



Executive Committee Meeting Agenda

February 22, 2023, at 12:00 p.m. to 1:00 p.m.

Please Note: Meeting will be held via videoconference call:

Link: <https://us02web.zoom.us/j/86096507390?pwd=Q2RabDh6SGc3SWJ2enQ0b3IwaEVqQT09>

Meeting ID: 860 9650 7390; Passcode: 415975; Phone #: +1 (669) 900-6833

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.

Action Items:

1. Approval of October 19, 2022, Meeting Minutes (enclosure)
2. Approval of December 14, 2022, Meeting Minutes (enclosure)

Discussion Items:

1. Follow-up to Executive Committee Retreat: Updates on Youth Program and Connections Sites
2. CHIP's Industry Initiative
3. Update Move to New Civic Center
4. Prospects for Innovation — Stanford Partnership

Information Items:

1. Next Executive Committee Meeting: April 26, 2023, at 12 Noon



NOVAworks Workforce Board Executive Committee
October 19, 2022 Meeting
Draft Minutes

Executive Committee members present: D. Cima, R. Foust, A. Switky, C. Galy, P. Guevara, E. Hamilton

NOVA staff: M. Sessions, G. Pham, L. Jackson

Guest: T. Brimacombe of the California Employment Development Department

Meeting was held remotely via videoconference call.

1. Call to Order:

The meeting was called to order at 12:01 p.m.

2. Action Items:

a. Approval of August 17, 2022, Meeting Minutes: It was moved by A. Switky, seconded by C. Galy and carried by voice vote to approve the August 17, 2022, meeting minutes as submitted.

b. Approval of Recommendation to Select the Option of Two Board Chairperson Seats for 2023: It was moved by D. Cima, seconded by A. Switky and carried by voice vote to approve the recommendation to select the option of two board chairperson seats for the election of Board officers for 2023.

3. Discussion Items:

a. WIOA Local and Regional Plan Modifications: The WIOA regional and local plan modification development and approval process was discussed. Board will be asked to approve the modifications at the January 25, 2023, board meeting to meet March 31, 2023, submission deadline to the State. A member asked about opportunities for the private sector to influence the modifications, which will be addressed through a Google form survey to board members to gain their perspectives. In response to another question about defining and measuring progress with digital literacy, this will be researched and addressed in the local plan modification.

b. Legislative Updates: CA Senate Bill 1407 (sponsored by Senator Josh Becker and signed into law by Governor Gavin Newsom) is designed to increase awareness of and pathways to employee ownership by establishing an employee ownership hub. This bill was of particular interest to a board member, and committee members expressed an interest in exploring this topic further. Another bill, Creating Helpful Incentives to Produce Semiconductors and Science Act of 2022 (CHIP) is expected to boost regional economic and workforce prospects and will be of value to NOVAworks.

c. Report out from Foundation board meetings: Updates from the Foundation board's September 20, 2022, special meeting and the October 4, 2022, meeting were discussed. The Board, at the September 20 meeting, approved the Roadtrip Nation Project for Youth Services along with an expenditure of \$150,000 from Google, the James Irvine Foundation and LinkedIn. In October, the board elected D. Cima as president to replace Carl Cimino, who retired. The board also welcomed current Board members H. Goodkind and M. Nemits as new members. Other Foundation board topics included: a proposed initiative to market construction trades opportunities to women and youth, the hospitality initiative, the current Google grant, and administrative changes made to Foundation to ensure greater efficiencies and accountability.

d. Prospects for Innovation: Current innovative practices include:

- San Mateo County "Whole Person" Pilot: The \$400,000 San Mateo County Whole Person initiative has included the addition of housing, food, and other supportive services to traditional workforce training interventions. NOVAworks achieved its goal of serving 25 adults and 10 young adults during the seven-month pilot. A lesson learned included preparing individuals with multiple barriers for employment takes longer than expected. NOVA will use this experience to build a stronger community presence and expand its community impact in the future. Committee members discussed opportunities to scale the pilot and the value of using public libraries as beacons for community outreach.
- Hospitality Initiative: NOVAworks was awarded a \$575,000 three-year Irving Foundation hospitality grant. Implementation strategies include convening hospitality industry focus groups as well as reaching out to local labor organizations to identify hospitality workers for interviews and focus groups.

4. **Information Items:**

a. The next Executive Committee meeting is scheduled for December 14, 2022, at 12 Noon. D. Cima offered to host the retreat at the Foothill-De Anza Community College district offices in Los Altos Hills.

5. **Adjournment:**

The meeting was adjourned at 1:01 p.m.



NOVAworks Workforce Board Executive Committee
December 14, 2022 Meeting
Draft Minutes

Executive Committee members present: D. Cima, R. Foust, A. Switky, P. Guevara, E. Hamilton, and J. Morrill

NOVA staff: M. Sessions and G. Pham

Meeting was held at Foothill-De Anza Community College District Office, Building D700, 12345 El Monte Road, Los Altos Hills, CA 94022.

1. **Call to Order:**

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

2. **Discussion Items:**

1. **"The Future Workforce" - NOVAworks Young Adult Program:** NOVA Director, Marlena Sessions highlighted the current state of NOVA's Young Adult Program, calling attention to the current number of young adult clients served, the seasonality of the program, and the overall budget and approach. Guest speaker, Robert Sainz, conducted a presentation highlighting demographical facts about the population of young adults that reside in the region that NOVA serves, focusing particularly on "disconnected" youth. A discussion took place on how to scale NOVA's current program, and how to extend and broaden the program's reach.

2. **Access, Equity, and Inclusion:** NOVA Director, Marlena Sessions, summarized current strategies and initiatives employed by NOVA focused on advancing access, equity, and inclusion, both within NOVA and with the programs that NOVA oversees. It was noted that NOVA was intent on furthering its commitments and will explore strategies for the immediate and long term. This topic will be further discussed as NOVA implements new initiatives and explores new ways of increasing its practices.

3. **Information Items:**

The next Executive Committee meeting is scheduled for February 22, 2023, at 12 Noon.

4. **Adjournment:**

The meeting was adjourned at 2:00 p.m.