



Executive Committee Meeting Agenda

April 24, 2024, 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.

Welcome from New Committee Chair: Board Vice Chair Michelle Nemits

Action Items:

1. February 22, 2024, Retreat Minutes (enclosure)

Discussion Items:

1. Proposed Revised Board Bylaws
2. Follow-up to Executive Committee Retreat: Virtual Coffee Chats
3. Report-out from February 13, 2024, NOVAworks Foundation Board Meeting
4. Federal Update: WIOA Reauthorization

Information Items:

1. Next Executive Committee Meeting: June 26, 2024, at 12:00 p.m.



NOVAworks Workforce Board Executive Committee
February 22, 2024 Retreat
Draft Minutes

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

NOVAworks staff: M. Sessions, C. Bernhardt, and E. Stanly

Guest: Consultant Kevin Perkey

1. Call to Order: Welcome, Introduction and Setting the Stage

The meeting was called to order at 2:00 p.m. Board Vice Chair J. Morrill provided an overview of expectations for the retreat. At this annual retreat, the Committee will review current Board and Foundation governance and structure, fund development strategies, marketing, and messaging and explore new opportunities for the future.

2. General Business

Action Item:

- a. December 13, 2023, Meeting Minutes: It was moved by R. Foust, seconded by A. Switky and carried by voice vote to approve the December 13, 2024, meeting minutes as submitted.

Information Item:

- a. Annual Review, 85% Formula Grant, Fiscal Year 2022-23 Monitoring Report: Annually, the State conducts an on-site monitoring review of NOVAworks' fiscal and program systems for the previous Program Year. This year's visit took place in December 2023 and the focus was on the youth program. The final report for Program Year 2022-23 was distributed that was very positive and showed no findings or deficiencies.

3. Presentation on Conceptual Framework of Innovation Lab and Organizational Structure Decision

Consultant Kevin Perkey presented on the conceptual framework. To review the slide presentation, click here:

<https://novaworks.org/documents/Ongoing/NOVAWorksExecutiveLeadershipRetreat.pdf>.

4. Facilitated Discussion on Innovation Lab, Organizational Structure Decision-Making and Bylaw Recommendations

Highlights of the discussion included, but were not limited to:

- The discussion focused on four pillars of exploring pathways to innovation: Organizational Leadership, Partnerships, Program Strategy, and Resource Development.
- Innovative paths for organizational structures and locations were explored, that included the merits and challenges of each.

- The potential of a hybrid structure, combining the stability of municipal government alignment with the flexibility of the NOVAworks Foundation was discussed.
- Formalizing innovation by expanding the Foundation's work to become a Workforce Innovation Lab for NOVAworks was considered. This would be done at the same time the advantages of the core municipal government structure are fully utilized.
- NOVAworks faces operational challenges with its current structure in hiring and purchasing that should be explored further to better streamline processes and insert more flexibility.
- In looking ahead, the bylaws for both the Board and Foundation Board may need be updated to ensure alignment with the future vision and promote greater efficiency.

5. Action Planning for Innovation Lab Development/Key Takeaways

Highlights of the next steps included, but were not limited to:

- **Develop a Detailed Workforce Innovation Lab Work Plan:** For the hybrid Workforce Innovation Lab, focus on integrating flexible, innovative practices into the core operations of the Foundation in support of NOVAworks' evolution.
- **Identify and Address Municipal Government Structure Challenges:** Specifically, this includes areas that hinder agility, such as the time to hire and other constraints.
- **Review Foundation's Infrastructure:** This will include Board bylaws, current grants, and potential pilot programs to ensure alignment with NOVAworks' evolving work.
- **Review and Refine NOVAworks' Board Bylaws:** Propose bylaw updates for consideration that may entail forming a Board bylaws committee.

6. Adjournment

The meeting was adjourned at 5:00 p.m.