



NOVAworks Workforce Board
May 28, 2025, Meeting Minutes

PRESENT: T. Baity, G. Biggs, R. Brunson, C. Chien, R. Foust, D. Dorsey, L. Lambert, N. Leonor, A. Manwani, M. Nemits, and A. Switky

ABSENT: C. Berdiansky, D. Bini, J. Cohen, J. Lind, B. Murphy, S. Porter, K. Vartan, and N. Williams

ALSO PRESENT: M. Sessions, C. Bernhardt, J. Cheyer, L. Gonzales, 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 12:02 p.m.

2. **PUBLIC ANNOUNCEMENTS**

There were no public announcements.

3. **CONSENT AGENDA**

It was moved by R. Foust, seconded by C. Chien, and carried by voice vote to approve the consent agenda as submitted, with abstention from A. Switky. For this meeting, the agenda items included the meeting agenda and March 26, 2025, meeting minutes.

4. **ACTION ITEMS**

4A. San Mateo County Adult & Dislocated Worker Services: NOVAworks has been encountering increased payroll and infrastructure costs. At the same time, funding for workforce development services has diminished. Federal funding that NOVAworks relies on for 80% of its operations has declined due to the end of a multi-year federal grant and few new grant opportunities to pursue. NOVAworks consistently seeks to maximize funding and minimize costs, which has entailed a recent review of its current contracts. As a result, some contracts will not be renewed at the end of their term. The contract with the Central Labor Council Partnership (CLCP), providing adult and dislocated worker services in San Mateo County, represents NOVAworks' largest contract. To reduce costs, NOVAworks is seeking to assume responsibility for providing direct services in San Mateo County in PY 2025-2026 and not renew the current contract with CLCP that ends June 30, 2025. There will be a transition period and the development of a plan to ensure no disruption in services to customers. A long-term plan will also be developed on how NOVAworks can best serve the San Mateo County community. To view the presentation, click here, https://novaworks.org/documents/Ongoing/2025.05.28_NOVAworksBoardPresentationSMCAAdult_DWServices.pdf. It was moved by R. Foust, seconded by L. Lambert, and carried by voice vote to complete the current contract with the Central Labor Council Partnership (CLCP) through June 30, 2025, and then provide direct services by NOVAworks staff in San Mateo County in PY 2025-2026.

4B. Approval of 2025 WIOA Memorandums of Understanding (MOU): Every three years, the federal Workforce Innovation and Opportunity Act and the State require that a Memorandum of Understanding (MOU) be developed and renewed between the local Workforce Board and mandated partners of the America's Job Centers of California (AJCC). This MOU concerns the operations of the local one-stop

system. In April, NOVAworks began the process of renewing the MOU with its 25 mandated partners for 2025. During this process, there have been delays in receiving feedback from all partners. To minimize any further delays, NOVAworks staff is seeking Board approval for the Board Co-chairs to approve and sign the MOU, on behalf of the full Board, when the MOU process is completed. To view the presentation, click here, https://novaworks.org/documents/Ongoing/2025.05.28_NOVAworksBoardPresentationMOU.pdf. It was moved by L. Lambert, seconded by A. Manwani and carried by voice vote for the Board Co-chairs to approve and sign the MOU on behalf of the full Board.

5. **REPORT FROM THE CHAIR**

5A. Customer Success: A videotaped testimonial was shown highlighting a customer's job search journey who utilized a wide range of NOVAworks services that resulted in successful employment. Services included training leading to a recognized certification, networking, and support, among others.

5B. Presentation from Board member Lee Lambert of Foothill-De Anza Community College District: Lee Lambert presented on the district's initiatives. To view the presentation, click here, https://novaworks.org/documents/Ongoing/2025.05.28_NOVAworksBoardPresentation_BoardMemberLeeLambert.pdf

6. **REPORT FROM THE EXECUTIVE DIRECTOR**

Director Sessions' report was handed out and discussed which can be viewed by clicking here, https://novaworks.org/documents/Ongoing/NOVAworksExecutiveDirectorReport5_28_25.pdf.

7. **INFORMATION**

7A. Demonstration on IBM SkillsBuild: Four years ago, IBM approached NOVAworks about a new free platform they were offering that would provide a wide range of online skills-based trainings in high-demand occupations through six-month licenses. To date, 800 individuals have accessed licenses, with 180 active licenses and 30% staying active for 6 months. A demonstration of the platform was conducted, <https://skillsbuild.org/>.

7B. Grant Status of Funds: The quarterly financial report was included in the meeting packet.

7C. Performance Report: The quarterly performance report was included in the meeting packet.

7D. WIOA Section 188 NonDiscrimination and Equal Opportunity Provisions Annual Compliance Final Report PY 2023-24 & 2024-25: The final report was included in the meeting packet. There were no findings.

7E. State Approval of AJCC Operator Application: The State approval letter was included in the meeting packet.

7F. State Approval of AJCC Career Service Provider Application: The State approval letter was included in the meeting packet.

8. **ADJOURNMENT**

The meeting was adjourned at 1:15 p.m.