



**Annual Meeting of the Board of Directors
June 15, 2020 3:00pm**

Please Note: Meeting will be held via videoconference call:

<https://us02web.zoom.us/j/87834527432?pwd=Tk4rMIIDZHo4cFM0SHg3V2xDSG1PZz09>

Meeting ID: 878 3452 7432, Password: 592024, Phone: (669) 900-6833

Call to Order

Approval of Agenda Action

Approval of Minutes of Meeting of March 16, 2020 (Enclosure) Action

Annual Election of Directors Action

Election of Officers Action

Approval of Financial Statement (Enclosure) Action

Fundraising Update (Enclosure) Information

Follow-up from Retreat and Foundation Strategic Options (Enclosures) Discussion

Frequency and Timing of Foundation Meetings Discussion

Annual Conflict of Interest Disclosure Form (Enclosure)

Adjournment

NOVA Foundation
Annual Meeting of the Board of Directors

Draft Minutes

March 16, 2020

Present (via conference call): Poncho Guevara, Frank Benest, Dennis Cima, Bruce Knopf, Laura Stefanski

Secretary/Treasurer: Kris Stadelman

NOVA Staff: Jeanette Langdell, Debbie Gamble, Luther Jackson

1. The meeting was called to order at 12:00 noon.
2. The Agenda as submitted was approved by affirmation.
3. It was moved by Ms. Stefanski and carried by voice vote, with Mr. Knopf abstaining, that the Minutes of the Meeting of June 19, 2019 be approved as submitted.
4. The agenda items, "Follow-up from Retreat Discussion and Next Steps" and "Discussion of Fundraising Strategy," were deferred until the June 2020 meeting.
5. Ms. Gamble gave an update on the NetSuite software donation.
6. The directors discussed the recruitment of a Foundation director from among the current NOVA Workforce Board members. Ms. Jennifer Morrill and Mr. Stephen Levy expressed interest, and approval of their appointments will be on the agenda for the May NOVA Workforce Board meeting.
7. The meeting was adjourned at 12:30 pm.



IRS Tax I.D. 94-3055138

Fiscal Year 2019–2020
July 1, 2019 thru June 5, 2020
Statement of Operations

NOVA Condensed Summary of Net Assets as of June 5, 2020

Current Assets	\$180,847
Liabilities	\$0
<hr/>	
Total Net Assets	\$180,847

Condensed Summary of Revenues, Expenses

Revenue / Gifts	\$110,000
Operating Expenses	\$12,341
<hr/>	
Operating Income	\$97,659

NOVAworks Foundation
Annual Meeting
June 15, 2020

Summary of Foundation Fundraising 7/1/19 - 6/5/2020				
Summary	2019-2020		2018-2019	
Beginning Balance	\$	83,188	\$	115,213
Contributions this FY		110,000		65,107
Individual		3,763		4,385
Payroll Deductions/Dept Fundraisers		6,037		9,402
Corporate/Other		100,200		51,320
Total Available		\$193,188		\$180,320
Expenses this FY		12,341		97,133
Google Project		-		73,408
LinkedIn Project		4,477		14,383
Client Training / Support Service / Case Mgmt		680		6,461
Insurance / Taxes / Fees		3,366		1,480
Other (Staff Salaries & Benefies / Meeting Exp)		3,818		1,401
Ending Balance	\$	180,847	\$	83,188

NOVA Workforce Board Retreat
NOVAworks Foundation Small Group Discussion
January 22, 2020

NOVA's limitations with current WIOA funding:

- Limited funding does not fund service delivery gaps given the continual high demand for services and large geographic area that includes all of San Mateo County.
- Limited funding does not support enough services to effectively meet the needs of all target populations: persons with disabilities, formerly incarcerated, youth graduating from the foster care system, veterans, low income with limited transportation, child care and other supportive services, and others.
- Limited funding does not provide resources for labor market research necessary to identify current and future trends in industry sectors and occupations and prepare workers for the future of work.

NOVA wish list if we had more (unrestricted) funding:

- Training from schools or programs not on the state ETPL (ex. – online, bootcamps)
- Client database that could be sorted by skill and resume
- Funding for Adults who do not meet “priority” category
- Subsidized work: internships, returnships, work experience
- Supportive services such as bus passes and gas cards
- Hourly drop-in day care
- Mental health services
- Prizes for completed NOVA passports (verification of career navigation competencies)
- Mature Workers program for San Mateo County (Santa Clara County program only funds SCC residents)
- Research emotional/financial support needed for gig insecurity
- Portable benefits – work supports like health care, retirement, unemployment insurance
- Basic computer training like Microsoft Office or Google Suite
- Labor market reports to assist mature workers
- Volunteer database like job board
- Career development opportunities for staff – conferences, memberships, etc.
- Social entrepreneurship – customer-owned programming like ProMatch
- Best practices study

See summary of group discussion on reverse.

Foundation Breakout Group Summary

Group 2: Chaired by Vice Chair P. Guevara: What priorities should the NOVAworks Foundation fundraising campaign focus on to help with the NOVA Workforce Board's work? Are there services, target groups, and/or research questions that you would recommend to the Foundation Board for fundraising? (See reverse for handout distributed to participants that contained examples of items that NOVA can't do because of funding restrictions and staff's wish list, as reference.)

