



## Executive Committee Meeting Agenda

June 15, 2022 at 12 Noon

**Please Note:** Meeting will be held via videoconference call:

Link: <https://us02web.zoom.us/j/82498202401?pwd=U3AwUkppaytPR3paMXpOZ3IHcCtmdz09>

Meeting ID: 824 9820 2401; Passcode: 011874; 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. This includes identifying work assignments for the committees and shaping the agenda for the general Board meeting. 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:** *(Items that require formal Committee action and vote)*

1. Approval of February 16, 2022 Meeting Minutes (enclosure)
2. Approval of NOVAworks Foundation Board of Directors Member (enclosure)

### **Discussion Items:** *(Items that need Committee assistance, feedback and help)*

1. Presentation from Roadtrip Nation
2. WIOA Formula Allocations for PY 22-23
3. Report-out from NOVAworks Foundation May 10, 2022 Board Meeting
4. Discuss Agenda for July 27, 2022 Board Meeting
5. Prospects for Innovation

### **Information Items:** *(Items that Committee needs to know about)*

1. Next Executive Committee Meeting: August 17, 2022 at 12 Noon



NOVA Workforce Board Executive Committee  
February 16, 2022 Meeting  
Draft Minutes

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

NOVA staff: M. Sessions, L. Jackson, and E. Stanly

Meeting was held remotely via videoconference call.

1. **Call to Order:**

The meeting was called to order at 12:05 p.m.

2. **Action Items:**

a. Approval of December 15, 2021 Meeting Minutes: It was moved by D. Cima, seconded by A. Switky and carried by voice vote to approve the December 15, 2021 meeting minutes as submitted.

3. **Discussion Items:**

a. Debrief Board Retreat: A review of the January 26 Board Retreat was discussed. The next step is staff will be presenting at future Board meetings on NOVAworks' current projects and initiatives that target diversity, equity, and inclusion. At the March meeting, staff will be presenting on the Skillful initiative that trains employers on skills-based, bias-free hiring practices to promote a more diverse workforce. It was recommended that the Board retreat should be longer to allow time for more questions and discussion. It was also recommended that for the shorter retreats, to set expectations in advance that the meeting will be more like a regular meeting than a retreat. In addition, providing information in advance of the event to generate excitement and inviting customers to discuss their experiences during the retreat would be advantageous. The topic of equity was very timely and, although it may not always be comfortable to discuss, it's important to have this conversation. NOVAworks is at a crossroads and it is not the same organization it was two years ago. This topic should not just be discussed at special events but at regular meetings as well.

b. Update Procurement of WIOA Adult, Dislocated Worker and Youth Services in San Mateo County: As required by state and federal regulations, a competitive procurement is being launched for the WIOA adult, dislocated worker and youth services in San Mateo County. These services are currently contracted out to two service providers. Two Request for Proposals (RFP) will be released: one for adult and dislocated worker services and one for youth services. The RFP will be released broadly to several distribution lists, posted on the website, and through a legal notice. The recommendations from the proposal review committee, which is expected to contain Board representatives, will be forwarded to the Board for final approval at the May Board meeting. Contracts should begin July 1, 2022.

c. Update San Mateo County Workforce Recovery Initiative: The San Mateo County Workforce Recovery Initiative will focus on the "whole person." The San Mateo County Board of Supervisors approved of the idea and invited NOVAworks to develop a scope of work to be tentatively presented to the Board of Supervisors at the March 8 meeting. Part of the success of this project will be documenting what we do, awareness of enduring opportunities, and racial equity. Lessons learned was documented in an earlier project that was unsuccessful due to reluctance of both job seekers and employers to return to work because of COVID-19. However, this experience was invaluable in informing future strategies and approaches. The data collected will also include the customers served according to race, ethnicity, age, gender, etc. There is a great deal of "vulnerability" data that has

already been collected on identifying vulnerable communities. Since WIOA funding will not be used for this project, there will be more flexibility is what we do and whom we serve. As part this project, NOVAworks will also be reaching out to a variety of different organizations and companies that are committed to equity and diversity.

d. Update Move to New Sunnyvale Civic Center: The new Civic Center is progressing and is on time. NOVAworks will occupy the first floor of the Civic Center and will not only greet customers seeking access to NOVA services but also the public seeking directions to City departments and services. The projected move date is the end of the year/early next year.

e. Review Draft Agenda for the March 23, 2022 Board Meeting: A draft of the March 23 Board meeting agenda was distributed and discussed. As a follow up to the Board retreat, it was recommended that future Board meetings host testimonials from customers and normalize the conversation on equity.

f. Prospects for Innovation: This is an agenda item that will be added as a regular item for future Executive Committee meetings. Current ideas for innovation include:

1) RoadTrip Nation (<https://roadtripnation.com/>): Provides opportunities for disadvantaged youth to explore new careers through sponsored road trips. This could be considered for NOVAworks summer youth program targeting youth with disabilities.

