



Executive Committee Meeting Agenda

December 13, 2023, at 12:00 p.m. to 1:00 p.m.

456 West Olive Avenue, 1st 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.

Action Items:

1. October 25, 2023 Meeting Minutes (enclosure)

Discussion Items:

1. Discussion of Proposed Revisions to Board Bylaws
2. Report-out from November 7, 2023 NOVAworks Foundation Board Meeting
3. Launching Roadtrip Nation Initiative
4. Prospects for Innovation
5. Next Executive Committee Meeting: February mini retreat



NOVAworks Workforce Board Executive Committee
October 25, 2023 Meeting
DRAFT Minutes

Executive Committee members present: R. Foust, D. Cima, P. Guevara, J. Morrill, A. Switky, and N. Williams

NOVAworks staff: M. Sessions and E. Stanly

Guest: Consultant and Facilitator Kevin Perkey, Founder & Principal, Uphill Partners and Workforce Development Leader

1. Call to Order:

The meeting was called to order at 12:01 p.m.

2. Action Items:

a. April 26, 2023, Meeting Minutes: It was moved by A. Switky, seconded by D. Cima and carried by voice vote to approve the April 26, 2023, meeting minutes as submitted.

b. Recommendation to Select the Option of Two Board Chairperson Seats for 2024: It was moved by J. Morrill, seconded by A. Switky and carried by voice vote to approve the selection of two Board Chairperson seats for 2024. This recommendation will be incorporated into the election of Board officers at the last Board meeting of the year. It was also recommended that the selection of two chairperson seats become permanent. Revisions to the Board Bylaws will be proposed to reflect this.

3. Discussion Items:

a. Roadmap to 2025 Strategic Plan: Consultant and Facilitator Kevin Perkey presented on creating a future roadmap. To view the presentation, click here, <https://novaworks.org/documents/Ongoing/NOVAWorksFoundation-2023.pdf>. Highlights of the discussion included, but were not limited to:

- The economy, workforce development, and NOVAworks are undergoing a transition. It will be important to ensure the right organizational leadership is in place, with the right people in the right seats.
- With the growth in Artificial Intelligence and the green economy, job search strategies should be leveraged to prepare NOVAworks customers. We should also continue to be mindful of addressing the needs of underserved communities, in particular in San Mateo County.
- Develop an organizational landscape that identifies NOVAworks existing capacity and current work, what is needed, and when it needs to be accomplished. Future work should take into

consideration current priorities which may impact what can be achieved. The Foundation can be used to support current and future projects through resource development.

- Communication will be important with NOVAworks adult and youth customers, with the Board, and between the Board and community stakeholders. NOVAworks is viewed as the go-to place for workforce trends. It is often approached by the Federal Reserve Bank, LinkedIn, among others about its latest innovations.
- The Board's work could be divided into three parts: Organizational/Operational (NOVAworks and Foundation), Resource Development, and Advocacy/Legislation. This can be accomplished through Board task forces. The discussion may entail reviewing the Board and Foundation Board Bylaws and NOVA's current relationship with the City of Sunnyvale. May wish to consider addressing the "low hanging fruit" first and items already known and then address other areas.
- Board members will be asked to support this effort in various ways.
- Discussion will be reported out at the November 29 Board meeting.

4. **Information Items:**

The next Executive Committee meeting is scheduled for December 13, 2023 at 12:00 p.m.

5. **Adjournment:**

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