



NOVAworks WORKFORCE BOARD AGENDA

12:00 p.m. to 1:30 p.m., WEDNESDAY, April 22, 2026

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

1. WELCOME AND CALL TO ORDER

- 1A. Welcome Sunnyvale City Manager Tim Kirby
- 1B. Welcome New NOVAworks Workforce Board Members
- 1C. Thank you to Departing Workforce Board Members

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 December 3, 2025 Meeting (**Enclosure**)
- 3C. Approval of Revisions to Board Bylaws (**Enclosure**)

4. REPORT FROM THE CHAIR

- 4A. Customer Success
- 4B. Presentation from Board member Stacey Porter of PROCEPT BioRobotics

5. REPORT FROM THE EXECUTIVE DIRECTOR

6. PRESENTATION

- 6A. State/Federal Updates: Adam Peck, Executive Director, California Workforce Association **Information**
- 6B. Update Connections Sites **Information**

7. INFORMATION (ALL DOCUMENTS ENCLOSED FOR REFERENCE)

- 7A. Grant Status of Funds **Information**
- 7B. CA Employment Development Department Fiscal Year 2024-25 Final Monitoring Report **Information**

8. ADJOURNMENT

SCHEDULED MEETINGS

NOVAworks Board Meeting, August 26, 2026, 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 December 3, 2025, Meeting Minutes

PRESENT: C. Berdiansky, G. Biggs, R. Brunson, R. Foust, L. Lambert, N. Leonor, A. Manwani, M. Nemits, and A. Switky

ABSENT: D. Bini, C. Chien, J. Cohen, D. Dorsey, J. Lind, S. Porter, and K. Vartan

ALSO PRESENT: M. Sessions, C. Bernhardt, J. Cheyer, E. Edstrom, T. Jimenez, G. Pham, and E. Stanly of NOVAworks staff, and guests Teri Brimacomb of EDD, Sylwia Palczewska of Biocom California Institute, and consultant Mitchell Bailey

1. CALL TO ORDER

Co-Chairperson R. Foust called the meeting to order at 12:02 p.m. Board member M. Nemits was thanked for hosting the meeting.

2. PUBLIC ANNOUNCEMENTS

Guest Teri Brimacomb from EDD was introduced. There were no other public announcements.

3. CONSENT AGENDA

It was moved by A. Switky, seconded by A. Manwani, and carried by voice vote to approve the consent agenda as submitted. For this meeting, the agenda items included the meeting agenda and September 24, 2025, meeting minutes.

4. ACTION ITEMS

4A. Election of NOVAworks Workforce Board Officers for Calendar Year 2026: 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 2026 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 A. Manwani, seconded by L. Lambert, and carried by voice vote to approve the slate of candidates for 2026 Board officers.

5. REPORT FROM THE CHAIR

5A. Customer Success: A testimonial was shown highlighting a customer's job search journey to explore a wide range of career pathways with services from NOVAworks. This led to a career in the carpentry trades.

5B. Presentation from Sylwia Palczewska of Biocom California Institute: Ms. Palczewska presented on the Institute's work and initiatives. To view the presentation, click here, https://novaworks.org/documents/Ongoing/BiocomCaliforniaInstitute_NOVAworksBoardMeeting12.3.25.pdf. A recommendation was made to encourage partnerships with Biocom California Institute that support individuals newly graduating from school seeking careers in the life sciences industry.

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/ExecutiveDirectorReport_NOVAworksBoardMeeting12.3.25.pdf.

7. PRESENTATION

7A. Whole Person Project: Last year, the City of Mountain View invested \$50,000 to support the “whole person” concept. NOVAworks provided career navigation and training and addressed barriers to employment through support services for low-income residents in the City of Mountain View. A total of 15 participants were enrolled and 100% achieved their goal. To view the presentation, click here, <https://novaworks.org/documents/Ongoing/MTV-WholePersonWorkforceInitiative.pdf>.

