



**2024 NOVAworks Workforce Board Retreat
Agenda**

Wednesday, September 25, 2024

9:00 a.m. to 1:00 p.m.

456 WEST OLIVE AVENUE, 1ST FLOOR, CONFERENCE ROOM #154 (ALDER Rm), SUNNYVALE, CA

Meeting packet is also posted on the NOVAworks website: <https://novaworks.org/>

- 9:00 a.m.**
- 1. Call to Order, Board Co-chair**
 - 2. Public Announcements**
 - 3. Consent Agenda** **Motion**
All matters listed on the consent agenda are considered routine and will be acted upon by one motion. There will be no separate discussion of these items, unless requested by a Board member or a member of the public.
 - 3A. Approval of Agenda
 - 3B. Approval of Minutes of July 24, 2024, Meeting (**Enclosure**)
 - 3C. Approval of Amended Biennial Conflict of Interest Code (**Enclosure**)
 - 4. General Business:**
 - 4A. Extension of Western Digital Initiative (**Enclosure**) **Information**
 - 5. Welcome and Introduce Tim Kirby, Sunnyvale City Manager** **Information**
 - 6. Discussion Topic 1: Workforce Development Board Role** **Information**
 - 7. Discussion Topic 2: Insights from the Field** **Information**
- 10:30 a.m.**
- Break**
- 8. Discussion Topic 3: NOVAworks Innovation** **Information**
 - 9. Discussion Topic 4: Consensus Building** **Information**
- 1:00 p.m.**
- Adjournment**

Pursuant to the Americans with Disabilities Act, NOVA will make reasonable efforts to accommodate persons with qualified disabilities. If you require special accommodation, please contact NOVA at (408) 730-7240 at least one day in advance of the Workforce Board Meeting. Auxiliary aids and services are available upon request to individuals with disabilities. TTY: 711 (CA Relay Service)



NOVAworks Workforce Board
Draft July 24, 2024, Meeting Minutes

PRESENT: T. Baity, G. Biggs, R. Brunson, D. Dorsey, R. Foust, N. Leonor, S. Levy, J. Lind, A. Manwani, M. Nemits, S. Porter, A. Switky, K. Vartan, M. Vittal, and N. Williams

ABSENT: C. Berdiansky, D. Bini, J. Cohen, P. Guevara, L. Lambert, J. Morrill, and B. Murphy

ALSO PRESENT: M. Sessions, L. Anders, C. Bernhardt, J. Badiei, J. Cheyer, A. Diaz, G. Pham, and E. Stanly of NOVAworks staff, and guest consultant Kevin Perkey

1. CALL TO ORDER

Co-Chairperson R. Foust called the meeting to order at 12:04 p.m.

2. PUBLIC ANNOUNCEMENTS

No public announcements.

3. CONSENT AGENDA

It was moved by N. Leonor, seconded by A. Switky, and carried by voice vote to approve the consent agenda as submitted, with abstentions from S. Levy, M. Nemits and K. Vartan. For this meeting, the agenda items included the meeting agenda and May 22, 2024, meeting minutes.

4. REPORT FROM THE CHAIR

4A. Customer Success: A videotaped customer testimonial was shown highlighting the successes of a young adult customer who was participating at a worksite. NOVAworks was thanked for its contributions to their employment success.

4B. Introduction of New Board member Denise Dorsey of California Department of Rehabilitation: New Board member Denise Dorsey was introduced and welcomed to the Board.

4C. Presentation from Board member Julie Lind of San Mateo County Central Labor Council on Trades Introduction Program (TIP): Board member J. Lind presented on the TIP program. To view the slide presentation, click here, <https://novaworks.org/documents/Ongoing/2024TIPPresentationNOVAworksWorkforceBoard.pdf>.

5. REPORT FROM THE EXECUTIVE DIRECTOR

Director Sessions provided highlights of her report that was handed out and discussed. The report can be reviewed by clicking here: https://novaworks.org/documents/Ongoing/MarlinaSessions_ExecutiveDirectorReport_7_24_24.pdf.

6. PUBLIC HEARING

6A. GENERAL BUSINESS:

6A1. Revised Board Bylaws: Consultant Kevin Perkey presented on the proposed changes to the Board Bylaws. The proposed revisions were discussed at the April 24 Executive Committee and May 22 Board meetings. Highlights of the changes, included in the memo, “Recommendation for Enhancing NOVAworks Workforce Board Bylaws,” and the redlined version of the Bylaws with specific changes were forwarded to the Board for review on June 6. As required, this was completed more than one month prior to voting on revisions to the Bylaws. It was moved by K. Vartan, seconded by S. Porter, and carried by voice vote to approve the revisions to the Board Bylaws as submitted.

