



**NOVAworks WORKFORCE BOARD AGENDA**

**12:00 p.m. to 1:30 p.m., WEDNESDAY, March 26, 2025**

**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/>.**

**1. CALL TO ORDER**

**2. PUBLIC ANNOUNCEMENTS**

**3. CONSENT AGENDA**

**Action**

*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 January 22, 2025 Meeting (**Enclosure**)

**4. REPORT FROM THE CHAIR**

4A. Customer Success

**5. REPORT FROM THE EXECUTIVE DIRECTOR**

**6. PUBLIC HEARING**

6A. GENERAL BUSINESS:

6A1. Presentation on Launch Lab

6A2. Update on CLCP Program for Adults and Dislocated Workers

**Information**

**Information**

6B. GENERAL INFORMATION:

6B1. Fiscal Year 2023-24 Final Monitoring Report (**Enclosure**)

**Information**

**7. KEYNOTE SPEAKER: Josh Davies, Founder, The Non-Prophets (**Enclosure**)**

**Information**

**8. ADJOURNMENT**

**SCHEDULED MEETINGS**

NOVAworks Board Meeting, Wednesday, May 28, 2025 at 12:00 p.m.

**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 January 22, 2025, Meeting Minutes

**PRESENT:** T. Baity, C. Berdiansky, G. Biggs, D. Bini, R. Brunson, C. Chien, J. Cohen, R. Foust, D. Dorsey, L. Lambert, N. Leonor, M. Nemits, A. Switky, K. Vartan, and N. Williams

**ABSENT:** J. Lind, A. Manwani, B. Murphy, and S. Porter

**ALSO PRESENT:** M. Sessions, C. Bernhardt, J. Cheyer, J. De La Torre Martin, 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**

New Board member Cary Chien of Western Digital was introduced to the Board, followed by introductions from other Board members present.

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. For this meeting, the agenda items included the meeting agenda, December 4, 2024, meeting minutes and AJCC Career Services Provider Application.

4. **PUBLIC HEARING**

4A. GENERAL BUSINESS:

4A1. Approval of WIOA Local and Regional Plans PY 2025-28: Every four years, the State requires that local workforce boards develop a local plan and regional plan as part of a designated Regional Planning Unit (RPU). For NOVAworks, the RPU, referred to as Bay-Peninsula RPU, is comprised of NOVAworks, San Francisco Office of Economic and Workforce Development, and work2future in San Jose. The Regional Plan represents a roadmap for the alignment of resources to meet specific outcomes. The Local Plan details how the local board will coordinate with local partners to ensure effective service delivery. For this year's process, community input was solicited at the November 20, Regional Community Input meeting that was followed by a 30-day public comment period. Comments received were summarized in the public comments section of the plan and incorporated into the plan, when feasible. To view the presentation, click here, [https://novaworks.org/documents/Ongoing/WIOALocal\\_RegionalPlans.pdf](https://novaworks.org/documents/Ongoing/WIOALocal_RegionalPlans.pdf). It was moved by A. Switky, seconded by J. Cohen, and carried by voice vote to approve the WIOA Local and Regional Plans for PY 2025-28.

4A2. Approval of Application for NOVAworks to be WIOA AJCC Operator for NOVA Workforce Development Area: The State defines the AJCC Operator as coordinating the service delivery of required AJCC partners and services providers; and ensuring the implementation of partner responsibilities in the WIOA MOU. For several years, NOVAworks has served as the AJCC Operator by convening and facilitating quarterly partner meetings to ensure effective service-delivery to shared customers. NOVAworks has also built relationships and served as a communication hub for information sharing to

promote cohesiveness and continuity. While the State requires that the Operator be competitively procured, NOVAworks is seeking approval to continue to provide the AJCC Operator activities through sole source procurement. This is due to its extensive knowledge of WIOA, performance excellence, beneficial relationships with local partners, and insufficient qualified sources to provide this service. It was moved by C. Berdiansky, seconded by M. Nemits and carried by voice vote to approve the AJCC Operator application, with one absention from N. Williams.