A recommendation was made to scale this successful model when adequate funding is available so that more individuals may benefit from this concept.

7B. Silicon Valley Economic Correction Grant: NOVAworks was awarded a \$950,000 competitive grant from the State to assist jobs seekers impacted by technology layoffs secure reemployment. The grant term was from September 2024 to March 2026. The project was career focused and provided job search navigation services and training to serve 200 job seekers. To date, NOVAworks is on track to achieve its goals. To view the presentation, click here, <https://novaworks.org/documents/Ongoing/SV-TechSectorCorrection.pdf>.

8. INFORMATION (All documents enclosed in meeting packet for reference)

8A. Grant Status of Funds

8B. Performance Report

8C. State Approval of WIOA Local and Regional Plans

8D. State Approval of Local Area Designation and Board Recertification

Reports for the above items were included in the Board meeting Packet.

9. ADJOURNMENT

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



Date: April 22, 2026
To: NOVAworks Workforce Board
From: NOVAworks Staff
Subject: **Approval of Revisions to Board Bylaws**

INTRODUCTION:

Each year, the Board Bylaws are reviewed with proposed revisions that will enhance Board operations and comply with WIOA requirements. This year, proposed revisions were incorporated into a revised Board Bylaws document. As per current Bylaws, the revisions were sent to the Board for review on March 23, 30 days before a scheduled vote by the Board. In addition, a “key” to the proposed revisions was included that provided an explanation for each change proposed. The Board was asked to submit any changes prior to the next Board meeting. There were no changes received to date. The Board will be asked to vote on proposed revisions at the April 22 meeting.

DISCUSSION:

The proposed revisions to the Board Bylaws have been incorporated into a red-lined version of highlighted changes that have been attached to this report (Attachment Web Links: 1.) The intent of these revisions is to further strengthen and streamline how the Board conducts business. In addition, the proposed revisions are meant to align Board Bylaws with current best practices and ensure compliance with WIOA requirements. During a recent State monitoring visit, the State asked to add a provision about staggering membership to ensure continuity and stability. In addition to this revision, additional changes are recommended that are further explained in the Key to Proposed Revisions to Board Bylaws that have been attached to this report (Attachment Web Links: 2)

As per current Board Bylaws, “9. REVISIONS. Revisions to these Bylaws can be made with the approval of a super-majority (two-thirds) of the members in attendance at a regular Board meeting after being submitted 30 days prior to voting on any revisions.” In compliance with Board Bylaws, the proposed revisions were forwarded to the Board for review on March 23, 30 days prior to a vote being taken. The Board was asked to provide changes to staff before the Board meeting. In response, there were no changes received to date. Any changes requested during the remaining days prior to the Board meeting will be communicated to the Board at the meeting.

The Board is being asked to vote on proposed revisions to the Bylaws at the April 22, meeting.

ALIGNMENT WITH STRATEGIC PLAN:

This is in alignment with the NOVAworks Board’s Vision, Mission, and Purpose/Goals.

RECOMMENDATION:

At the April 22, Board meeting, the Board will vote on proposed revisions to Board Bylaws (Attachment 1.)

Prepared by: Eileen Stanly
Eileen Stanly, Administrative Analyst

Approved by: Marléna Sessions
Marléna Sessions, Executive Director

Attachment Web Links:

1. Proposed Revisions to NOVAworks Workforce Board Bylaws:
https://novaworks.org/documents/attachments/ProposedRevisions3_23_26NOVAworksWorkforceBoardBylaws.pdf
2. Key to Proposed Revisions to Board Bylaws with an explanation of the changes:
<https://novaworks.org/documents/attachments/KeyProposedRevisionsBylaws.pdf>

