



**NOVAworks WORKFORCE BOARD AGENDA**

**12:00 p.m. to 1:30 p.m., WEDNESDAY, November 29, 2023**

**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. **INTRODUCTION OF HONORABLE LARRY KLEIN, MAYOR, CITY OF SUNNYVALE**
4. **CONSENT AGENDA** **Motion**  
*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.*
  - 4A. Approval of Agenda
  - 4B. Approval of Minutes of September 27, 2023 Meeting (**Enclosure**)
5. **REPORT FROM THE CHAIR**
  - 5A. Customer Success
6. **REPORT FROM THE EXECUTIVE DIRECTOR**
  - 6A. Roadmap to 2025 Strategic Plan
  - 6B. Youth System Update
7. **PUBLIC HEARING**
  - 7A. **GENERAL BUSINESS:**
    - 7A1. Approval of Revisions to Board Bylaws (**Enclosure**) **Motion**
    - 7A2. Report-out from Finance/Audit Subcommittee: Acceptance of Year-End Financial Statement (**Enclosure**) **Motion**
    - 7A3. Election of NOVA Workforce Board Officers for Calendar Year 2024 (**Enclosure**) **Motion**
    - 7A4. Updates on Board Investments: Biocom CA and Roadtrip Nation Initiatives **Information**
  - 7B. **GENERAL INFORMATION:**
    - 7B1. Quarterly Grant Status/Status of Funds (**Enclosure**) **Information**
    - 7B2. State Approval of Local Area Subsequent Designation and Local Board Recertification PY 23-25 (**Enclosure**) **Information**
    - 7B3. U.S. Department of Labor CAREER Grant Compliance Monitoring Final Report and NOVAworks' Response (**Enclosure**) **Information**
8. **ADJOURNMENT**

**SCHEDULED MEETINGS**

NOVAworks Board Meeting, Wednesday, January 24, 2024 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 September 27, 2023 Retreat Minutes

**PRESENT:** T. Baity, C. Berdiansky, R. Brunson, J. Cohen, R. Foust, P. Guevara, N. Leonor, S. Levy, J. Lind, A. Manwani, M. Nemits, S. Porter, K. Vartan, M. Vittal, and T. Woo

**ABSENT:** G. Biggs, D. Bini, J. Morrill, B. Murphy, A. Switky, and N. Williams

**ALSO PRESENT:** M. Sessions and E. Stanly of NOVAworks staff

**GUESTS:** Facilitator Dennis Cima and Chancellor Lee Lambert of Foothill-De Anza Community College District

**1. CALL TO ORDER**

Vice Chairperson R. Foust called the meeting to order at 9:10 a.m., welcomed participants and introduced Facilitator Dennis Cima.

**2. FRAMING THE MORNING AND EXPECTATIONS**

Facilitator Cima reviewed the goals and agenda for the retreat. Board members will be discussing the accomplishments over the past year and expectations for the coming year, the current and future environment, and strategies for meeting opportunities and challenges ahead. It will be important to "skate where the puck is going, not where the puck is."

**3. PUBLIC ANNOUNCEMENTS**

K. Vartan announced the grand opening of the Agrihood Project, a mixed-use, mixed income intergenerational project. Members were encouraged to learn more about this.

**4. CONSENT AGENDA**

It was moved by J. Cohen, seconded by N. Leonor, and carried by voice vote to approve the consent agenda as submitted. For this meeting, agenda items included the meeting agenda and August 9, 2023, special meeting minutes.

**5. OUR BOARD IS LIKE A BOX OF CHOCOLATES: EXPLORING AND CELEBRATING OUR UNIQUE INGREDIENTS**

R. Foust introduced an icebreaker exercise where members were asked to identify their favorite candy and answer a select question from a ball. Examples included most difficult decision, extracurricular activities in high school, and impact of sibling order, among others.

**6. NOVAWORKS DIRECTOR MARLENA SESSIONS' PRESENTATION: A YEAR IN REVIEW AND EXPECTATIONS FOR 2024**

Director M. Sessions presented on the past year's accomplishments and expectations for 2024 in "Year in Review and a Look Ahead..." To review the slide presentation, please click here: [https://novaworks.org/documents/Ongoing/NOVAworks\\_Landscape\\_202309.pdf](https://novaworks.org/documents/Ongoing/NOVAworks_Landscape_202309.pdf).

