

NOVA Workforce Board Executive Committee  
*Draft Minutes*  
December 21, 2016  
Meeting place: Sunnyvale Room on the NOVA Campus

1. The meeting was called to order at 12:04 p.m. Meeting minutes were taken by NOVA staff member Tisha Johnson.
2. Executive Committee Members in attendance: Andy Switky, Carl Cimino, Jen Morrill, Elaine Hamilton, Chris Galy and Katherine Harasz.
3. The Executive Committee reviewed the agenda.
4. The Executive Committee reviewed the Action Items:
  - After reviewing the Minutes of October 19, 2016, it was moved by Mr. Cimino seconded by Mr. Switky and carried by voice vote that this item be approved as submitted.
  - Approval of Youth Work Experience Policy and Procedures: The Department of Labor (DOL) recently issued the final rules on youth program requirements. NOVA's youth work experience policy and procedures have been updated to bring them into alignment with the final WIOA rules and the guidance we received from EDD. It was moved by Ms. Harasz seconded by Mr. Galy and carried by voice vote that this item be approved as submitted.
  - Approval of Financial Management Policies and Procedures: DOL also recently issued the final rules on the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards. NOVA has updated the Financial Management Policy to align with the Uniform Guidance. It was moved by Ms. Harasz seconded by Mr. Switky and carried by voice vote that this item be approved as submitted.
5. The Committee reviewed the Discussion items:
  - Review Draft Agenda for January 25, 2017, Board Retreat: The Retreat will start at 7:45 a.m. at the Cupertino Community Hall. We will have an action item on the retreat agenda to approve the Local Plan. Reminders will go out in early January reminding Board Members to RSVP.
  - Updates with WIOA Implementation Local and Regional Plans: The Local plan process is going well. The plan will be released to the public for comment beginning on December 22, 2016. All comments will be reviewed and incorporated into the plan and the final will go the Board for approval on January 26, 2017, at the Retreat.
  - Updates with New Grants: Mr. Jackson gave an update on RICOG Advanced Transportation Initiative with the Santa Clara Valley Transportation Authority and Non-English Speaking Program with ALLIES and Stanford University.
6. Information Items discussed by the Committee:
  - Next Executive Committee Meeting scheduled for February 15, 2017, at 12 noon.
  - 2017 Executive Committee Meeting Schedule was distributed.
7. The meeting was adjourned at 1:27 p.m.