



Meeting of the Board of Directors

Tuesday, February 13, 2024, 12:30 p.m. to 1:30pm

456 West Olive Avenue, 1st Floor, Conference Room #174 (Spruce Rm) Sunnyvale, CA

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

Agenda

Call to Order

EXECUTIVE DIRECTOR REPORT

CONSENT

Approval of Agenda

Approval of November 7, 2023, Meeting Minutes (Enclosure)

ACTION

Financial Statement (Enclosure)

INFORMATION

Update Internal Revenue Service Activity

Guest Speaker: Eli Poblitz, San Mateo Union High School District

Funding from The James Irvine Foundation

Strategic Priorities

Adjournment



NOVAworks Foundation
Meeting of the Board of Directors
Draft November 7, 2023 Meeting Minutes

Present: Frank Benest, Dennis Cima, Hilary Goodkind, Jennifer Morrill, and Michelle Nemits
Secretary/Treasurer: Marlena Sessions
NOVA Staff: Giang Pham and Eileen Stanly
Guest: Mitchell Stevens, Stanford University Graduate School of Education

The meeting was called to order by President D. Cima at 12:30 p.m.

EXECUTIVE DIRECTOR REPORT

Youth System Update: NOVAworks will be directly providing a reimagined young adult program and working with community organizations to support this effort. As a result of unrestricted funding approved by the Foundation Board, the program will be supporting disenfranchised young adults that include undocumented immigrants, justice-involved, individuals with disabilities, and from the foster care system. The goal for the first year/pilot phase is to serve 80 young adults that will grow in future years. The Roadtrip Nation project has launched with the development of the Digital Community Hub. The road trip will begin in 2024.

CONSENT

It was moved by F. Benest, seconded by H. Goodkind and carried by voice vote to approve the consent items. For this meeting, the items included the agenda and May 9, 2023, meeting minutes.

ACTION

Election of Board Officer: Vice President: It was moved by J. Morrill, seconded by F. Benest and carried by voice vote to approve Michelle Nemits to the office of Board Vice President for the year ending December 31, 2024.

Annual Election of Directors: The Foundation Board adopted by unanimous consent the current slate of directors for another year, which included Frank Benest, Dennis Cima (President), Hilary Goodkind, Steve Levy, Jennifer Morrill, and Michelle Nemits (Vice President).

Up to \$50,000 for Work Experience Payroll Services: NOVAworks provides paid work experience services for young adult and adult customers. Currently, the City of Sunnyvale serves as the “employer of record” for the payroll function, which has been cumbersome and time consuming for staff and challenging for customers. This has often resulted in placement delays. NOVAworks staff is seeking approval of up to \$50,000 to streamline this process by contracting out the “employer of record” responsibilities. These responsibilities will also include the overall onboarding process for participants. This is a one-time investment that will be leveraged with federal Workforce Innovation and Opportunity Act for this program year and subsequent years.

It was moved by F. Benest, seconded by M. Nemits and carried by voice vote to approve the funding request.

Financial Statement: NOVAworks Business Operations Manager Giang Pham reported out on the Foundation's Financial Statement. It was recommended that future statements include grants that are pending and remain to be spent and any deadlines for expenditures stipulated by funders. It was also recommended that the Board consider developing a plan for future years with goals to accomplish. It was moved by H. Goodkind, seconded by J. Morrill, and carried by voice vote to approve the financial statement as submitted.

INFORMATION

Internal Revenue Service (IRS) Activity: Last year, during the staff transition, the Foundation report filing with the IRS/State Registry of Charitable Trust was delayed and insufficient to address requirements. As a result, the Foundation has been fined \$3,500. Staff has requested a waiver of this fine and is awaiting a decision.

Partnership with Stanford University: Mitchell Stevens from Stanford University Graduate School of Education discussed its recent initiative and new partnership with NOVAworks.

Highlights of the discussion included:

- The trend in college degrees has evolved from a college degree being essential to workplace success to a focus on training programs leading to credentials and employment in growing occupations. The publication, "Beyond College for All" was cited. Creating career ladders for those who have not completed a college degree will be important.
- Stanford University has been challenged to recruit and retain workers, especially in the residential and dining enterprise areas. They have reached out to the "working learner" community, business, community colleges, NOVAworks, labor agencies, and community-based organizations to improve educational and training opportunities and occupational mobility for working learners. A report was produced for the National Science Foundation titled, "An Applied Science to Support Working Learners." NOVAworks was a contributor to this report.
- Stanford University is also partnering with NOVAworks by embedding a NOVAworks career advisor at Stanford. This advisor will provide concierge services to support and vet employment applications. The advisor will also explore other opportunities at Stanford that may be a better fit for a particular applicant.
- Stanford University is partnering with the College of San Mateo (CSM) providing paid administrative fellowships at Stanford for CSM students.

The meeting was adjourned at 1:30 p.m.

NOVAworks Foundation Financial Summary
10/1/2023 to 12/31/2023

Summary of NOVAworks Foundation	10/1/2023 to 12/31/2023
SUMMARY	
Beginning Balance	\$ 1,143,795.06
Contributions	
Individual Donations	\$ 1,456.25
Baylands Program Marketing	\$ 10,000.00
LinkedIn Grant	\$ 50,000.00
Irvine Foundation Grant	\$ 50,000.00
Total Contributions	\$ 1,255,251.31
Expenses	
Staff Wages / Supplies	\$ 569.76
Consultants	\$ 34,106.00
Fees / Insurance / Taxes	\$ 41.00
Total Expenses	\$ 34,716.76
Remaining Balance	\$ 1,220,534.55

Encumbrances / Obligations	
Roadtrip Nation	\$ 150,000.00
Youth Payroll	\$ 50,000.00
Total Commitments	\$ 200,000.00