



NOVAworks Workforce Board Executive Committee Meeting Agenda

October 23, 2024, at 12:00 p.m. to 1:00 p.m.

456 West Olive Avenue, 1<sup>st</sup> Floor, Conference Room #174 (Spruce Room), Sunnyvale, CA

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

**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.

**Call to Order**

**Action Items:**

1. August 28, 2024, Minutes (enclosure)
2. Approval of WIOA AJCC Comprehensive and Affiliate Certification Application (enclosure)
3. Approval of Incorporating NOVAworks Foundation Board Structure into Executive Committee (enclosure)
4. Recommendation to Select the Option of Two Board Chairperson Seats for 2025 (enclosure)

**Discussion Items:**

1. Follow-up to September 25, 2025, Board Retreat
2. Update on Roadtrip Nation PBS Production of Road Trip
3. Upcoming WIOA Local and Regional Planning Process
4. Election of Board Officers/Governance Update

**Information Items:**

1. Cancellation of December 18, 2024, Executive Committee Meeting
2. Next Board Meeting: December 4, 2024

**Adjournment**



NOVAworks Workforce Board Executive Committee  
August 28, 2024 Meeting  
Draft 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](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.

NOVA Workforce Board  
Executive Committee Meeting  
Date: October 23, 2024

SUBJECT: ACTION ITEM: Approval of WIOA AJCC Comprehensive and Affiliate Certification Application

The federal Workforce Innovation and Opportunity Act (WIOA) and the State requires that local workforce boards undergo certification of comprehensive and affiliate/specialized America's Job Center of California (AJCC) locations. The intent is to ensure that AJCCs deliver and continuously improve services to jobseekers, workers, and employers. For the NOVAsworks workforce area, the comprehensive AJCC is the Sunnyvale Job Center and the affiliate AJCC is operated by the Central Labor Council Partnership (CLCP) in San Mateo. Currently, there is no specialized AJCC. During the inaugural year of the certification process, the process was divided into two parts, with the comprehensive centers certified in 2017/2018 and the affiliate/specialized centers certified in 2019. A recertification took place in 2021 for both the comprehensive and affiliate/specialized centers. The Board and the State approved these certifications.

State Directive WSD23-05 ([https://edd.ca.gov/siteassets/files/jobs\\_and\\_training/pubs/wsd23-05.pdf](https://edd.ca.gov/siteassets/files/jobs_and_training/pubs/wsd23-05.pdf)) stipulates that this certification process be renewed for both the comprehensive and affiliate/specialized AJCCs. The requirements for certification this year are very similar to previous certification processes. Each AJCC is expected to complete a Baseline Certification Matrix checklist that reflects WIOA statutory and regulatory requirements necessary to operate an AJCC. In addition, an Indicator Assessment must be completed that highlights the AJCC's accomplishments and continuous improvement according to seven indicators. The seven indicators include: 1) AJCC ensures universal access, with an emphasis on individuals with barriers to employment; 2) AJCC actively supports the One-Stop system through effective partnerships; 3) AJCC provides integrated, customer-centered services; 4) AJCC is an on-ramp for skill development and attaining industry-recognized credentials that meet the needs of targeted regional sectors and pathways; 5) AJCC actively engages industry and labor and supports regional sector strategies through an integrated business service strategy that focuses on quality jobs; 6) AJCC has high-quality, well-informed, and cross-trained staffing; and 7) AJCC achieves business results through data-driven continuous improvement.

The AJCC certification application is due Nov. 1, 2024, and will take effect Jan. 1, 2025, for three years. The Continuous Improvement Plan for each of the AJCCs is not required as part of this initial submission, but the local board must attest to completing a plan separately by Dec. 31, 2024. The Continuous Improvement Plan will be submitted to the Board for approval at its Dec. 4, 2024, meeting.

The AJCC certification submission for the comprehensive AJCC (Sunnyvale Job Center) and the affiliate AJCC (CLCP) is included as follows:

AJCC Comprehensive Center (Sunnyvale Job Center):

[https://novaworks.org/documents/Ongoing/AJCCCertification\\_Comprehensive\\_SunnyvaleJobCenter2024.pdf](https://novaworks.org/documents/Ongoing/AJCCCertification_Comprehensive_SunnyvaleJobCenter2024.pdf)

AJCC Affiliate Center (operated by CLCP in San Mateo):

[https://novaworks.org/documents/Ongoing/AJCCCertification\\_Affiliate\\_CLCP2024.pdf](https://novaworks.org/documents/Ongoing/AJCCCertification_Affiliate_CLCP2024.pdf)

The NOVAworks AJCC centers comply with WIOA and State regulatory requirements. They have demonstrated resilience during these unprecedented times as we transitioned from the pandemic to responding to significant layoffs facing the region. They have capitalized on these challenges to continuously innovate services to jobseekers and employers.

