



NOVAworks Workforce Board
November 29, 2023 Meeting Minutes

PRESENT: G. Biggs, D. Bini, R. Brunson, R. Foust, P. Guevara, N. Leonor, S. Levy, J. Lind, A. Manwani, B. Murphy, M. Nemits, S. Porter, A. Switky, and T. Woo

ABSENT: T. Baity, C. Berdiansky, J. Cohen, J. Morrill, K. Vartan, M. Vittal, and N. Williams

ALSO PRESENT: M. Sessions, L. Anders, W. Renwick, and E. Stanly of NOVAworks staff; and guest Sunnyvale Mayor Larry Klein

1. CALL TO ORDER

Co-Chairperson A. Switky called the meeting to order at 12:08 p.m.

2. PUBLIC ANNOUNCEMENTS

There were no public announcements.

3. INTRODUCTION OF HONORABLE LARRY KLEIN, MAYOR, CITY OF SUNNYVALE

Sunnyvale Mayor Klein was introduced to Board members. Highlights of the discussion included (but were not limited to):

- NOVAworks is a part of the solution to assist residents find jobs and companies find talent. This is reflected in the low unemployment rate and low commercial vacancy rate in Sunnyvale.
- With federal funding, NOVAworks assists disenfranchised communities, including veterans, acquire the skills to obtain jobs and succeed. And it takes a holistic approach to job search by providing wrap-around support to ensure access for everyone.
- NOVAworks helps disconnected youth explore career opportunities. This is achieved through skill development, mentoring, and a digital community hub and inspiring road trip through Roadtrip Nation.
- Sector initiatives targeting the life science and semiconductor industries through Biocom CA and Western Digital provide an important pathway to growing jobs in these sectors.
- The City is committed to supporting NOVA and its residents find future careers.
- The Board and director were thanked for their leadership and diverse perspectives that have contributed to NOVAworks' success.

4. CONSENT AGENDA

It was moved by R. Foust, seconded by T. Woo, and carried by voice vote to approve the consent agenda as submitted, with one abstention from A. Switky. For this meeting, these agenda items included the meeting agenda and September 27, 2023, meeting minutes.

5. REPORT FROM THE CHAIR

5A. Customer Success: A videotaped customer testimonial was shown highlighting their job search experience. NOVAworks was thanked for its contributions to their employment success.

6. REPORT FROM THE EXECUTIVE DIRECTOR

Highlights of Director Sessions' report included:

- Youth System Update: An ad hoc planning committee, comprised of Board members T. Baity, C. Berdiansky, R. Brunson, N. Leonor, and T. Woo, was convened to guide the development of reimagined services for the community's diverse young adults. NOVAworks will be partnering with a mental health services agency and four school districts in Milpitas, Mountain View, Sunnyvale, and San Mateo to

launch pilot projects. Three new youth career advisors were introduced and will be placed at these pilot site campuses.

- The San Mateo County Board of Supervisors recognized NOVAworks and San Francisco workforce boards for their regional jobs partnership with a proclamation.
- The director contributed to a new policy paper released by the national organization *Jobs for the Future* titled, “Improving Services and Outcomes of Diverse Populations in America’s Workforce Development System.” An advanced copy will be forwarded to the Board.
- The James Irvine Foundation has invited the director to participate in a nine-person Better Careers Advisory Council to guide its multi-year Better Careers initiatives.

7. PUBLIC HEARING

7A. GENERAL BUSINESS:

7A1. Approval of Revisions to Board Bylaws: Periodically, the Board Bylaws is reviewed to improve business practices. The proposed revisions pertain to changing the two Vice Chairperson seats from one seat representing the business sector and one representing the public sector to both representing the business sector. To intent is to better prepare for succession planning and address the WIOA requirement that chairperson(s) represent the business sector. A concern was expressed that this will preclude a member representing the public sector from serving in a Vice Chairperson seat in the future. No action was taken on this item as it was postponed. It will be discussed further by the Executive Committee and brought back to the Board at the next Board meeting for a vote.

7A2. Report-out from Finance/Audit Subcommittee: Acceptance of Year-End Financial Statement: On November 16, the Subcommittee met and reviewed the financial statements and audit and monitoring reports for the past year. In addition to WIOA formula funding, staff effectively managed funding from seven different grants from various government entities and two grants on behalf of regional partners. The Program Year 2022 Year-End Financial Statement was reviewed with the Board. The State Fiscal and Equal Employment Opportunity monitoring reports had no findings. The U.S. Department of Labor monitoring report for the CAREER grant had one finding related to the Stevens Amendment which has been corrected. The State’s approval of NOVAworks’ application for local area subsequent designation and Board recertification was discussed. It was moved by S. Levy, seconded by N. Leonor, and carried by voice vote to accept the PY 22 Year-End Financial Statement.

7A3. Election of NOVA Workforce Board Officers for Calendar Year 2024: Due to the postponement of the approval of revised Board Bylaws that affects this item, it will also be postponed until the next Board meeting.

7A4. Updates on Board Investments: Biocom CA and Roadtrip Nation Initiatives: NOVAworks Business Liaison Winter Renwick presented updates to the Biocom California Institute Initiative. To view the slides, click here, https://novaworks.org/documents/Ongoing/Nov23BoardPresentation_BiocomCAUpdate.pdf. Roadtrip Nation staff provided a remote demonstration of the new Digital Community Hub that is part of the Roadtrip Nation initiative. The hub will provide young adult customers with important career navigation information, resources, referrals to key programs, and mentoring from inspiring leaders.

7B. GENERAL INFORMATION:

7B1. Quarterly Grant Status/Status of Fund: The report was included in the meeting packet.

7B2. State Approval of Local Area Subsequent Designation and Local Board Recertification PY 23-25: The approval letter was included in the meeting packet.

7B3. U.S. Department of Labor CAREER Grant Compliance Monitoring Final Report and NOVAworks' Response: The report and response were included in the meeting packet.

8. ADJOURNMENT

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