



2023 NOVAworks Workforce Board Retreat

Agenda

Wednesday, September 27, 2023

9:00 a.m. to 1:00 p.m.

456 WEST OLIVE AVENUE, 1ST FLOOR, CONFERENCE ROOM #154 (ALDER Rm), SUNNYVALE, CA

- Goal(s):**
- 1) Review last year's accomplishments and expectations for the coming year
 - 2) Consider the current landscape and how it will impact NOVAworks
 - 3) Discuss how NOVAworks can prepare job seekers and employers for the future of work
 - 4) Opportunities for Board member networking and engagement
- 9:00 a.m.**
- 1. Call to Order, Introduction of Facilitator Dennis Cima**
 - 2. Framing the Morning and Expectations, Board Co-chair Jennifer Morrill**
(Review Retreat Goals)
 - 3. Public Announcements**
 - 4. Consent Agenda** **Motion**
All matters listed on the consent agenda are considered routine and will be acted upon by one motion. There will be no separate discussion of these items, unless requested by a Board member or a member of the public.
 - 4A. Approval of Agenda
 - 4B. Approval of Minutes of August 9, 2023, Special Meeting (**Enclosure**)
- 9:15 a.m.**
- 5. Our Board is like a Box of Chocolates: Exploring and Celebrating our Unique Ingredients, Board Vice Chair Rosanne Foust**
(Goal #4)
- 9:45 a.m.**
- 6. NOVAworks Director Marléna Sessions' Presentation: A Year in Review and Expectations for 2024** **Information**
(Goal #1)
- 10:15 a.m.**
- 7. Economic Landscape in California, Board Member Steve Levy** **Information**
(Goal #2)
- 10:45 a.m.**
- 8. Customer Panel and Discussion, Moderator NOVAworks manager Jen Cheyer** **Information**
(Goal #3)
- 11:15 a.m.**
- 9. Board Member Connections, Board Member Stacey Porter** **Information**
(Goal #4)
- 12:15 p.m.**
- 10. Lunch: Informal chat with Special Guest Lee Lambert, Chancellor, Foothill-De Anza Community College District**
- 12:55 p.m.**
- 11. Wrap-up and Evaluation** **Information**
- 1:00 p.m.**
- 12. Adjournment**

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NOVAworks Workforce Board
DRAFT August 9, 2023 Special Meeting Minutes

PRESENT: T. Baity, C. Berdiansky, G. Biggs, R. Brunson, J. Cohen, R. Foust, N. Leonor, S. Levy, J. Lind, A. Manwani, M. Nemits, A. Switky, K. Vartan, and M. Vittal

ABSENT: D. Bini, P. Guevara, J. Morrill, B. Murphy, S. Porter, N. Williams, and T. Woo

ALSO PRESENT: M. Sessions, J. Cheyer, and E. Stanly of staff

1. CALL TO ORDER

Co-Chairperson A. Switky called the meeting to order at 12:03 p.m.

2. PUBLIC ANNOUNCEMENTS

Three new NOVAworks Career Advisors Derrick Radden, Dalia Rodriguez, and Ben Voogd were introduced to the Board.

3. CONSENT AGENDA

It was moved by R. Foust, seconded by R. Brunson, and carried by voice vote to approve the consent agenda as submitted. For this meeting, these agenda items included the meeting agenda; May 24, 2023, meeting minutes; and NOVAworks policies and procedures for Incumbent Worker Training Policy, Update to Supportive Services Policy, and Update to On-the-Job Training Policy.

4. REPORT FROM THE CHAIR

4A. Customer Success: A videotaped customer testimonial was shown highlighting their job search experience. This is an example of NOVAworks braiding its resources to best meet the unique needs of its customers. Workforce Innovation and Opportunity Act (WIOA) funded the career services and the Santa Clara County whole person pilot grant funded supportive services to augment participation. NOVAworks was thanked for its contributions to their employment success.

5. PUBLIC HEARING

5A. GENERAL BUSINESS:

5A1. Approval of Recommendations for WIOA Title I Youth Service Provider in San Mateo and Northern Santa Clara Counties: Previously, NOVAworks contracted out youth services in San Mateo County and directly provided services in northern Santa Clara County. Through mutual agreement, the current contractor in San Mateo County will not be continuing. In response, an extensive planning process was conducted to reimagine youth services for nearly 12,000 disconnected youth in the NOVA region. This process culminated in the release of a Request for Proposal (RFP) for youth services for San Mateo and northern Santa Clara counties. A comprehensive outreach campaign was launched to distribute the RFP to a wide range of organizations. Two proposals were submitted by the due date. A review committee was formed to review proposals and met to discuss recommendations. To review the Board meeting slide presentation, click here, <https://novaworks.org/documents/Ongoing/RFPYouthProgramPresentation.pdf>.

After an in-depth committee discussion, NOVAworks staff recommended that no contract award be made through this RFP procurement process. In addition, it was recommended that NOVAworks directly provide youth services in San Mateo and northern Santa Clara counties. There is no other organization that can implement the vision of the newly reimagined youth services. This will entail creating a system change that will benefit underserved youth across the diverse and vast region. It was moved by J. Lind, seconded by K. Vartan, and carried by voice vote to approve the staff recommendations. Board members recommended that NOVAworks reach out to partner organizations and leverage funding from other sources of unrestricted funding to serve the increased demand. In addition, a Board oversight committee will be convened to provide guidance on this planning process.

5A2. Expansion of New Partnership with Western Digital: The Board approved a new partnership with Western Digital to train and retain workers in the semiconductor industry. The project would serve both incumbent employees and incoming employees, including individuals from underrepresented groups. The Board approved up to \$300,000 to provide foundational seed funding to partially fund the initial program year, with the expectation that additional funding would be requested. WIOA Rapid Response allocation will fund this project but must be expended in a timely manner. Given the timeliness of this project and funding, the Board Co-chairs approved an additional \$175,000 in funding for a total of \$475,000. This additional funding will support the full first year of this pilot and expedite the implementation activities and pilot's launch. The contract for services will be forwarded to the Sunnyvale City Council for approval.

5B. GENERAL INFORMATION:

5B1. WIOA Section 188 Nondiscrimination and Equal Opportunity Provisions Annual Compliance Monitoring Review Final Report Program Year (PY) 2022-23: The State Equal Employment Opportunity monitoring report was included in the meeting packet. There were no findings.

6. REPORT FROM THE EXECUTIVE DIRECTOR

Highlights of Director Sessions' report included:

- Rapid Response Allocation: NOVAworks received the largest Rapid Response allocation in the state totaling \$3.3 million. This reflects the recent surge in layoffs in the region and staff's thorough reporting to the State. Los Angeles received the second largest allocation at \$1.2 million.
- The Board Retreat will be held on September 27 and is expected to be interactive and engaging. It will include the director's extensive progress updates for the year and a presentation on the economy from Board member Steve Levy.
- The San Mateo County Central Labor Council will be presenting NOVAworks with a special award at its annual event. NOVAworks is being honored for its innovation with skills-based hiring, expanding its footprint in San Mateo County, and launching the successful whole person pilot.

7. ADJOURNMENT

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