616	145,782
	<i>Allocation Subtotal</i>			12,994,860	10,752,486	2,242,374
DOL NDWG	CAREER DWG	08/21	08/24	3,000,000	2,558,024	441,976
	<i>NOVA Subtotal (includes Allocation subtotal)</i>			15,994,860	13,310,511	2,684,350
RPU	Regional Equity and Recovery Partnerships (RERP)					
	NOVA Allocation	12/22	12/25	800,000	81,320	718,680
	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	81,320	1,518,680
Other	City and County of San Francisco - SFO	12/23	12/24	215,000	16,965	198,035
	<i>Other Subtotal</i>			215,000	16,965	198,035
	TOTAL			17,809,860	13,408,795	4,401,065
	NOVA Foundation			1,121,655	27,375	1,094,280



Preliminary WIOA Performance PY2023

Adult Performance NOVA	Exit Timeframe	# of Participants	Preliminary Estimate	PY 22/23 Goals	Success Rate
Employment Q2	7/1/22 - 6/30/23	<u>423</u> 766	55.2%	60.0%	92.0%
Employed Q4	1/1/22 - 12/31/22	<u>386</u> 662	58.3%	54.0%	108.0%
Median Earnings	7/1/22 - 6/30/23		\$ 13,000	\$ 12,200	106.6%
Credential Attainment Rate	1/1/22 - 12/31/22	<u>15</u> 23	65.2%	65.0%	100.3%
Measurable Skill Gains*	7/1/23 - 6/30/24		TBD	TBD	TBD
Dislocated Worker Performance NOVA	Exit Timeframe	# of Participants	Preliminary Estimate	PY 22/23 Goals	Success Rate
Employment Q2	7/1/22 - 6/30/23	<u>205</u> 313	65.5%	65.0%	100.8%
Employed Q4	1/1/22 - 12/31/22	<u>197</u> 295	66.8%	68.0%	98.2%
Median Earnings	7/1/22 - 6/30/23		\$ 19,119	\$ 18,000	106.2%
Credential Attainment Rate	1/1/22 - 12/31/22	<u>55</u> 76	72.4%	72.0%	100.5%
Measurable Skill Gains*	7/1/23 - 6/30/24		TBD	TBD	TBD
Youth Performance NOVA	Exit Timeframe	# of Participants	Preliminary Estimate	PY 22/23 Goals	Success Rate
Employment Q2	7/1/22 - 6/30/23	<u>47</u> 59	79.7%	79.0%	100.8%
Employed Q4	1/1/22 - 12/31/22	<u>51</u> 60	85.0%	75.0%	113.3%
Median Earnings	7/1/22 - 6/30/23		\$ 7,732	\$ 5,000	154.6%
Credential Attainment Rate	1/1/22 - 12/31/22	<u>19</u> 23	82.6%	79.0%	104.6%
Measurable Skill Gains*	7/1/23 - 6/30/24		TBD	TBD	TBD



For Information Only

Date: July 24, 2024

To: NOVAworks Workforce Board

From: NOVAworks Staff

Subject: **Update to WIOA Adult Program Priority of Service Policies and Procedures**

INTRODUCTION:

In accordance with Workforce Innovation and Opportunity Act (WIOA) regulations, local workforce boards are required to have a policy regarding priority of service for job seekers served with WIOA adult funding. Priority of service for adults includes recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for individualized career services and training services.

NOVAworks currently has a policy, WIOA Adult Program Priority of Service Policies & Procedures. Periodically, this policy (and others) is reviewed to ensure it remains current and continues to meet the needs of the programs. NOVAworks staff has reviewed this Policy and added one revision that will not substantially change the programs' operations. The Low Resource Area Map is being added to the Policy under sources of documentation to verify low-income eligibility. This source will be less intrusive to prospective participants, while still meet the required income verification guidelines.

This change is not substantive and as such is being forwarded to the Board for information only.

DISCUSSION:

WIOA requires that for funds allocated to the local area for adult employment and training activities, priority of service should be provided to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for career individualized services and training services. Priority of service status is established during eligibility determination and does not change during the period of participation. Priority does not apply to the dislocated worker population.

NOVAworks has a current WIOA Adult Program Priority of Service Policies & Procedures that provides guidance in implementing WIOA requirements. During the eligibility process, NOVAworks uses a variety of source documents to verify whether a participant qualifies for priority of service under WIOA. These documents include sources of income that can sometimes be viewed as intrusive to the privacy of prospective applicants. An example of the acceptable documents includes bank statements, financial records, pay stubs, and public assistance records. In response, NOVAworks staff has added a new documentation source to the Policy under the Priority of Service Criteria to verify income eligibility. This new source is referred to as the Low Resource Area Map. The Local Resource Area Map is an online

resource map, <https://belonging.berkeley.edu/final-2024-ctcac-hcd-opportunity-map>, that is updated annually and managed by the California Tax Credit Allocation Committee (CTCAC) and the Department of Housing and Community Development (HCD). The map utilizes census tract data and sorts by zip code. By inserting the prospective applicant's address and zip code, it will verify whether the individual resides in a low-income area and meets the income guidelines. This new source can be used in lieu of requesting the more intrusive documentation. To review NOVAworks' updated WIOA Adult Program Priority of Service Policies & Procedures, please click here, <https://novaworks.org/documents/Ongoing/WIOAAdultPriorityofServicePolicy.pdf>.

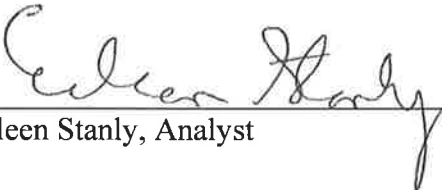
This change is not substantive and as such is being forwarded to the Board for information only.

ALIGNMENT WITH STRATEGIC PLAN:

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

RECOMMENDATION:

For information only.

Prepared by: 
Eileen Stanly, Analyst

Reviewed and Approved by: 
Marlana Sessions, Director