



Executive Committee Meeting Agenda

October 25, 2023, at 12:00 p.m. to 1:00 p.m.

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

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. April 26, 2023 Meeting Minutes (enclosure)
2. Recommendation to Select the Option of Two Board Chairperson Seats for 2024 (enclosure)

Discussion Items:

1. Roadmap to 2025 Strategic Plan: Consultant and Facilitator Kevin Perkey, Founder & Principal, Uphill Partners and Workforce Development Leader

Information Items:

1. Next Executive Committee Meeting: December 13, 2023, at 12 Noon



NOVAworks Workforce Board Executive Committee
April 26, 2023 Meeting
Draft Minutes

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

NOVA staff: M. Sessions, L. Jackson, L. Anders, C. Florence

Meeting was held remotely via videoconference call.

1. **Call to Order:**

The meeting was called to order at 12:03 p.m.

2. **Welcome from Chair:** A. Manwani and N. Williams were welcomed to the Executive Committee.

3. **Action Items:**

a. **Approval of February 22, Meeting Minutes:** It was moved by Cima, seconded by Guevera and carried by voice vote to approve the February 22, 2023, meeting minutes as submitted. Manwani, Morrill, and Williams abstained.

b. **Local Area Subsequent Designation and Local Board Recertification:** It was moved by Morrill, seconded by Guevara and carried by voice vote to approve NOVA's applications for Local Area Subsequent Designation and Local board Recertification for PY 23-25.

c. **High Performing Board Application and Business Services Plan:** Staff reported that NOVA met all of the State's application criteria except for the training requirement. This was due to job seeker customer preference for short term training. Staff assured committee members that there was no downside to submitting an application that did not meet the training requirement. It was moved by Guevera, seconded by Manwani and carried by voice vote to approve the High Performing Board application that includes the Business Services Plan.

d. **New Partnership with Western Digital:** Responding to increased interest in building domestic semiconductor chip production capacity, NOVA is partnering with Western Digital, a leading chip company, to develop a training program of up to \$300,000 for 300 workers. The target population includes veterans and their spouses. Western Digital would provide the training curriculum. This would position Western Digital and NOVA to benefit from major investments through the CHIPS and Science Act. It was moved by Cima, seconded by Manwani and carried by voice vote to approve the training partnership with Western Digital for up to \$300,000.

4. **Discussion Items:**

a. **Update Young Adult Service Provider Performance: Procuring Young Adult Services in 2023:** NOVA is in the process of designing an innovative program for serving young adults in the region, while also addressing concerns about poor performance from an existing young adult services provider. The new \$1 million program would provide comprehensive workforce services for 200 individuals and greatly expand NOVA young adult services impact in its local workforce area. Current plans include serving 160 participants with WIOA funds and another 40 with more nonrestrictive funding. This

would enable NOVA to provide services to undocumented individuals, for example. NOVA plans to launch a competitive procurement process for young adult services in mid to late June 2023. Meanwhile, a current young adult services provider, JobTrain, has failed to meet minimum performance standards despite ongoing technical assistance services provided by NOVA. Executive Committee members recommended that NOVA inform JobTrain that it will not renew its contract when it expires on June 30, 2023, and to make arrangements to continue service for 39 individuals currently on the JobTrain case load. NOVA will proceed with informing the JobTrain chief executive of this decision.

b. Board Meeting In-Person Format: Pursuant to state law, NOVA must transition its board meetings to in-person from remote. As there is concern that some board members may face logistical challenges attending in-person meetings, committee members discussed the option of reducing the annual combined total of full board and executive committee meetings to eight from 12. Some committee members said a move to four full board and four executive committee meetings per year could negatively impact board member cohesion and institutional continuity. NOVA staff and board members will continue to study the issue.

c. Prospects for Innovation: NOVA has partnered with Stanford University, JobTrain, SAMCEDA and the College of San Mateo to help the university recruit, retain and promote incumbent workers. The collaborative is currently developing pilot programs to support the effort.

NOVA's director also congratulated Foust for her role in developing and convening the recent Progress Seminar for San Mateo county leaders. The director also reported that the San Mateo County Central Labor Council is presenting NOVA its Community Award for recent workforce efforts in the county.

5. Information Item:

The next Executive Committee meeting is scheduled for June 28, 2023 at 12 Noon.

6. Adjournment:

The meeting was adjourned at 12:59 p.m.

NOVAworks Workforce Board
Executive Committee Meeting
Date: October 25, 2023

SUBJECT: ACTION ITEM: Recommendation to Select the Option of Two Board Chairperson Seats for 2024

The NOVAworks Workforce Board Bylaws provides the Board with the option of one or two chairpersons for any given year. The Bylaws also stipulates that the Executive Committee determines the need for one or two chairperson(s) for the coming year, in preparation for the election of Board officers. The election of Board officers takes place at the last Board meeting of the calendar year. This year the meeting is scheduled for November 29, 2023.

In 2024, the Board will face challenges and opportunities, including: trends that are transforming the future of work; reimagined services to youth; expanded partnerships in San Mateo and Santa Clara counties; prospective innovative initiatives; implementation of strategic roadmap; and the continued exploration of diverse sources of funding. As such, NOVAworks staff is recommending that the Executive Committee approve an expanded leadership of two Board chairpersons in 2024.

Following Executive Committee approval of two chairperson seats for 2024, the Committee will direct a nominating committee to develop a slate of officers for the election of Board officers for 2024 that will include two chairpersons.