**7. ECONOMIC LANDSCAPE IN CALIFORNIA, BOARD MEMBER STEVE LEVY**

Board member S. Levy presented on the economic landscape in "Short-Term and Long-Term Outlook Amidst Uncertainty, Implications for NOVA." Due to time constraints, the presentation was abbreviated. To review the entire slide presentation, please click here:

[https://novaworks.org/documents/Ongoing/NOVAworks\\_Board\\_Retreat\\_9\\_2023.pdf](https://novaworks.org/documents/Ongoing/NOVAworks_Board_Retreat_9_2023.pdf).

Affordable housing is an important concern in Silicon Valley that impacts the workforce. The Board's role may be limited in addressing this issue which will be discussed in the future.

## **8. CUSTOMER PANEL AND DISCUSSION**

Several NOVAworks customers, Ayten, Michelle and Shuba, shared their background, job search experience, how they learned about NOVAworks, and what services they used. Customers were asked if they had a magic wand, what would they like to see at NOVAworks. Responses included but were not limited to more internships and work experience; utilize the older work experience in current job search strategies for mature workers; extend computer lab two-hour limit; and don't replace staff doing the work with computers and Artificial Intelligence, as they are what makes NOVAworks effective. Board member comments included, but were not limited to:

- Identify those who need NOVAworks services, including immigrants, earlier in the process.
- Develop internships for the Mature Worker Program and in partnership with the local labor councils.
- For the education (degree) program, focus on learning on-the-job.
- Conversation should shift to skills rather than a wage to define a worker's value.
- Host a wine and cheese recruiter event for the Mature Worker Program.
- What can we do outside of our framework that supports our framework?

## **9. BOARD MEMBER CONNECTIONS**

S. Porter facilitated the board member connections exercise. A values chart was distributed, and members were asked to circle values that are important to them. Members then worked in groups to identify one behavior that underscores the leadership for the Board going forward. Highlights of the discussion included, but were not limited to:

- Respond with a "yes." Resource Collaborative Strategy Action.
- Expand who we partner with, serve more customers through outreach, advocate for other things that are important.
- Move beyond strategy to action and execution, and measure how we're doing.
- Collaborative advocacy at the federal and local level.
- Create a better world.

## **10. LUNCH AND INFORMAL CHAT WITH GUEST LEE LAMBERT**

Lee Lambert, Chancellor, Foothill-De Anza Community College District provided remarks about the future of higher education. Higher education has struggled to embrace the digital roadmap. The validation of degrees and certificates doesn't always capture the individual's contributions. It will be important to shift to skills and competencies. Several resources were cited that included the *New York Times Magazine* article, "Americans are Losing Faith in the Value of College. Whose Fault is That?" and "The 4 Lenses of Innovation" by Rowan Gibson. Innovation is being driven in Silicon Valley. It will be important to change from "students" to "learners", with a focus on innovation. Lumina Foundation is convening a group to fix the broken system.

## **11. WRAP-UP AND EVALUATION**

Members were thanked for their participation. The information collected will be used to build on future conversations at Board meetings and guide the Board's work going forward.

## **12. ADJOURNMENT**

The meeting was adjourned at 1:00 p.m.



**Date:** November 29, 2023  
**To:** NOVAworks Workforce Board  
**From:** NOVAworks staff  
**Subject:** **Approval of Revisions to Board Bylaws**

### **INTRODUCTION:**

Periodically, the Board Bylaws is reviewed to improve Board business practices, with proposed revisions recommended, as appropriate. The proposed change to the Bylaws pertains to the Vice Chairperson seats. To better prepare for succession planning on the Board and maintain consistency in leadership, staff is recommending that both Vice Chairperson seats represent the private sector. This is a departure from the current requirement that one Vice Chairperson seat represent the private sector and one represent the public sector. This change will also assist with addressing the WIOA requirements that the Chairperson(s) represent the private sector should a vacancy arise. The recommended change has been incorporated into the proposed draft edited version of the Bylaws (see Attachment link.) The Board is being asked to approve the proposed revisions at the Nov. 29, 2023, meeting.

