

NOVA Workforce Board Executive Committee
Draft Minutes
February 17, 2016
Meeting place: Sunnyvale Room on the NOVA Campus

1. The meeting was called to order at 12:13 p.m. Meeting minutes were taken by NOVA staff member Tisha Johnson.
2. Executive Committee Members in attendance: Jen Morill, Dennis Cima, Van Dang, and Steve Van Dorn by phone.
3. The Executive Committee reviewed the agenda.
4. The Executive Committee reviewed the Action Items:
 - After reviewing the Minutes of December 16, 2015, it was moved by Ms. Dang seconded by Mr. Cima and carried by voice vote that this item be approved as submitted.
5. The Committee then moved on to Discussion items:
 - Debrief of January 27 Board Retreat—The full notes for the Retreat will go out to the Board at the March meeting. We received 14 evaluations back all with favorable ratings. Board Members volunteered for committees at the retreat, and we are working now making sure we have a good balance of members on each committee. The Regionalism Committee will work on the Strategic Plan while the Demand Side Taskforce will focus on the services and performance provided at the career centers. The San Mateo Transition Team Task Force will be dissolved, and its work will be moved to the Executive Committee.
 - Review Draft Agenda for March 23 Board Meeting—The Executive Committee discussed the following items on the Draft Agenda for the Board Meeting.
 - Board Member Katherine Harasz will give a presentation on her company—the Housing Authority of Santa Clara County.
 - Board Member Julian Chu will report on the experience he had as a NOVA customer.
 - WIOA Implementation Updates- Regulations are still being developed. The latest information is that they may be released sometime in June.
 - Future facility space for NOVA—The City is set to make a decision by April.
 - Presentation on the Customer Satisfaction Survey Results from NOVA and San Mateo County providers.
6. Information Items discussed by the Committee:
 - Next Executive Committee Meeting scheduled for April 20, 2016, at 12 noon.
7. The meeting was adjourned at 1:25 p.m.