6A2. Extension of Biocom California Institute Initiative: Last year, NOVAworks partnered with Biocom California Institute to launch a new initiative to enhance business relationships and resources with the region’s life science companies; upskill NOVAworks customers; create a talent pipeline between NOVAworks and the industry; and unveil a one-of-a-kind fellowship program. Accomplishments included an inaugural Bay Area Life Science Career Exposition; presentations to numerous companies experiencing downsizing and layoffs; a new fellowship opportunity; and expanded awareness of NOVAworks’ services with the industry. Given the project’s success, NOVAworks has extended this partnership for another year, July 31, 2024, through July 30, 2025, and added an additional \$150,000 in funding. This year’s program will capitalize on best practices learned last year. It will also streamline and target specific services that have been most impactful. Given the time-sensitive nature of this item and in lieu of a Board meeting, the Board Co-chairs approved extending this partnership.

6A3. Introduction of Career Map Tool for Customers/Students: NOVAworks has developed a new career map document that will provide NOVAworks customers and students with information to assist them map their careers. Through this information, they will learn more about a particular industry, occupational demands and wages that are offered by this sector, and educational requirements to access these careers. Sectors highlighted to date include manufacturing, information technology, finance, child development, healthcare, and biotech. Data will also be updated on an ongoing basis to maintain relevance. To view the document, click here: https://novaworks.org/documents/Ongoing/Map_Your_Career.pdf.

6A4. Introduction to Business Customer Tool: NOVAworks has entered into a new partnership with the California Employers Association to launch a human resource hotline. Through a free-of-charge hotline, employers in the NOVAworks region will be able to access live guidance on a wide range of human resource topics of interest to businesses. To view the slide presentation, click here: <https://novaworks.org/documents/Ongoing/HRHotlineNOVAworksWorkforceBoardPresentation.pdf>.

6B. GENERAL INFORMATION

6B1. Grant Status of Funds: The quarterly financial report was included in the meeting packet.

6B2. Performance Report: The quarterly performance report was included in the meeting packet.

6B3. Update to WIOA Adult Program Priority of Service Policies & Procedures: A non-substantive change was made to NOVAworks WIOA Adult Program Priority of Service Policies and Procedures. The Low Resource Area Map was added to the Policy under sources of documentation to verify low-income eligibility. A report was included in the meeting packet.

7. ADJOURNMENT

The meeting was adjourned at 1:30 p.m.



Date: September 25, 2024
To: NOVAworks Workforce Board
From: NOVAworks staff
Subject: **Approval of Amended Biennial Conflict of Interest Code**

INTRODUCTION:

The Political Reform Act of 1974 requires that local government agencies review their Conflict of Interest Code biennially to determine if they are accurate or must be amended. The County of Santa Clara Board of Supervisors is the code-reviewing body for the NOVA Workforce Board, with the County Counsel's office the central point of contact.

For the 2024 biennial review of the NOVA Workforce Board's Conflict of Interest Code, the County Counsel's office has requested a small change to the Code. This will ensure compliance under the Political Reform Act, the Fair Political Practices Commission (FPPC), which is the designated enforcement authority, and the County of Santa Clara. The specific change requested is to update the link to the FPPC at the bottom of page 1 of the Code. The amended 2024 Conflict of Interest Code, which incorporates the change requested, can be viewed by clicking here, <https://www.novaworks.org/documents/Ongoing/AmendedNOVAWorkforceBoard2024ConflictofInterestCode.doc>. The amended 2024 Conflict of Interest Code is being forwarded to the NOVA Workforce Board for review and approval.

DISCUSSION:

The Political Reform Act of 1974 requires that every local government agency review its Conflict of Interest Code biennially (every even-numbered year) to determine if it is accurate or must be amended. The County of Santa Clara Board of Supervisors is the code-reviewing body for the NOVA Workforce Board. The Board of Supervisors is charged with informing the agency that it must review its Conflict of Interest Code and submit an amended code if appropriate. The County Counsel's office is the central point of contact for this review and this year, as part of the 2024 biennial review of the NOVA Board's Conflict of Interest Code, has requested a specific change. The change requested is to update the link to the FPPC at the bottom of page 1 of the Code from <http://www.fppc.ca.gov/content/dam/fppc/NS-Documents/LegalDiv/Regulations/Index/Chapter7/Article2/18730.pdf> to <https://www.fppc.ca.gov>. This is to comply with the Political Reform Act, the FPPC (the designated enforcement authority), and the County of Santa Clara.

NOVAworks staff is forwarding the amended 2024 Conflict of Interest Code, which incorporates the requested change, to the NOVA Workforce Board for review and approval. To review the amended Conflict of Interest Code, please click here, <https://www.novaworks.org/documents/Ongoing/AmendedNOVAWorkforceBoard2024ConflictofInterestCode.doc>.

Following the NOVA Board's approval, the amended Code will be forwarded to the County of Santa Clara Board of Supervisors for final approval. As in previous years, Board members will be asked to submit a Form 700 "Statement of Economic Interests" form on an annual basis to comply with the State's Conflict of Interest Code requirements.

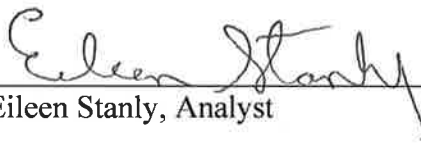
ALIGNMENT WITH STRATEGIC PLAN:

This is in alignment with the NOVA Workforce Board Vision, Mission, and Purpose Statement.