### **DISCUSSION:**

The proposed revisions to the Bylaws are as follows, with edits highlighted in red and “strikethrough.”

Under 6. OFFICERS:

- (a) The Officers of the Workforce Board shall be: either one or two Chairperson(s), two Vice Chairpersons and the Past Chairperson. Chairperson(s) must be members representing the private sector. **One Both** Vice Chairpersons **also** represent the private sector, ~~and the other Vice Chairperson must represent the other organizations.~~

The intent of the proposed change is to address the need for succession planning as Board members retire, maintain continuity in leadership, and promptly comply with WIOA requirements for private sector-represented Chairpersons. We understand the unintended consequence of this change is that public sector members will no longer be able to serve as Vice Chair. NOVAworks has always valued the role of public sector representatives, who have served in different leadership positions for many years. And we expect this to continue in the future.

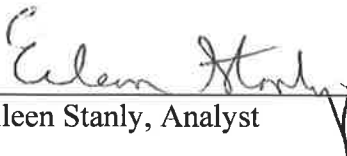
The edited version of the Bylaws has been attached (see Attachment link), with changes identified using red highlight and “strikethrough.” As per Board Bylaws, “9. REVISIONS. Revisions to these Bylaws can be made with the approval of a majority of the members in attendance at a regular Board meeting after being submitted one month prior to voting on any revisions.” In compliance with Board Bylaws, this proposed revision was forwarded to the Board for review on Oct. 26, at least one month prior to a vote being taken. The Board is being asked to approve the revised Bylaws at the Nov. 29, 2023, meeting.

**ALIGNMENT WITH STRATEGIC PLAN:**

This is in alignment with the NOVAworks Board's Vision, Mission, and Purpose Statement.

**RECOMMENDATION:**

The NOVAworks Workforce Board is being asked to approve the proposed revisions to the Board Bylaws (see Attachment link.)

Prepared by:   
Eileen Stanly, Analyst

Reviewed and Approved by:   
Marléna Sessions, Director

Attachment Link: *Draft Edited Version* NOVA Workforce Board Bylaws:  
[https://novaworks.org/documents/Ongoing/DraftEditedVersion\\_NOVABoardBylaws11\\_29\\_23.pdf](https://novaworks.org/documents/Ongoing/DraftEditedVersion_NOVABoardBylaws11_29_23.pdf)





**Date:** November 29, 2023  
**To:** NOVAworks Workforce Board  
**From:** Board Finance/Audit Subcommittee  
**Subject:** **Report-out from Finance/Audit Subcommittee: Acceptance of Year-End Financial Statement**

**INTRODUCTION:**

The NOVAworks Workforce Board Finance/Audit Subcommittee met on Nov. 16, 2023. At the meeting, the Subcommittee reviewed the Program Year (PY) 2022 Year-End Financial Statement; the first quarter PY2023 Financial Statement for both NOVAworks and the Bay-Peninsula Regional Planning Unit; and monitoring reports from the State Fiscal Year 2021-22 Fiscal Review, State Equal Employment Opportunity (EEO) Review, and the U.S. Department of Labor CAREER National Dislocated Worker Grant (NDWG). The Subcommittee is asking the Board to accept the PY2022 Year-End Financial Statement, which has been attached to this report for review.

**DISCUSSION:**

The Finance/Audit Subcommittee of the Executive Committee is charged with reviewing the organization's financial statements to ensure fiscal accountability and making recommendations, as appropriate, to secure the sound fiscal health and sustainability of the organization. The Subcommittee meets twice per year.

