



NOVAworks Workforce Board Executive Committee
December 13, 2023 Meeting
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.