



**Meeting of the Board of Directors**

**Tuesday, November 7, 2023, 12:30 p.m. to 1:30pm**

***Please Note: This meeting will be held in person at the following address:***

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

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

**Agenda**

Call to Order

**EXECUTIVE DIRECTOR REPORT**

Youth System Update

**CONSENT**

Approval of Agenda

Approval of May 9, 2023 Meeting Minutes (Enclosure)

**ACTION**

Election of Board Officer: Vice President

Annual Election of Directors

Up to \$50,000 for Work Experience Payroll Services (Enclosure)

Financial Statements (Enclosure)

**INFORMATION**

Internal Revenue Service Activity

Partnership with Stanford University, Guest Speaker: Mitchell Stevens, Stanford

Graduate School of Education

Adjournment

NOVAworks Foundation  
Meeting of the Board of Directors  
Draft May 9, 2023 Meeting Minutes

Meeting was held remotely via videoconference.

Present: Frank Benest, Dennis Cima, Hilary Goodkind, Steve Levy, Jennifer Morrill, Michelle Nemits  
Secretary/Treasurer: Marlena Sessions  
NOVA Staff: Giang Pham

The meeting was called to order by President Dennis Cima at 12:02 PM.

Approval of Agenda motion was proposed by Mr. Benest, seconded by Mr. Levy.

Approval of Meeting Minutes for the October 4, 2022 meeting proposed by Mr. Benest, seconded by Mr. Levy.

The Board of Directors discussed the proposal on Reimagined Young Adult Services in Santa Clara and San Mateo Counties. Total project funding was estimated at \$1,000,000, with up to \$200,000 coming from Foundation funding and leveraged with \$800,000 from WIOA Title 1 funding. It was moved by Ms. Nemits, seconded by Ms. Goodkind, and carried by voice vote to approve the project and the expenditure of up to \$200,000 in Foundation funding.

NOVA staff, Giang Pham presented a report out on the Foundation's Financial Statement. President Cima called for a motion to approve the financial statement which was proposed by Mr. Levy and seconded by Ms. Goodkind.

The Board of Directors reviewed the Foundation workplan wherein Secretary-Treasurer Marlena Sessions provided a review and status report of the current activities and obligations.

Secretary-Treasurer Marlena Sessions presented an update report on the Roadtrip Nation project.

The meeting was adjourned at 1:01 PM.



**Meeting of the Board of Directors**  
**Tuesday, November 7, 2023, at 12:30 p.m. to 1:30 p.m.**  
**Up to \$50,000 for Work Experience Payroll Services**

Work experience is an important component to achieving employment success. This is particularly critical for young adults seeking to gain hands-on skills/knowledge in the workplace that is leveraged with education/training credentials. Adults can also benefit from work experience, especially for those transitioning to new careers in other fields. Providing wages to participants during the work experience also increases access for underserved communities. Insufficient income can often pose a barrier to participating in employment development opportunities.

NOVAworks provides paid work experience services for young adults and adult customers. It works with employers to provide hands-on work experience that is aligned with customers' career plans and education and training. The employer provides a supervised planned, structured, time-limited learning experience in the workplace. This includes specific training and mentoring to perform identified responsibilities and performance evaluation. NOVAworks provides an orientation to the customer to prepare for the work experience and communicates with the employer and customer, on an ongoing basis, to ensure success. NOVAworks, through the City of Sunnyvale, also serves as the "employer of record." This has entailed completing all required paperwork necessary for City payroll, processing timecards, and paying the participants' wages. In the past, serving as "employer of record" has been time and staff intensive that often resulted in placement delays. It has also been challenging for the participants. To address this issue and streamline the process, NOVAworks is proposing to contract out payroll services to a provider who will serve as "employer of record." This service will manage the overall onboarding process for participants into the work experience site. It will also assist young adults with securing payroll documentation not just for the work experience, but also for future employment as they launch their careers. And staff and participants will now be freed up to focus on the work experiences' programmatic aspects and performance outcomes.

NOVAworks staff is asking for the Foundation Board's approval of up to \$50,000 in Foundation funding to contract out the work experience payroll services. For this program year, NOVAworks expects to deliver paid work experience to approximately 80 young adults and 5 adult customers. Based on the expected wages of participants completing 200 hours of work experience, the total estimated cost would be approximately up to \$106,000 for this program year. The \$50,000 funding requested will be leveraged with federal Workforce Innovation and Opportunity Act funding for this program year and subsequent years. The Foundation funding will be a one-time investment for this year to launch this endeavor.

Summary of NOVAworks Foundation	5/1/2023 to 9/30/2023
<b>SUMMARY</b>	
<b>Beginning Balance</b>	<b>\$ 1,220,059.44</b>
<b>Contributions</b>	
Individual Donations	\$ 405.00
<b>Total Available</b>	<b>\$ 1,220,464.44</b>
<b>Expenses</b>	
Participant Wages / Program Support	\$ 3,144.73
Staff Wages / Supplies	\$ 52,153.76
Consultants	\$ 21,299.00
Fees / Insurance / Taxes	\$ 71.89
<b>Remaining Balance</b>	<b>\$ 1,143,795.06</b>