On Nov. 16, the Subcommittee met with highlights from the meeting, as follows:

- Every year, staff consistently and effectively manages multiple funding sources for each of NOVAworks' individual grants. In PY2022, in addition to the WIOA formula funding for adults, dislocated workers, youth and Rapid Response, NOVAworks managed funding from seven different grants awarded from federal, state, and local governments and two grants from the State for regional planning unit projects. Total available funding for NOVAworks was \$12.947 million, spending to date actual was \$8.994 million, and the remaining balance of funds was \$3.954 million. The Committee also reviewed the NOVAworks Foundation funding which had a balance of \$1.217 million.
- The monitoring reports were reviewed. There were no findings from the State's monitoring reports for Fiscal Year 2021-22 Fiscal Review and Equal Employment Opportunity (EEO) Review. There was one finding from the U.S. Department of Labor CAREER NDWG monitoring review and that was non-compliance with the Stevens Amendment. The Stevens Amendment requires the acknowledgement of the use of Federal funds in publicly distributed outreach and recruitment materials. This finding has been corrected.
- The State's approval of the Board's application for Local Area Designation and Local Board Recertification for PY 23-25 was discussed.

The PY2022 Year-End Financial Statement has been attached for the Board's review. The Finance/Audit Subcommittee is asking the Board to accept the attached PY2022 Year-End Financial Statement.

**ALIGNMENT WITH STRATEGIC PLAN:**

This is in alignment with the NOVAworks Workforce Board Vision, Mission, and Purpose Statement.

**RECOMMENDATION:**

The Finance/Audit Subcommittee is asking the Board to accept the attached PY2022 Year-End Financial Statement.

Prepared by: Eileen Stanly  
Eileen Stanly, Analyst

Approved by: Marléna Sessions  
Marléna Sessions, Director

Attachment: PY2022 Year-End Financial Statement

Attachment  
 PY2022 Year-End Financial Statement

<b>NOVA Grant Status Report</b>						
For the Period from July 1, 2022 through June 30, 2023					Year End	
Source	Title	Carry In Funds	PY22 Funds	Total Available	PTD Spend Actual	Remaining Balance
WIOA	Adult	200,804	1,503,060	1,703,864	1,701,794	2,071
WIOA	Dislocated Worker	418,390	2,148,498	2,566,888	2,071,171	495,717
WIOA	Youth	405,912	1,496,149	1,902,061	911,011	991,049
WIOA	Rapid Response	12,664	1,749,315	1,761,979	1,298,756	463,223
WIOA	Rapid Response - Layoff Aversion	15,918	514,634	530,552	401,945	128,607
	<i>Allocation Subtotal</i>	<i>1,053,688</i>	<i>7,411,656</i>	<i>8,465,344</i>	<i>6,384,677</i>	<i>2,080,667</i>
WIOA	25% Additional Assistance - Reemployment & Equity	160,488	-	160,488	160,488	-
State NDWG	Employment Recovery NDWG	159,705	-	159,705	159,705	-
DOL NDWG	CAREER DWG	2,684,415	-	2,684,415	1,619,610	1,064,805
SMC ARPA	San Mateo County ARPA Workforce Pilot Program	309,084	-	309,084	309,084	-
SCC	Santa Clara County Whole Person Pilot	-	250,000	250,000	250,000	-
CEC	Prospect Silicon Valley - Berkeley Unified School Dist	11,316	-	11,316	6,336	4,980
CEC	Prospect Silicon Valley - Twin Rivers Unified School Dist	11,408	-	11,408	7,157	4,251
	<i>NOVA Subtotal (includes Allocation subtotal)</i>	<i>4,390,104</i>	<i>7,661,656</i>	<i>12,051,760</i>	<i>8,897,057</i>	<i>3,154,703</i>
	RPU Funding - NOVA Allotment only					
RPU / WIOA	RPI 4.0 Advanced Equity thru Skills Based Hiring	95,660	-	95,660	95,660	-
RPU	Regional Equity and Recovery Partnerships	-	800,000.00	800,000	952	799,048
	<i>RPU Subtotal</i>			<i>895,660</i>	<i>96,612</i>	<i>799,048</i>
	<b>TOTAL</b>			<b>12,947,420</b>	<b>8,993,669</b>	<b>3,953,751</b>
	<b>NOVA Foundation</b>	<b>1,121,630</b>	<b>108,840</b>	<b>1,230,470</b>	<b>13,077</b>	<b>1,217,393</b>





**Date:** November 29, 2023  
**To:** NOVAworks Workforce Board  
**From:** Board Nominating Committee  
**Subject:** Election of NOVA Workforce Board Officers for Calendar Year 2024

**INTRODUCTION:**

The NOVAworks Workforce Board Bylaws stipulates that the election of Board officers shall occur at the last scheduled Board meeting of the calendar year. This year, the election of Board officers for Calendar Year 2024 will take place at the Nov. 29, 2023, Board meeting.