- Funders want focus — need to identify a program or initiative (versus general funding)
- Separate out what to ask for from companies versus foundations
- Need an organizational infrastructure (NetSuite, including donor database, will help with this)
- Labor market research and studies that target subpopulations
- Boot camps for entrepreneurs: not venture capital-attractive companies but job-creating firms (e.g. green jobs space)
- A free staffing agency (database of workers and skills) for business and job seeker customers
- Help to prepare specific populations for green jobs (pre-apprenticeships)
 - Finding employers/opportunities
- Social enterprise: What would business pay for? Career development services, placements, upskilling?
- Identify the benefits/value-add to employers and to the local economy and use it to attract funders. What can we generate passion around?
- Earned income models — support other needs
- Focus on target populations and barriers — in-school youth population
- Advocacy for portable benefits
- Be prepared for change from federal dollars to public/private partnerships
- Are we filling gaps for WIOA or are we creating a social enterprise model that would generate enough funding to support other things?

NOVAworks Foundation
Strategic Considerations & Options
June 8, 2020

Overview

This is to outline staff perspectives on NOVAworks Foundation strategic considerations and options for 2020. The options include potential projects focused on research, institutional responses to COVID-19, education and organizational effectiveness.

Strategic Considerations

The following are recommendations for key strategic questions for Foundation board consideration.

- What is NOVAworks' value proposition with prospective funders and partners?
- Regardless of geographic scope
 - What are the opportunities for NOVAworks to share its expertise with other customers groups and partners?
 - What are the opportunities for NOVAworks to learn about promising practices that will benefit NOVAworks customers and the workforce and education systems in general?
- What initiatives will enhance the NOVAworks brand and demonstrate to prospective funders and partners that NOVAworks is "open for business" as an essential voice in the national and global workforce innovation conversation?

Research

- Solar energy sector career mobility pilot
 - Luther Jackson learned from participation in a U. S. Department of Energy (DOE) solar energy grant review process that NOVA's career mobility and diversity/inclusion insights and strategies have value in the marketplace.
 - DOE asked Luther and a team of national solar experts for a research concept.
- Urban Institute Work Rise grant
 - Luther and BW Research vice president Phil Jordan are developing a concept for career mobility and diversity/inclusion research and pilot implementation with regional and national scope.

COVID-19 & Institutional Changes

- Supporting low wage and undocumented workers hurt by the pandemic
 - Opportunity to leverage work and funding of Santa Clara County COVID-19 Workforce Development Task Force.
 - Leveraging funding opportunities from regional foundations.
- Next Generation Unionism Concept
 - Proposal to develop new models for union representation that better support workers in post-pandemic economy
 - Case studies
 - UNITE HERE Local 19 - Silicon Valley hospitality workers
 - Pacific Media Workers - Regional newspaper workers

Education

- Developing and Implementing career exploration programming for K-6 students
 - Leveraging budding thought and financial partnership with Tru School in Palo Alto.
 - Consider regional initiative including Tru and Alum Rock Unified School District

Organizational Effectiveness

- Explore partnership with Golub Capital Social Impact Lab of Stanford's Graduate School of Business to leverage workforce data to measure NOVAworks' effectiveness and enable rapid institutional improvements.
 - Possible focus on using data to quantify critical workforce skills including adaptability and flexibility.

EXHIBIT A

FORM OF NOVAWORKS FOUNDATION
ANNUAL CONFLICT OF INTEREST DISCLOSURE FORM AND STATEMENT

In the space below, please list any relationships you or a family member have that might present a conflict of interest. (Please include any relationships that are current, that existed in the past 12 months or that are pending.)

Identity of Individual or Entity	Description of Relationship
<i>Example: XYZ, Inc.</i>	<i>Example: I am an employee of XYZ; last year XYZ did \$500 of business with the Foundation.</i>

1. I am a member of the Board of NOVAworks Foundation (the "Foundation"). I have read and understand the Foundation's Conflict of Interest Policy ("Policy"), a copy of which is attached hereto. I agree to comply with its terms.

2. I understand the Foundation is a charitable organization, tax exempt under Section 501(c)(3) of the U.S. Internal Revenue Code, and that in order to maintain its tax-exempt status the Foundation must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

3. To the best of my knowledge, my relationships present no Conflict of Interest within the meaning of the Policy. If I become aware of any such actual or potential Conflict of Interest, I will promptly report it to the President of the Foundation, or the Chair of the Board, in writing. I further agree to report any such actual or potential conflict of interest involving any Interested Party known to me. I agree to the foregoing provisions of this paragraph during the period of time I am a member of the Board or a committee of the Foundation.

4. I have not disclosed, and will not disclose, to any person not a member of the Board or a committee of the Foundation any confidential or other proprietary information of the Foundation, or use any such information for other than the sole benefit of the Foundation, except where such disclosure is in the course of efforts reasonably intended to facilitate achieving a proper the Foundation objective or goal. I agree to the foregoing provisions of this paragraph during the period of time I am a Director or serve on a committee of the Foundation, as well as after I cease to be such a member.

Dated: _____

Signature: _____

Print Name: _____