

NOVA Workforce Board Executive Committee  
*Draft Minutes*  
October 19, 2016  
Meeting place: Sunnyvale Room on the NOVA Campus

1. The meeting was called to order at 12:10 p.m. Meeting minutes were taken by NOVA staff member Tisha Johnson.
2. Executive Committee Members in attendance: Andy Switky, Carl Cimino, and Katherine Harasz.
3. The Executive Committee reviewed the agenda.
4. The Executive Committee reviewed the Action Items:
  - After reviewing the Minutes of August 17, 2016, it was moved by Mr. Switky seconded by Ms. Harasz and carried by voice vote that this item be approved as submitted.
  - Recommendation to Select the Option of Two Board Chairperson Seats for 2017: Members discussed the benefits of two Board Chairs. 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:
  - Status Update on Development of WIOA Regional/Local Plans: We are still working on the local plan. We received some feedback from Board Members and have included it in the plan. The next step will be to put the plan out for public comment.
  - Status Update on WIOA One-Stop Procurement: We are still waiting for more guidance on procurement from the Federal Government. It is anticipated that information will be released around October 30.
  - Updates from Board Committees and Task Forces Legislative Update: JobTrain is working on a bill that may be an administrative fix to grant them an exemption to the BPPE. We will monitor the bills process and keep everyone updated on the status.
  - Planning for January 25, 2017, Board Retreat: The Retreat will be held in Cupertino again this year at the Cupertino Community Hall. Breakfast will begin at 7:30 a.m. and the program will run from 8 a.m. to 1:30 p.m.
  - Agenda Items for November 30 Board Meeting:
    - WIOA Updates on Implementation Process and Timeline
    - Updates with Facility Space for NOVA
    - Presentation to San Mateo County Board of Supervisors
    - Election of NOVA Workforce Board Officers for Calendar Year 2017
    - Appointment of Community Member to Board Executive Committee and Legislative Committee
    - Approval of Approach to Procure One-Stop Operator for NOVA Workforce Board Development System
    - Report fro Finance Committee on Year-End Finance Report

6. Information Items discussed by the Committee:
  - Next Executive Committee Meeting scheduled for December 21, 2016, at 12 noon.
7. The meeting was adjourned at 1:25 p.m.