RECOMMENDATION:

NOVA Workforce Board is being asked to approve the amended 2024 Conflict of Interest Code.

Prepared by:


Eileen Stanly, Analyst

Reviewed and Approved by:


Mariéna Sessions, Director

Attachment Link: Amended NOVA Workforce Board 2024 Conflict of Interest Code, <https://www.novaworks.org/documents/Ongoing/AmendedNOVAWorkforceBoard2024ConflictofInterestCode.doc>.



For Information Only

Date: September 25, 2024
To: NOVAworks Workforce Board
From: NOVAworks staff
Subject: **Extension of Western Digital Initiative**

INTRODUCTION:

The semiconductor industry represents an important sector in the NOVAworks region that impacts the local economy. Today, it faces unique challenges in recruiting and retaining qualified talent, which presents barriers for the industry to grow. In response, the Board approved NOVAworks partnering with Western Digital last year to launch an innovative initiative. The project would attract, develop, and retain diverse talent in the semiconductor industry. The period of service was September 11, 2023, through September 10, 2024, with total funding of \$475,000.

Given the continued demand for talent and the initiative's success, staff recommended that NOVAworks continue with this partnership for another year. The project would build on the accomplishments achieved this past year, with funding totaling \$350,100.

Given the time sensitive nature of this item and in lieu of a Board meeting, the Board Co-chairs approved extending this initiative with Western Digital for another year. This is being forwarded to the Board for information only.

DISCUSSION:

The importance of expanding semiconductor manufacturing in this country has been identified by the federal Creating Helpful Incentives to Produce Semiconductors (CHIPS) and Science Act of 2022 as pivotal to economic competitiveness and survival. In addition, increasing equitable access to employment in the high-wage semiconductor industry will ensure a diverse workforce and business ecosystem.

For many years, NOVAworks has been challenged to promote access for historically marginalized communities to the technology sector. It has also been challenged to support companies train their employees for advancement opportunities within the company. In response, with the Board's approval, NOVAworks contracted with Western Digital to launch an innovative program last year. The contract totaled \$475,000 for the period of September 11, 2023, through September 10, 2024.

The program included comprehensive employment and training for Western Digital's growing wafer fabrication facilities. This entailed training both incumbent employees and incoming employees from nontraditional backgrounds, including veterans. In addition, full-time employment was made available to participants. The program's accomplishments included training for nearly 200 Bay Area manufacturing employees with more than 90,000 training hours; developing Salute to Service, a veteran and military hiring initiative with a dedicated website and career outreach events; hiring a program manager and outreach specialist who had served in the armed services; establishing a U.S. Department of Labor registered apprenticeship program, the first semiconductor apprenticeship program in California; and through a partnership with SEMI Foundation, hosting tours for students and teachers from local schools.

Demand for talent in the semiconductor industry is expected to continue in the coming year. This challenge is apparent in the number of open job requisitions. Today, Western Digital reports 70 open job roles consisting of operator, technician, and engineering positions. To continue to support the semiconductor industry and workforce, staff recommended extending the initiative for another year.

This year's program will build on the successes achieved this past year. Services will encompass a more extensive outreach to military and veteran talent. In addition, it will entail a continuation of the specialized training for incumbent workers in the wafer fabrication area. Services will include:

- Training in a wide range of critical technology, including Panalytical X-Ray Fluorescent Systems Large Spot, Anaconda licensing that will be a continuation/progression of the Udemy Advanced Analytics Wafer Ops training offered previously, Los Positas College Vacuum Technology workshop, and TEL Pro Training. Over 150 workers are expected to be trained.
- Veteran's Program Specialist and recruiting support that will continue in the coming year to support veteran's hiring initiatives and career events, registered apprenticeship program, and liaison with manufacturing leadership.
- Hire Heroes USA, a new partnership that will enhance Western Digital's reach within the veteran community.
- SEMI Foundation, a continued partnership to leverage SEMI Foundation's new collaboration with Vet S.T.E.P. program to recruit soon-to-be-separating military personnel to opportunities at Western Digital.

Given the time-sensitive nature of this item and in lieu of a Board meeting, the Board Co-chairs approved extending this partnership with Western Digital. The contract agreement has been approved by the Sunnyvale City Council. The contract will total \$350,100 for the period of service, September 11, 2024, through September 10, 2025.

This recommendation is being forwarded to the Board for information only.

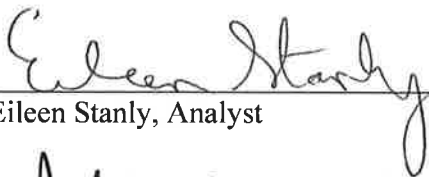
ALIGNMENT WITH STRATEGIC PLAN:

This is in alignment with the NOVAworks Board's Vision, Mission, and Purpose Statement.

RECOMMENDATION:

For information only.

Prepared by:



Eileen Stanly, Analyst

Reviewed and Approved by:



Marlena Sessions, Director