



Executive Committee Meeting Agenda

October 19, 2022 at 12:00 p.m. to 1:00 p.m.

Please Note: Meeting will be held via videoconference call:

Link: <https://us02web.zoom.us/j/81503449811?pwd=cXVORkNsVjJsSmp4LytLMkpNZGFWZz09>

Meeting ID: 815 0344 9811; Passcode: 374101; Phone #: +1 (669) 900-6833

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. Approval of August 17, 2022 Meeting Minutes (enclosure)
2. Recommendation to Select the Option of Two Board Chairperson Seats for 2023 (enclosure)

Discussion Items:

1. WIOA Local and Regional Plan Modifications
2. Legislative Updates
3. Report-out from NOVAworks Foundation September 20 and October 4 Board Meetings
4. Prospects for Innovation - Whole Person Pilot update

Information Items:

1. Next Executive Committee Meeting (Special In-Person Retreat):
December 14, 2022, 12 Noon to 2:00 p.m. (*Note change in date/time*)
Location: TBD



NOVAworks Workforce Board Executive Committee
August 17, 2022 Meeting
Draft Minutes

Executive Committee members present: D. Cima, R. Foust, S. Porter, and A. Switky

NOVA staff: M. Sessions, G. Pham, L. Jackson, and E. Stanly

Meeting was held remotely via videoconference call.

1. **Call to Order:**

The meeting was called to order at 12:05 p.m.

2. **Action Items:**

a. Approval of June 15, 2022 Meeting Minutes: It was moved by A. Switky, seconded by D. Cima and carried by voice vote to approve the June 15, 2022 meeting minutes as submitted, with one abstention from S. Porter.

3. **Discussion Items:**

a. Welcome New Committee Member: S. Porter was welcomed to the Executive Committee as a new member. New NOVAworks Business Operations Manager Giang Pham was also introduced.

b. Discussion on Results of Board Engagement Survey: In June, staff surveyed the Board to gain their input on Board membership, the proposed work in the coming year, and staff's communication with the Board to provide periodic updates. The results of the survey were as follows: 17 out of 21 members responded to the survey (81% response rate); 100% expressed confidence about the future of NOVAworks and the Board; the future work areas of greatest interest included "Meeting Employer Needs for Talent" and "Sectoral Strategies (58.82%)". Board members approved the proposed approach to produce a more in-depth director's report on a less frequent basis with customer stories, articles, and data.

c. New Grants: RERP, Santa Clara County, and Rapid Response Allocations:

NOVAworks was awarded a \$1.6 million Regional Equity and Recovery Partnerships grant on behalf of the three workforce boards in the region; NOVAworks will receive about \$800,000 of this funding. Partners will include City College of San Francisco, College of San Mateo, Mission College, and Gavilan College. The goal of the project is to build bridges to accessible training and career opportunities in high-demand sectors. Key occupations targeted include Cybersecurity, Mechatronics (industrial Automation), and Cloud Computing. The approximately three-year project will serve about 168 disadvantaged individuals.

The County of Santa Clara, under the leadership of County Supervisor Joe Simitian, has awarded NOVAworks a \$250,000 grant to bring the "Whole Person" model to Santa Clara County.

NOVAworks has received its annual WIOA Rapid Response/Layoff Aversion allocations and funding totals \$2.3 million.

d. Regional Prison2Employment (P2E) 2.0 Grant Application:

NOVAworks has applied for a \$1.5 million three-year grant on behalf of the three workforce boards in this region. The project will take a holistic approach to serving 165 justice-involved individuals providing a wide range of workforce development services and supports. The Board co-chairs approved this application submission.

e. Prospects for Innovation: Current innovative practices include:

- Sectoral Approach: Given the increase in Rapid Response allocations, it will be important to quickly distribute this funding where it is needed. Opportunities to seek sector-based models for training cohorts for individuals are currently being explored.
- Spark: Outset Medical has launched a homegrown management program for its staff. The program is a two-day immersive experience that focuses on three key areas: understanding priorities, workflow, and mastering career growth. Six seats per cohort are being reserved for NOVA customers, thanks to Executive Committee member Stacey Porter.
- Roadtrip Nation: This project, discussed at the last meeting, offers an innovative approach to career exploration for young adults with interactive online resources, mentors/educators, videotapes of adults and young people about their journeys, and a road trip to interview community leaders. Planned funding would come from WIOA and the Foundation, with a match from parent company, Strada Collaborative. The project will be discussed with the City Manager and at future Foundation and Workforce Board meetings.

4. **Information Items:**

a. The next Executive Committee meeting is scheduled for October 19, 2022 at 12 Noon.

5. **Adjournment:**

The meeting was adjourned at 1:10 p.m.

NOVAworks Workforce Board
Executive Committee Meeting
Date: October 19, 2022

SUBJECT: ACTION ITEM: Recommendation to Select the Option of Two Board Chairperson Seats for 2023

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 it is scheduled for November 30, 2022.

In 2023, the Board will face challenges and opportunities, including: economic and workforce trends that are transforming the future of work; new and expanded partnerships with San Mateo and Santa Clara counties; prospective innovative initiatives; and the continued exploration of new diverse sources of funding. As such, NOVAworks staff is recommending that the Executive Committee approve an expanded leadership capacity of two Board chairpersons in 2023.

Following Executive Committee approval of two chairperson seats for 2023, the Committee will direct the Nominating Committee to develop a slate of officers for the election of Board officers for 2023 that will include two chairpersons.