



NOVAworks Workforce Board
December 4, 2024, Meeting Minutes

PRESENT: T. Baity, C. Berdiansky, D. Bini, R. Brunson, J. Cohen, R. Foust, L. Lambert, N. Leonor, S. Levy, J. Lind, A. Manwani, J. Morrill, B. Murphy, M. Nemits, S. Porter, A. Switky, K. Vartan, and M. Vittal

ABSENT: G. Biggs, D. Dorsey, and N. Williams

ALSO PRESENT: M. Sessions, C. Bernhardt, G. Pham, and E. Stanly of NOVAworks staff, and guest consultant Kevin Perkey

1. CALL TO ORDER

Co-Chairperson A. Switky called the meeting to order at 12:04 p.m.

2. PUBLIC ANNOUNCEMENTS: THANK YOU TO DEPARTING BOARD MEMBERS

Foothill-De Anza Community College District Board of Trustee Patrick Ahrens has been elected to the California State Assembly leaving a vacancy on the Board from Sunnyvale (Area 2). Recommendations to fill the provisional appointment were encouraged. Dr. Omar Torres has been selected as the new president of De Anza College and is expected to start on January 3, 2025.

Departing Board members Steve Levy and Jennifer Morrill were recognized for their extraordinary contributions to the Board for many years and were thanked for their service.

3. CONSENT AGENDA

It was moved by J. Lind, seconded by N. Leonor, and carried by voice vote to approve the consent agenda as submitted, with abstention from K. Vartan. For this meeting, the agenda items included the meeting agenda and September 25, 2024, retreat minutes.

4. PUBLIC HEARING

4A. GENERAL BUSINESS:

4A1. Election of NOVAworks Workforce Board Officers for Calendar Year 2025: As per Board Bylaws, the election of Board officers takes place at the last scheduled Board meeting of the calendar year. The slate of prospective candidates for the election of Board officers for 2025 was: Co-chairpersons R. Foust and A. Switky (both private sectors), and Vice Chairpersons J. Lind (representing other organizations) and M. Nemits (private sector.) There were no nominations from the floor. It was moved by M. Vittal, seconded by J. Cohen, and carried by voice vote to approve the slate of candidates for 2025 Board officers.

4A2. Approval of Continuous Improvement Plan; WIOA AJCC Comprehensive and Affiliate Certification: Every three years, the federal Workforce Innovation and Opportunity Act (WIOA) and the State require that local workforce boards undergo recertification for the America's Job Center of California (AJCC) comprehensive and affiliate/specialized centers. For the NOVAworks workforce area, the comprehensive AJCC is the Sunnyvale Job Center and the affiliate AJCC is operated by the Central Labor Council Partnership in San Mateo County. State Directive WSD23-05 requires that this certification

process be renewed. In lieu of a Board meeting before the Nov. 1 submission deadline, the Executive Committee, at its Oct. 23 meeting, approved the recertification application. The second part of the AJCC recertification application process is the development of a Continuous Improvement Plan that is not part of the initial application submission. The local board must approve this Plan by Dec. 31, 2024. The Plan is expected to incorporate recommendations outlined in the initial recertification application that will be beneficial to the service-delivery system. It was moved by S. Levy, seconded by J. Lind, and carried by voice vote to approve the Continuous Improvement Plan for the AJCC recertification process.

4A3. Incorporating NOVAworks Foundation Board Structure into Executive Committee: To enhance strategic alignment, streamline governance, and leverage the strengths of both boards, staff proposed merging the NOVAworks Foundation Board structure with the Executive Committee. The strategic advantages for merging include unified vision and strategy, strengthened fundraising efforts, enhanced collaboration, streamlined decision-making, and strengthened advocacy and influence. The operational advantages for merging include efficiency in governance, resource optimization, and consistent communication. The Executive Committee, at its Oct. 23 meeting, approved incorporating the Foundation Board structure into the Executive Committee.

4A4. WIOA Local and Regional Planning Process for PY 2025-28 and

4A5. Update Board Priorities: Sector Strategies and Access Points: To review a summary of these two agenda items, please click here:

<https://novaworks.org/documents/Ongoing/SummaryAgendaItems4A4and4A5.pdf>. In response to a question regarding sector strategies, other sectors will be considered as opportunities arise.

4B. GENERAL INFORMATION

4B1. Grant Status of Funds: The quarterly financial report was included in the meeting packet.

4B2. Performance Report: The quarterly performance report was included in the meeting packet.

5. **ADJOURNMENT**

The meeting was adjourned at 12:20 p.m.