



NOVAworks Workforce Board Executive Committee
August 28, 2024 Meeting
Minutes

Executive Committee members present: D. Cima, R. Foust, P. Guevara, A. Manwani, M. Nemits, J. Morrill, A. Switky

NOVAworks staff: M. Sessions, C. Bernhardt, G. Pham, 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. April 24, 2024 Minutes: It was moved by D. Cima, seconded by R. Foust, and carried by voice vote to approve the April 24, 2024, minutes as submitted.

3. Discussion Items:

- a. Report-out on Annual Check-in with Board Members: Over the past few months, the director has been reaching out to Board members about their experience serving on the Board and recommendations for improvement. Highlights of the comments received included: members felt engaged serving on the Board; would like to be more engaged; enjoyed the data points provided to the Board during meetings; and regret they don't have enough time to participate. For those with limited time, they were encouraged to attend most meetings and be a voice for the organization they represent.
- b. NOVAworks Priorities in Preparation for Board Retreat: Since the director has joined NOVAworks, the first retreat centered on Diversity, Equity, and Inclusion and the second retreat was an opportunity for members to get acquainted given the change in membership. The 2024 retreat will focus on committing to priority themes that members will work on in the coming year. In addition to discussing and vetting proposed priorities, the agenda will include meeting the newly appointed City Manager and a primer on WIOA.
- c. Update Launch Lab: Funding Development and Foundation Board Structure – For Potential Action: To integrate the strengths of both the Foundation Board and the Workforce Board and streamline governances and administrative efficiencies, staff proposed merging the Foundation Board with the Workforce Board Executive Committee. This would create a unified board structure to foster efficient decision-making, strengthen fundraising goals and resource optimization, enhance collaboration and communication, and capitalize on NOVAworks' impact and influence on workforce development. Highlights of the discussion included:
 - New structure will impact strategic alignment between fundraising and pilot projects. Current projects include City of Mountain View "whole person" initiative, San Francisco Airport project, and Stanford University, among others. Securing additional resources will build on the work that is already in process and shape future opportunities. Future fundraising goals for NOVAworks include seeking a three-year \$250,000 grant from Gilead Sciences, a U.S.

Department of Labor four-year \$5 million opportunity grant, and a Stanford University initiative, among others. Better alignment between the work of the Workforce Board and Foundation Board will also minimize any disconnect or confusion between the two.

- Other organizations have administered two boards under one board structure. There are current examples of this model and opportunity to pursue this.
- There doesn't appear to be any administrative issues with combining the two Boards. However, reporting and funding will need to be separated. The current cooperative agreement with the City of Sunnyvale appears to be flexible. This will also allow the Foundation account to be moved to another bank that offers better interest on deposits.
- Combining two Boards may require a higher degree of administrative oversight. The James Irvine Foundation provided funding to build operational capacity which can be used for this purpose.
- With the Executive Committee assuming the work of the Foundation Board, there will be fewer meetings; however, Executive Committee meetings may be extended to 1.5 hours.
- It was recommended that there be more discussion and vetting regarding the legal requirements. A proposal was made to agendaize this for discussion at the September Workforce Board meeting and then bring it back to the Workforce Board for final approval at the December meeting. Final approval lies with the Workforce Board.

d. Report-out from May 8, 2024, NOVAworks Foundation Board Meeting: The Foundation Board met on May 8. Highlights of the report-out can be reviewed by clicking here, https://novaworks.org/documents/Ongoing/Reportout_May8FoundationBoardMtg.pdf.

e. Federal Update: WIOA Reauthorization: The current WIOA reauthorization proposals in the House and Senate have been postponed due to the upcoming national election. It is unlikely that WIOA reauthorization will progress until next year.

f. Communications/Branding Refresh: NOVAworks has contracted with a communications provider to refresh the materials and brochures that are used by staff, customers and the public. An expert will also be hired to design a new website. It was recommended that the website be designed with the customer in mind. In addition, it should be modern and relevant. A NOVAworks app may also be beneficial.

g. Shared Prosperity Partnership Update: The former San Mateo County Economic Recovery Coordinating Council has evolved to the San Mateo County Shared Prosperity Council. The Council's priority is to look at the community's impact on subgroup target populations that include immigrants, low-income individuals, people of color, and people with disabilities. They are exploring the impact on economic success, power and autonomy (pipeline for elected and appointed positions), being valued, and navigation support. NOVAworks is participating in this effort and will help guide how workforce development may play a role.

h. New Bylaws Implementation: The next step in the new Board Bylaws implementation is to appoint a chair for the Governance Committee and convene the committee. While not part of the Board Bylaws, interest was previously expressed to form an Alumni Network that may comprise former Board members.

September is Workforce Development Month and NOVAworks was recognized by the Sunnyvale City Council for its contributions to workforce development.

4. Adjournment:

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