4A3. Presentation on the San Francisco Airport Initiative: NOVAworks has been partnering with the City of San Francisco Office of Economic and Workforce Development to provide outreach, recruitment, job seeker services, and support service assistance for San Mateo County residents interested in working at the San Francisco Airport. To view the presentation on updates to this initiative, click here, <https://novaworks.org/documents/Ongoing/SFOAirportInitiative.pdf>. A discussion followed on the challenges encountered with implementing this project.

4A4. Update on CLCP Program for Adults and Dislocated Workers: NOVAworks contracts with the Central Labor Council Partnership (CLCP) to provide job seekers services to adults and dislocated workers in San Mateo County. Periodically, NOVAworks staff will be providing the Board with updates on the progress with this provider is achieving its performance goals. To view the presentation on updates, click here, <https://novaworks.org/documents/Ongoing/UpdateCLCPProgram.pdf>. NOVAworks staff will continue to work closely with CLCP on achieving expectations and providing guidance on areas that require improvement.

#### 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.

4B3. State Approval Letter for AJCC Certification Application: Every three years, NOVAworks applies to the State to be recertified for its AJCC Comprehensive Job Center in Sunnyvale and for the Affiliate Job Center operated by CLCP in San Mateo County. The State approved NOVAworks' application for recertification, with the approval letter included in the meeting packet.

### 5. REPORT FROM THE CHAIR

5A. Customer Success: A videotaped customer testimonial was shown highlighting career changes that job seekers often encounter in the tumultuous Silicon Valley. Career pathways may also include consulting.

5B. Presentation from Board Member Thomas Baity on ManpowerGroup's Global Work: Board member Thomas Baity presented on ManpowerGroup. To view the presentation, click here, <https://novaworks.org/documents/Ongoing/MPCCompanyOverviewNOVAPresentation.pdf>.

### 6. REPORT FROM THE EXECUTIVE DIRECTOR

A copy of Director Sessions' report was handed out and discussed which can be reviewed by clicking here, [https://novaworks.org/documents/Ongoing/NOVAworksExecutiveDirectorReport1\\_22\\_25.pdf](https://novaworks.org/documents/Ongoing/NOVAworksExecutiveDirectorReport1_22_25.pdf).

### 7. ADJOURNMENT

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



January 24, 2025

Marlena Sessions  
Director  
NOVA  
456 West Olive Avenue, Suite 550  
Sunnyvale, CA 94086

Dear Marlena Sessions:

**ANNUAL REVIEW  
85% FORMULA GRANT  
FISCAL YEAR 2023-24 FINAL MONITORING REPORT**

This final monitoring report is to inform you of the results of the Employment Development Department, Compliance Review Office (CRO), Workforce Innovation and Opportunity Act (WIOA), on-site monitoring review of NOVA's fiscal and program systems for Program Year (PY) 2023-24.

Our review was conducted under the authority of WIOA, Sections 183(a) and 184(a)(4). The purpose of this review was to determine the level of compliance by NOVA with applicable federal and state laws, regulations, policies, and directives related to the WIOA grant activities for PY 2023-24. The NOVA was awarded WIOA funds to provide centralized comprehensive workforce services to adults, dislocated workers, youth, and rapid response. The scope of the review covered the period of July 1, 2023 through June 30, 2024.

For the review, we focused on the WIOA Adult and Dislocated Worker programs, policies and procedures, financial reporting, expenditures, cost allocation, indirect cost rate, cash management, internal controls, payroll, procurement, oversight of your subrecipients, eligibility, case management and supportive services. Additionally, we focused on the Local Workforce Development Areas (Local Area) implementation of the priority of service to veterans and eligible spouses' requirements which included a brief tour of one of the Local Areas comprehensive America's Job Center of California<sup>SM</sup> (AJCC).