**DISCUSSION:**

As stated in the Board Bylaws, prior to the end of the calendar year, the Executive Committee must determine the need for one or two chairperson seats, with recommendations incorporated into the election of board officers. In 2024, the Board faces many challenges and opportunities, including: trends that are transforming the future of work; reimagined services to youth; expanded partnerships in San Mateo and Santa Clara counties; prospective innovative initiatives; implementation of strategic roadmap; and the continued exploration of diverse sources of funding. In response, at the Oct. 25, 2023, Executive Committee meeting, the Committee approved continuing with the expanded leadership capacity of two Board chairperson seats in 2024.

As per Board Bylaws, the election for Calendar Year 2024 shall take place at the last Board meeting of the year, Nov. 29, 2023. The Board will elect two Co-Chairpersons (WIOA requires that they represent business) and two Vice Chairpersons. Pending Board approval of revisions to the Board Bylaws, both Vice Chairperson seats will also represent the private sector. The officers' terms of office are for one year, although individuals currently holding an office may run again.

The slate of prospective candidates for the election for Calendar Year 2024 is as follows:

Co-Chairpersons: Rosanne Foust and Andy Switky,  
Vice Chairpersons: Jennifer Morrill and Michelle Nemits.

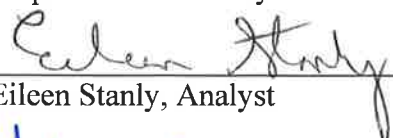
At the Nov. 29, 2023, Board meeting, there will be a report-out on the above candidates interested in the four offices. Nominations will also be taken from the floor at this meeting.

**ALIGNMENT WITH STRATEGIC PLAN:**

This is in alignment with the NOVAworks Workforce Board Vision, Mission, and Purpose Statement.

**RECOMMENDATION:**

The Board Nominating Committee recommends that the NOVAworks Workforce Board, at its Nov. 29, 2023 meeting, conduct an election of Board officers in compliance with its Bylaws.

Prepared by:   
Eileen Stanly, Analyst

Approved by:   
Marléna Sessions, Director

## NOVA Grant Status Report

For the Period from July 1, 2023 through October 31, 2023

Source	Title	Period of Performance From	To	Total Available	PTD Spend Actual	Remaining Balance
WIOA	Adult - PY22	07/22	06/24	1,503,060	1,503,060	-
WIOA	Adult - PY23	07/23	06/25	1,264,179	397,205	866,974
WIOA	Dislocated Worker - PY22	07/22	06/24	2,148,498	2,148,498	-
WIOA	Dislocated Worker - PY23	07/23	06/25	2,026,871	34,798	1,992,073
WIOA	Youth - PY22	04/22	06/24	1,496,149	552,457	943,692
WIOA	Youth - PY23	04/23	06/25	1,246,037	-	1,246,037
WIOA	Rapid Response - PY22	07/22	06/23	1,749,315	1,749,315	-
WIOA	Rapid Response - PY23	07/23	06/24	2,806,668	303,806	2,502,862
WIOA	RR Layoff Aversion - PY22	07/22	06/23	514,634	514,634	-
WIOA	RR Layoff Aversion - PY23	07/23	06/24	503,398	47,164	456,234
	<i>Allocation Subtotal</i>			15,258,809	7,250,936	8,007,873
DOL NDWG	CAREER DWG	08/21	08/24	3,000,000	2,075,749	924,251
	<i>NOVA Subtotal (includes Allocation subtotal)</i>			18,258,809	9,326,685	8,932,124
RPU	RPU Funding - NOVA Allotment only	12/22	09/25	800,000	952	799,048
	Regional Equity and Recovery Partnerships					
	<i>RPU Subtotal</i>			800,000	952	799,048
	<b>TOTAL</b>			19,058,809	9,327,637	9,731,172
	<b>NOVA Foundation</b>			1,121,655	794	1,120,861