NOVA Grant Status Report						
Through March 30, 2026						
Source	Title	Period of Performance		Total Available	Total Spent	Remaining Balance
		From	To			
WIOA	Adult - PY25 ¹	07/25	06/27	1,727,628	991,762	735,866
WIOA	Dislocated Worker - PY25 ¹	07/25	06/27	2,970,486	1,741,712	1,228,774
WIOA	Youth - PY25	04/25	06/27	1,736,823	1,092,649	644,174
WIOA	Rapid Response - PY25	07/25	06/27	2,707,289	1,177,271	1,530,018
WIOA	RR Layoff Aversion - PY25	07/25	06/27	1,023,319	211,498	811,821
WIOA	Additional Assistance Grant	09/24	03/26	950,000	950,000	-
	<i>Allocation Subtotal</i>			11,115,545	6,164,892	4,950,653
RPU	Regional Equity and Recovery Partnerships (RERP) ²	12/22	12/26	1,600,000	809,603	790,397
	<i>RPU Subtotal</i>			1,600,000	809,603	790,397
Other	City and County of San Francisco - SFO	07/25	06/26	215,000	149,046	65,954
Other / CWDB	California Jobs First Catalyst - SFOEWD ³	07/25	09/26	100,000	25,000	75,000
Other / CWDB	SEMI Foundation - Career Readiness Grant	07/25	03/26	50,925	33,950	16,975
	<i>Other Subtotal</i>			365,925	207,996	157,929
	TOTAL			13,081,470	7,182,491	5,898,979

¹Combined ~\$1 million from Adult and Dislocated Worker allocations intentionally held for required training expenses

²RERP remaining budget is mostly contractual line items (i.e. outgoing funding)

³Jobs First Grant budget is split: \$75k for FY26 and \$25k for FY27



January 6, 2026

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

Dear Marlena Sessions:

**ANNUAL REVIEW
85% FORMULA GRANT
FISCAL YEAR 2024-25 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 NOVAworks' (NOVA) fiscal and program systems for Program Year (PY) 2024-25.

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 2024-25. 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, 2024, through June 30, 2025.

For the review, we focused on the WIOA 85% Youth and 25% Rapid Response programs. We reviewed policies and procedures, financial reporting, expenditures, cost allocation, indirect cost rate, cash management, internal controls, payroll, procurement, oversight of your subrecipients, property management, Workforce Development Board by-laws and composition, eligibility, case management and supportive services.

The on-site review was conducted by Olga Ledergerber from November 17, 2025, through November 21, 2025. The exit conference for this review was held on November 25, 2025. We collected the information for this report through interviews with NOVA representatives; and by reviewing applicable policies, procedures, a

sample of PY 2024-25 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 areas of non-compliance. The NOVA was able to remedy the following items prior to the conclusion of the monitoring review:

- During the CRO's review of NOVA's policies and procedures, we found that its Property, Purchasing, Inventory, and Disposal, Audit Resolution, Incumbent Worker Training, and Eligible Training Provider List policies and procedures included references to superseded regulatory documents and/or had missing requirements. During the review, the NOVA updated its policies and procedures to include current federal and state requirements and submitted the revised documentation to the CRO.
- We found that NOVA's subrecipient single audit log was missing one required item, an assigned audit number. In response, the NOVA updated its log to include the missing item and submitted it to the CRO.
- We found that NOVA's Workforce Development Board (WDB) by-laws were missing one requirement to ensure only a portion of its board's membership expires in a given year. In response, NOVA updated its WDB by-laws to include the missing criteria and submitted it to the CRO.

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.

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 Olga Ledergerber, Compliance Monitoring Analyst, at Olga.Ledergerber@edd.ca.gov or Melissa McDaniel, Compliance Monitoring Manager, at Melissa.McDaniel@edd.ca.gov.

Sincerely,

Grant Brouqua

GRANT BROUQUA, Chief
Compliance Monitoring Section
Compliance Review Office

cc: Giang Pham, NOVA
Gustavo Alatorre
Teri Brimacombe
Grant Brouqua
Jennifer Gouvaia
Cynthia Harrington
Olga Ledergerber
Melissa McDaniel
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Tim Reynaga
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