The on-site review was conducted by Christine Augulis from December 16, 2024 through December 20, 2024. The exit conference for this review was held on December 23, 2024. We collected the information for this report through interviews with NOVA representatives; and by reviewing applicable policies, procedures, a sample of PY 2023-24 expenditures, and your response to the Annual Review Questionnaire.

### **FISCAL REVIEW RESULTS**

We conclude that we did not identify any areas of the NOVA not meeting WIOA requirements concerning financial management.

### **PROCUREMENT REVIEW RESULTS**

We conclude that we did not identify any areas of the NOVA not meeting WIOA requirements concerning procurement.

### **PROGRAM REVIEW RESULTS**

We conclude that we did not identify any areas of the NOVA not meeting WIOA requirements concerning program management.

### **TECHNICAL ASSISTANCE**

The CRO provided technical assistance during the review to address an area of non-compliance. The NOVA was able to remedy the following item prior to the conclusion of the monitoring review.

The NOVA's website did not have priority of service policy information for veterans and eligible spouses. In response, the NOVA updated their website with required policy information.

### **SUMMARY**

Because the methodology for our monitoring review included sample testing, this report is not a comprehensive assessment of all areas included in our review. It is NOVA's responsibility to ensure that the systems, programs, and related activities comply with the WIOA grant program, federal and state regulations, and applicable state directives. Therefore, any deficiencies identified in subsequent reviews, such as an audit, would remain NOVA's responsibility.

Marlena Sessions  
January 24, 2025  
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Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this report or the review that was conducted, please contact Christine Augulis, Compliance Monitoring Analyst, at [Christine.Augulis@edd.ca.gov](mailto:Christine.Augulis@edd.ca.gov) or Melissa McDaniel, Compliance Monitoring Manager, at [Melissa.McDaniel@edd.ca.gov](mailto:Melissa.McDaniel@edd.ca.gov).

Sincerely,



GRANT BROUQUA, Chief  
Compliance Monitoring Section  
Compliance Review Office

cc: Giang Pham, NOVA  
Christine Augulis  
Teri Brimacombe  
Grant Brouqua  
Jennifer Gouvaia  
Cynthia Harrington  
Melissa McDaniel  
Kimberlee Meyer  
Tim Reynaga  
Kristy Thorp  
Charles Tobia  
Natalie Villanueva

## Josh Davies Workforce Futurist



Josh Davies is passionate about helping others make a difference in their lives, jobs, and community. His engaging and connecting speaking style combined with relevant content make him an in-demand speaker across North America, the Middle East, and Asia. With more than 20 years of experience and research, Mr. Davies is able to take complex concepts into simple solutions for daily execution. His work has been recognized across industries, from the 2023 Postsecondary Visionary Award from the Association of Career and Technical Educators to the 2022 H.G. Weisman Award by the National Association of Workforce Development Professionals and the 2021 Spirit of CHART Award by the Council of Hotel and Restaurant Trainers for his commitment to the hospitality industry.

In addition to his speaking career, Davies is the founder of The Non-Prophets, an international roundtable bringing together best-in-class leaders from around the globe to provide insight and solutions. Previously, he served as the CEO of The Center for Work Ethic Development, providing curriculum and certification for building foundational workplace skills to organizations around the world. Josh has also been engaged in local, national and international efforts to advocate for and drive awareness around workforce issues. From starring in the documentary *After Work*, directed by international award-winning director Erik Gandini, to serving on multiple non-profit boards and commissions, including the Colorado State Rehabilitation Council, and serving two terms on the Executive Board of the Colorado Workforce Development Council, where he chaired the State Education and Training Steering Committee. He also led the P-Tech Selection Committee for Colorado and served on the board of the Colorado Opportunity Scholarship Initiative. In addition to his work in the public sector, Josh also served on the Board of Directors for the National Association of Workforce Development Professionals, was President of the Council of Hotel and Restaurant Trainers (CHART) and co-chaired the Colorado State Youth Council.