In lieu of a Board meeting before the Nov. 1 deadline, NOVAworks staff is recommending the Executive Committee approve the WIOA AJCC certification application for the comprehensive and affiliate centers for the NOVAworks workforce area. Following the Executive Committee's approval, this action will be forwarded to the Board at the next Board meeting for information. NOVAworks is an AJCC Operator and, as such, the State will be responsible for final approval of the AJCC recertification following submission of the required application.



NOVAworks Workforce Board  
Executive Committee Meeting  
Date: October 23, 2024

SUBJECT: ACTION ITEM: Approval of Incorporating NOVAworks Foundation Board Structure into Executive Committee

To enhance strategic alignment, streamline governance, and leverage the strengths of both boards, NOVAworks staff proposes merging the NOVAworks Foundation Board with the Executive Committee. This merger aims to create a unified board structure that fosters efficient decision-making and amplifies NOVAworks' impact on workforce development. At the Aug. 28 Executive Committee meeting, the Committee discussed this proposal for consideration. A recommendation was made to bring this back to the Board for approval following further vetting.

The strategic advantages for merging include:

- Unified Vision and Strategy: Merging the boards will ensure a cohesive vision and strategy across NOVAworks and our Foundation, aligning efforts toward shared goals and maximizing the impact of our Launch Lab initiatives.
- Strengthened Fundraising Efforts: The alignment of our boards will bolster our fundraising capabilities by presenting a unified vision to philanthropic partners and donors, improving strategic alignment in our resource development, and enabling more effective engagement with potential funders.
- Enhanced Collaboration: A unified board will facilitate stronger collaboration, enabling more integrated discussions and strategic planning that leverage the diverse expertise of all of our board members.
- Streamlined Decision-Making: Consolidating governance structures will reduce redundancy, improving decision-making processes and enabling more agile responses to workforce development opportunities and challenges.
- Strengthened Advocacy and Influence: A unified board will increase our ability to advocate for policy changes and systemic shifts, drawing on the combined influence and networks of all members to drive change and innovation.

The operational advantages for merging include:

- Efficiency in Governance: Merging the boards will streamline administrative processes, reducing complexity and time spent on governance activities and allowing greater focus on our strategic priorities.
- Resource Optimization: A single board structure will enable better allocation and utilization of resources, ensuring that both financial and human capital are directed toward high-impact initiatives, particularly our Launch Lab efforts.
- Consistent Communication: Unified governance will ensure clear and consistent communication across all areas of NOVAworks, enhancing transparency and engagement among board members, staff, stakeholders, and external partners.

NOVAworks staff is asking the Executive Committee to approve the proposal to incorporate the Foundation Board structure into the Executive Committee. Following approval, this action will be forwarded to the Board at its Dec. 4 meeting for information.

NOVAworks Workforce Board  
Executive Committee Meeting  
Date: October 23, 2024

SUBJECT: ACTION ITEM: Recommendation to Select the Option of Two Board Chairperson Seats for 2025

The NOVAworks Workforce Board Bylaws provides the Board with the option of one or two chairpersons for any given year. The Bylaws also stipulates that the Executive Committee determines the need for one or two chairperson(s) for the coming year, in preparation for the election of Board officers. The election of Board officers takes place at the last Board meeting of the calendar year. This year the meeting is scheduled for December 4, 2024.

In 2025, the Board will face challenges and opportunities, including: utilizing the Launch Lab to pilot sectoral initiatives and access expansion strategies; deepen engagement with employers and partners in priority industries; strategic partnerships with community-based organizations through new access points; and continued exploration of diverse sources of funding. As such, NOVAworks staff is recommending that the Executive Committee approve an expanded leadership of two Board chairpersons in 2025.

Following Executive Committee approval of two chairperson seats for 2025, the Committee will direct a nominating committee to develop a slate of officers for the election of Board officers for 2025 that will include two chairpersons.