2) “Connections Sites”: American Job Centers of California “mini” sites in various regions and neighborhoods that meet job seekers where they are, both literally and figuratively. These involve the exchange of a Memorandum of Understanding between the entity and NOVA, and the availability on the part of NOVA to give technical assistance. Examples of locations may include community college campuses, libraries, community-based organizations, and housing communities.

3) Electric Vehicles: As the pace of zero emission vehicle sales quickens, NOVA is partnering with the California Energy Commission and Prospect Silicon Valley to develop action plans for communities to prepare their workforces, education institutions and community-based organizations for careers in maintaining these electric vehicles. This initiative could entail new partnerships with electric vehicle companies such as Proterra and Tesla.

The director celebrated her 90<sup>th</sup> day working for NOVAworks with 90 “meet and greets” completed that include staff and Board members. She will now shift to meeting with partners in the community. The initial focus has been on the transition and aggressively applying for funding. There have been quite a few Board member and staff retirements over the past year and coming up in the future. An orientation is planned for new Board members in the spring, with a recommendation to include a customer workshop experience. The frequency of Board meetings will be reviewed to maximize Board members’ limited time, while still maintaining cohesion. The director will be meeting with the new State Labor Agency Secretary on Feb. 25 and has been invited to participate on the national Workforce Transformation Policy Council hosted by the National Association of Workforce Boards and Jobs for the Future. The regional grant application for the U.S. Economic Development Administration Good Jobs Challenge initiative was submitted thanks to the immense contributions of NOVA managers C. Stahl and L. Jackson, with awards expected in the summer.

4. **Information Items:**

a. The next Executive Committee meeting is scheduled for April 20, 2022 at 12 Noon.

5. **Adjournment**

The meeting was adjourned at 12:50 p.m.

NOVA Workforce Board  
Executive Committee Meeting  
Date: June 15, 2022

SUBJECT: ACTION ITEM: Approval of NOVAworks Foundation Board of Directors Member

The NOVAworks Foundation is a 501(c)(3) tax-exempt nonprofit, public benefit corporation, created in 1989 to enhance workforce development services provided by NOVAworks for the residents and businesses of the NOVA workforce development area. Most of NOVAworks' funding is provided through the federal Workforce Innovation and Opportunity Act (WIOA). It may be used only for specific activities defined under WIOA and to serve participants eligible under WIOA regulations. The Foundation exists to support and extend the reach of NOVA services, fill gaps in services that promote economic sustainability, seek innovative approaches to workforce development services, and gain a better understanding of the current labor market. The Foundation is a supporting organization of the City of Sunnyvale, in accordance with Section 509(a)(3) of the Internal Revenue Code, and the Foundation's charitable purpose furthers the public purposes of the City. Effective July 1, 2019, the Foundation Board of Directors and Sunnyvale City Council approved an agreement that entailed changes to the Articles of Incorporation, Conflict of Interest policy and Foundation Bylaws that called for the NOVAworks Workforce Board to appoint the Foundation Board of Directors. This was also approved by the NOVAworks Workforce Board.

As per Foundation Bylaws, the Foundation Board of Directors shall have a minimum of six directors, consisting of three current NOVAworks Workforce Board members and three other individuals. The Foundation Board currently consists of two NOVAworks Workforce Board members Steve Levy and Jennifer Morrill and three other individuals consisting of Carl Cimino (Board President), Dennis Cima (Board Vice President), and Frank Benest. Recently, a current NOVAworks Workforce Board member serving on the Foundation Board retired from the Workforce Board but remained on the Foundation Board. This created a vacancy on the Foundation Board representing the Workforce Board.

In lieu of a NOVAworks Workforce Board meeting, NOVAworks staff is seeking approval from the Executive Committee to fill one vacancy representing the Workforce Board on the Foundation Board by appointing Hilary Goodkind to the Foundation Board. Dr. Goodkind is Dean of Planning, Research, Innovation, and Effectiveness for the College of San Mateo. She will bring to the Foundation Board a deep knowledge of the Workforce Board vision, mission and activities that will provide important alignment with the work of the Foundation. In addition, Dr. Goodkind possesses a talent and passion for innovative approaches to workforce services in the community that will add value to the Foundation. Finally, she will provide expertise in establishing measurable indicators for success that will be particularly important as the Foundation Board embarks on future strategic planning.

Following approval, this action will be forwarded to the Board at its next regular Board meeting as an information item.