



NOVAworks Workforce Board Executive Committee  
October 23, 2024 Meeting  
Minutes

Executive Committee members present: D. Cima, R. Foust, M. Nemits, J. Morrill, A. Switky

NOVAworks staff: M. Sessions, C. Bernhardt, and E. Stanly

Guest: Consultant Kevin Perkey

**1. Call to Order:**

The meeting was called to order at 12:00 p.m.

**2. Action Items:**

- a. August 28, 2024 Minutes: It was moved by A. Switky, seconded by R. Foust, and carried by voice vote to approve the August 28, 2024, minutes as submitted.
- b. Approval of WIOA AJCC Comprehensive and Affiliate Certification Application: Every three years, the federal Workforce Innovation and Opportunity Act and the State requires that local boards undergo certification of its comprehensive and affiliate/specialized centers. The NOVAworks workforce development area has a comprehensive job center, Sunnyvale Job Center, and an affiliate job center in San Mateo County operated by the Central Labor Council Partnership. State Directive WSD23-05 requires that this certification process be renewed. In lieu of a Board meeting before the Nov. 1 submission deadline, the Executive Committee was asked to approve the certification application. A summary of the process can be viewed by clicking here, <https://novaworks.org/documents/Ongoing/AJCCCertification.pdf>. It was moved by R. Foust, seconded by A. Switky, and carried by voice vote to approve the AJCC Certification application for submission. Because NOVAworks is an AJCC Operator, the State will provide final approval.
- c. Approval of Incorporating NOVAworks Foundation Board Structure into Executive Committee: To enhance strategic alignment, streamline governance, and leverage the strengths of both boards, staff proposed merging the NOVAworks Foundation Board with the Executive Committee. The strategic advantages for merging include unified vision and strategy, strengthened fundraising efforts, enhanced collaboration, streamlined decision-making, and strengthened advocacy and influence. The operational advantages for merging include efficiency in governance, resource optimization, and consistent communication. It was moved by M. Nemits, seconded by A. Switky and carried by voice vote to approve the proposal to incorporate the Foundation Board structure into the Executive Committee. The next step is the current Cooperative Agreement between the City of Sunnyvale and NOVAworks Foundation will be revised to reflect the new structure.
- d. Recommendation to Select the Option of Two Board Chairperson Seats for 2025: It was moved by D. Cima, seconded by M. Nemits and carried by voice vote to approve the selection of two Board Chairperson seats for 2025. This recommendation will be incorporated into the election of Board officers at the last Board meeting of the year.

### **3. Discussion Items:**

- a. Follow-up to September 25, 2025, Board Retreat: Following a thorough discussion, the Board identified two strategic focus areas that will be developed through the NOVAworks Launch Lab. They include Develop and Execute New Sectoral Strategy that will entail diving deep into an industry, with priority given to manufacturing or biotech/healthcare and Expanding Access to NOVAworks Services to Underserved Population Areas that will entail expanding into San Mateo County and building on the current successes with the library partnerships there. In addition, the current communications and branding refresh strategies and new website design will further support this effort. Innovative pilots to achieve this will be explored through the Launch Lab. One potential pilot is through the San Mateo County Shared Prosperity Coordinating Council. The Council will be exploring local public career pipelines and hiring pathways through apprenticeship opportunities, in partnership with several County departments. NOVAworks could serve as both funder and influencer contributing approximately \$250,000 to this effort. To review the handout distributed about this initiative, please click here, [https://novaworks.org/documents/Ongoing/SMC\\_NOVAWorks\\_CountyCareerPathwayPilotConcept\\_Brief\\_Concept.V1.pdf](https://novaworks.org/documents/Ongoing/SMC_NOVAWorks_CountyCareerPathwayPilotConcept_Brief_Concept.V1.pdf).
- b. Update on Roadtrip Nation PBS Production of Road Trip: The Roadtrip Nation-designed Digital Community Hub and NOVAworks Career Maps reports have been distributed to over 200 education partners. The PBS production of the road trip, “Paths Across Silicon Valley,” will be aired on seven dates in November, with the premiere and screening of segments to immediately follow an abbreviated December 4 Board meeting.
- c. Upcoming WIOA Local and Regional Planning Process: Every four years, the State requires that local boards develop a regional plan, in collaboration with their respective Regional Planning Units of neighboring workforce boards, and a local plan. The regional plan is a roadmap for alignment of resources to meet specific outcomes and the local plan details how the local board will coordinate with local partners to ensure an effective service-delivery system. The Board and community will be engaged in this process that will include surveys, a regional input meeting, and a 30-day review and comment period. The plans will be agendized for approval at the Jan. 22, 2025, Board meeting. The State submission due date is March 31, 2025. A summary of the process can be viewed by clicking here, [https://novaworks.org/documents/Ongoing/WIOALocal\\_RegionalPlanningProcess.pdf](https://novaworks.org/documents/Ongoing/WIOALocal_RegionalPlanningProcess.pdf).
- d. Election of Board Officers/Governance Update: The slated of officers for the election of board officers will include Board Co-chairs Rosanne Foust and Andy Switky and Board Vice-chairs Julie Lind and Michelle Nemits. This recommendation will be incorporated into the election of Board officers at the last Board meeting of the year. Several Board members will be departing the Board at the end of the year, and they will be honored at the Dec. 4 Board meeting.

### **4. Information Items:**

- a. Cancellation of December 18, 2024, Executive Committee Meeting
- b. Next Board Meeting: December 4, 2024

### **5. Adjournment:**

The meeting was adjourned at 1:00 p.m.