Angelo Farooq, Chair

Gavin Newsom, Governor

November 3, 2023

NOVA Workforce Development Board  
505 W. Olive Avenue #550  
Sunnyvale, CA 94086  
Attention: Marlena Sessions

Subject: Approval of Local Area Subsequent Designation and Local Board Recertification PY 23-25

Dear Director Sessions,

The California Workforce Development Board (CWDB) has received and carefully assessed your Local Area Subsequent Designation and Local Board Recertification PY 23-25 application, in accordance with the criteria established in Workforce Services Directive [WSD22-14](#). We are pleased to inform you that you have received approval through June 30, 2025.

If you have any additional questions, please contact your Regional Advisor.

Sincerely,



Curtis Notsinneh, Acting Executive Director  
California Workforce Development Board

Cc: Teri Brimacomb, Regional Advisor

**U.S. Department of Labor**

Employment and Training Administration  
San Francisco Regional Office  
90 7<sup>th</sup> Street, Suite 17300  
San Francisco, California 94103



September 28, 2023

Marlena Sessions  
Executive Director  
NOVAworks  
456 W. Olive Avenue  
Sunnyvale, CA 94086

Grant No: DW-36841

Dear Ms. Sessions:

During the period of July 10-14, 2023, the U.S. Department of Labor, Employment and Training Administration (ETA), conducted an on-site review of your organization's Comprehensive and Accessible Reemployment through Equitable Employment Recovery (CAREER) National Dislocated Worker Grant (NDWG). The exit conference was held remotely on July 21, 2023.

The enclosed report outlines the scope of the review and identifies one compliance finding, two areas of concern, and three promising practices. Please respond to the report within 30 days of receipt to the Regional Office at [R06-RA-SF@dol.gov](mailto:R06-RA-SF@dol.gov) with a copy to your Federal Project Officer, Latha Seshadri, at [Seshadri.latha@dol.gov](mailto:Seshadri.latha@dol.gov). Your response should include corrective actions taken to resolve the findings and any planned actions with timelines.

I hope that our review was helpful to you and your team. Please express my gratitude to your staff for their assistance in the review. If you have any questions, please contact Ms. Seshadri at (415) 625-7937 or me at (415) 625-7900.

Sincerely,

Dr. Tamika L. Ledbetter  
Regional Administrator

Enclosure

## EXECUTIVE SUMMARY

The review resulted in one compliance finding and two areas of concern.

### **Finding:**

Finding #1: Non-compliance with the Stevens Amendment

### **Areas of Concern:**

Area of Concern #1: Subrecipient Not Providing Supportive Services

Area of Concern #2: Inaccurate Subrecipient Case Notations

### **Promising Practices:**

Promising Practice #1: Innovative NOVAworks MyPlan Tool

Promising Practice #2: Digital Literacy Training for Job Seekers

Promising Practice #3: Nontraditional Partnerships

Please note that the review did not cover any areas outside the defined scope. Although no material issues came to the reviewers' attention other than those contained in this report, there is no assurance that other issues may not exist.

## SCOPE OF REVIEW

### **Dates of Review:**

July 10-14, 2023

### **Sites Visited:**

- NOVAworks
- Work2future
- San Francisco Office of Economic and Workforce Development (SF OEWD)

### **Purpose of Review:**

The purpose of the review was to determine if the grant program is operating in compliance with all applicable Federal laws, regulations, policies, and other grant requirements and to identify promising practices and opportunities for technical assistance.

