



NOVAworks Workforce Board Executive Committee Agenda

February 4, 2025, at 12:00 p.m. to 12:15 p.m.

456 West Olive Avenue, 1st Floor, Conference Room #174 (Spruce Room), Sunnyvale, CA

Meeting packet is also posted on the NOVAworks website: <https://novaworks.org/>.

General Information/Charter: The Executive Committee is responsible for overseeing the planning, execution and evaluation of the Strategic Plan goals and actions for the NOVA Workforce Board. The Executive Committee is also responsible for appointing a nominating committee for election of Board officers to be conducted at the last scheduled Board meeting of the calendar year. The Executive Committee has the authority to act on behalf of the full Board, and the responsibility of reporting those actions to the full Board at its next meeting. Membership on the Executive Committee includes the past Chairperson (1), Chairpersons (2), Vice Chairpersons (2), chairs of the committees, and other Board members appointed by the Chairs to complement the designated seats. A majority of the members represent the private sector, reflective of the full Board.

Call to Order

Action Items:

1. October 23, 2024, Minutes (enclosure)

Discussion Items:

1. Review Marketing and Communications Materials for NOVAworks

Information Items:

1. Next Executive Committee meeting: Tuesday, June 3, 2025 at 12:00 p.m.
2. CA Employment Development Department Fiscal Year 2023-24 Monitoring Report (enclosure)

Adjournment



NOVAworks Workforce Board Executive Committee
October 23, 2024 Meeting
Draft 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.VI.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.
- 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.



January 24, 2025

Marlena Sessions
Director
NOVA
456 West Olive Avenue, Suite 550
Sunnyvale, CA 94086

Dear Marlena Sessions:

**ANNUAL REVIEW
85% FORMULA GRANT
FISCAL YEAR 2023-24 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 NOVA's fiscal and program systems for Program Year (PY) 2023-24.

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 activities for PY 2023-24. 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, 2023 through June 30, 2024.

For the review, we focused on the WIOA Adult and Dislocated Worker programs, 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 focused on the Local Workforce Development Areas (Local Area) implementation of the priority of service to veterans and eligible spouses' requirements which included a brief tour of one of the Local Areas comprehensive America's Job Center of CaliforniaSM (AJCC).

The on-site review was conducted by Christine Augulis from December 16, 2024 through December 20, 2024. The exit conference for this review was held on December 23, 2024. We collected the information for this report through interviews with NOVA representatives; and by reviewing applicable policies, procedures, a sample of PY 2023-24 expenditures, and your response to the Annual Review Questionnaire.

FISCAL REVIEW RESULTS

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

PROCUREMENT REVIEW RESULTS

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

PROGRAM REVIEW RESULTS

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

TECHNICAL ASSISTANCE

The CRO provided technical assistance during the review to address an area of non-compliance. The NOVA was able to remedy the following item prior to the conclusion of the monitoring review.

The NOVA's website did not have priority of service policy information for veterans and eligible spouses. In response, the NOVA updated their website with required policy information.

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 24, 2025
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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 Christine Augulis, Compliance Monitoring Analyst, at Christine.Augulis@edd.ca.gov or Melissa McDaniel, Compliance Monitoring Manager, at Melissa.McDaniel@edd.ca.gov.

Sincerely,



GRANT BROUQUA, Chief
Compliance Monitoring Section
Compliance Review Office

cc: Giang Pham, NOVA
Christine Augulis
Teri Brimacomb
Grant Brouqua
Jennifer Gouvaia
Cynthia Harrington
Melissa McDaniel
Kimberlee Meyer
Tim Reynaga
Kristy Thorp
Charles Tobia
Natalie Villanueva