



Executive Committee Retreat Agenda
February 22, 2024, at 2:00 p.m. to 5:00 p.m.
Location: Foothill-De Anza Community College District
District Office @ Foothill College, Building D700
12345 El Monte Road, Los Altos Hills, CA 94022
Meeting packet is also posted on the NOVAworks website: <https://novaworks.org/>.

Objective: To discuss and explore the launching of the NOVAWorks' Workforce Development Innovation Lab.

- 2:00 p.m. Welcome, Introduction and Setting the Stage**
- General Business**
Action Item
- December 13, 2023, Meeting Minutes (enclosure)
- Information Item**
- Annual Review, 85% Formula Grant, Fiscal Year 2022-23 Monitoring Report (enclosure)
- 2:15 p.m. Presentation of Conceptual Framework of Innovation Lab and Organizational Structure Decision**
- 2:45 p.m. Facilitated Discussion on Innovation Lab**
- 3:30 p.m. Organizational Structure Decision-Making & Bylaw Recommendations**
- 4:15 p.m. Action Planning for Innovation Lab Development and Launch**
- 4:45 p.m. Closing Session and Key Takeaways**
- 5:00 p.m. Adjourn**



NOVAworks Workforce Board Executive Committee
December 13, 2023 Meeting
Draft Minutes

Executive Committee members present: R. Foust, D. Cima, J. Morrill, A. Switky, and N. Williams

NOVAworks staff: M. Sessions and E. Stanly

1. Call to Order:

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

2. Action Items:

a. October 25, 2023, Meeting Minutes: It was moved by A. Switky, seconded by D. Cima and carried by voice vote to approve the October 25, 2023, meeting minutes as submitted.

3. Discussion Items:

a. Discussion of Proposed Revisions to Board Bylaws: At the November 29 Board meeting, a revision to the Board Bylaws was recommended that would change the representation for the two Vice Chairperson seats. The proposal would modify the current requirement of one representing the business sector and one representing the public sector to both representing the business sector. The intent was to better prepare for succession planning and address the WIOA requirement that the Board chairperson(s) represent the business sector. In response, a member expressed concern that this change will preclude a public sector member from serving in a Vice Chairperson seat. No vote was taken on this item and was postponed until the next Board meeting, following an Executive Committee discussion at its December meeting. Highlights of the discussion included, but were not limited to:

- It was recommended that the language in the Board Bylaws in section 6. Officers be changed to state that at least one Vice Chairperson must represent the private sector and the other Vice Chairperson may represent either the private sector or the public sector. This will provide flexibility for public sector representation in the Vice Chairperson seat.
- The slate of prospective officers presented at the November Board meeting for the election of Board officers will remain the same for the rescheduled election at the January Board meeting. Nominations will also be taken from the floor.
- There was interest in exploring other opportunities for public sector members to participate in a leadership role. This may include membership on the Executive Committee that will be pursued further.

b. Report-out from November 7, 2023 NOVAworks Foundation Board Meeting: Highlights of the report-out included, but were not limited to:

- The Board was updated on the reimagined young adult services that will be able to serve disenfranchised youth ineligible for WIOA-funded services. This is due to the support of unrestricted funding from the Foundation.

- Michelle Nemits was elected as Board Vice President. Current members confirmed their continued service on the Board.
 - \$50,000 was approved for Work Experience Payroll services that will be contracted out for young adults and adult customers participating in paid work experience.
 - Financial statement was approved. A waiver has been requested to resolve an issue with the IRS/State Registry of Charitable Trust that resulted in a \$3,500 fine.
 - Guest speaker Mitchell Stevens from Stanford University Graduate School of Education presented on an initiative to improve opportunities for working learners. This included embedding a NOVAworks career advisor at Stanford to provide concierge services for employment applicants.
- c. Launching Roadtrip Nation Initiative: The official launch of the Roadtrip Nation project is expected in January with the Digital Community Hub. The launch will include extensive outreach to the community. Board members were asked to provide input on recommendations for organizations to contact. The targeted audience may include, at a minimum, school districts, community colleges, county offices of education, and community-based organizations. The inspirational road trip to visit community leaders and mentors will take place in February.
- d. Prospects for Innovation: Consultant Kevin Perkey worked with the management team to develop future strategies and goals that resulted in a “Road Map to 2025.” A copy of this document was handed out at the meeting. To support this effort, three new youth career advisors were hired for the reimagined youth program. In addition, Jen Cheyer was promoted into the role of Senior Manager of Workforce Development who will be spearheading jobseeker services innovation. Board Bylaws and Foundation Board Bylaws will be reviewed for recommended revisions to improve business practices. Recent proposed changes to WIOA through the Stronger Workforce Act calls for increased funding for training and decreased support for local workforce boards. This will necessitate enhanced fundraising efforts to diversify funding.
- e. Next Executive Committee Meeting: February mini retreat: A retreat will be held in February (date: TBD) as an opportunity for the Committee to develop a future road map that will include a discussion on Board Bylaws. Recommendations were made to be realistic based on the mission of the organization and to consider the larger workforce development landscape and the role of the State and its relationship with local workforce boards.

4. **Adjournment:**

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



January 30, 2024

Marlena Sessions
Director
North Santa Clara Valley Job Training Consortium
456 West Olive Avenue, Suite 550
Sunnyvale, CA 94086

Dear Marlena Sessions:

**ANNUAL REVIEW
85% FORMULA GRANT
FISCAL YEAR 2022-23 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 North Santa Clara Valley Job Training Consortium's (NOVA) fiscal and program systems for Program Year (PY) 2022-23.

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, specific to financial management activities for PY 2022-23. 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, 2022 through June 30, 2023.

For the review, we focused on the WIOA Youth program, 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 reviewed the America's Job Center of California, Memorandum of Understanding and Infrastructure Funding Agreement and how the shared costs were tracked and applied.

The on-site review was conducted by Laila Abed, Kimberly Anderson, Mechelle Hayes and Corey Pruitt from December 11, 2023 through December 15, 2023. The exit conference for this review was held on December 20, 2023. We collected the information for this report through interviews with NOVA representatives; and by reviewing applicable policies, procedures, a sample of PY 2022-23 expenditures, and your response to the Annual Review Questionnaire.

FISCAL REVIEW RESULTS

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

PROCUREMENT REVIEW RESULTS

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

PROGRAM REVIEW RESULTS

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

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 30, 2024
Page 3

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 Mechelle Hayes, Compliance Monitoring Manager, at Mechelle.Hayes@edd.ca.gov.

Sincerely,

Natalie Villanueva

Natalie Villanueva, Chief
Compliance Monitoring and Resolution Section
Compliance Review Office

cc: Laila Abed
Kimberly Anderson
Teri Brimacombe
Gabriel Garcia
Jennifer Gouvaia
Cynthia Harrington
Mechelle Hayes
Kimberlee Meyer
Corey Pruitt
Tim Reynaga
Charles Tobia
Natalie Villanueva