### **Programs Reviewed:**

Comprehensive and Accessible Reemployment through Equitable Employment Recovery (CAREER) National Dislocated Worker Grant (NDWG)

### **Time Period for Review:**

8/20/2021 - 6/30/2023

### **Date of Exit Conference:**

July 21, 2023

**Tools Used for Review:**

- ETA Core Monitoring Guide (2018)
- NDWG Supplement to the Core Monitoring Guide (April 2021)

**ETA Reviewers:**

- Latha Seshadri, Federal Project Officer
- Violet Jackson, Federal Project Officer
- Sayeda Hasan, Student Intern

**Attendees at Exit Conference:**

ETA

- Latha Seshadri, Federal Project Officer
- Violet Jackson, Federal Project Officer
- Sayeda Hasan, Intern

NOVAworks

- Marlena Sessions, Executive Director
- Giang Pham, Business Operations Manager

**BACKGROUND**

**Period of Performance:** 8/20/2021 - 8/19/2024

**Award Amount:** \$3,000,000

The CAREER grant is a collaboration of three workforce development boards. The purpose of the grants is to provide intensive career services to individuals from historically excluded communities through innovative partnerships with libraries and industry associations. Their effort also has included large-scale hospitality and small business hiring fairs, digital literacy programs, and technical enhancements to NOVAworks’ MyPlan remote career navigation platform.

**Performance and Financial Analysis:**

As shown in the table below, NOVAworks has expended 53 percent of the total award and achieved 82 percent of enrollments. The lower than anticipated expenditures are due to lower training costs; NOVAworks and its subrecipients are providing supportive services through other grant funds, which has contributed to lower than anticipated expenditure levels.

NOVAworks received a period of performance extension until August 19, 2024, on August 4, 2023. They anticipate expending the funds as the needs of participants and training costs have been increasing.

	Planned Total	Actual as of 6/30/2023	% of Goal
Enrollments	600	490	82%
Expenditures	\$3,000,000	\$1,587,375	53%



## FINDING

### **Finding #1: Non-compliance with the Stevens Amendment**

#### **Indicator:** 1.b.2 Participant Recruitment Activities

A statement acknowledging the use of Federal funds is not included in all publicly distributed outreach and recruitment materials. As a result, the public is denied the opportunity to gain awareness of the amount and percentage of Federal funding invested in the grant program. This occurred due to a lack of sub-recipient training for the staff creating the outreach materials.

The Stevens Amendment (P.L. 115-141, Division H, Title V, Section 505), as reiterated in the Grant Agreement, Section 15, Fiscal Year 2018 Federal Appropriations Requirements, Page 27, requires:

*When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with Federal money, all grantees receiving Federal funds included in this Act, including but not limited to state and local governments and recipients of Federal research grants, shall clearly state -*

- (1) The percentage of the total costs of the program or project which will be financed with Federal money;*
- (2) The dollar amount of Federal funds for the project or program; and*
- (3) The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.*

**Corrective Action:** To resolve this finding, NOVAworks and its sub-recipients must correct the publicly distributed outreach and recruitment materials so that they are aligned with the Stevens Amendment requirements and verify that the funding statement is in all of their public-facing materials. NOVAworks must provide revised outreach material with Stevens Amendment language for NOVAworks and its sub-recipients to the Regional Office.

## AREAS OF CONCERN

### **Area of Concern #1: Subrecipient Not Providing Supportive Services**

NOVAworks is providing supportive services with grant funds and other non-Federal grant funds. However, their sub-recipients, work2future/San Jose Career Center and SF OEWD, are not providing supportive services. Both of the work2future and SF OEWD project managers indicated that participants, “did not want supportive services.” Both operators have a supportive services policy in place and project plan and grant budget to provide supportive services.

Technical assistance was provided to the grantee by the FPO; supportive services are an allowable activity within the grant and may be necessary to enable an individual to participate in the activities, particularly considering that they are serving historically excluded communities.

**Recommended Action:** In instances where the supportive services are provided with other grant funds, the grantee should report that in the Quarterly 9130 Financial Report as a leveraged resource and in the Quarterly Narrative Report submitted through the Workforce Integrated Performance System (WIPS). Additionally, NOVAworks should ensure that their subrecipients have trained their staff in the supportive services policy.

#### **Area of Concern #2: Inaccurate Subrecipient Case Notations**

Review of Case File #4064135 (Cheng, S C) indicated that the participant had received supportive services and case file notation indicate that the supportive services were paid for with CAREER grant funds. Conversations with the NOVAworks project manager and the SF OEWD project manager revealed that all supportive services were paid for with non-Federal grant funds.

**Recommended Action:** SF OEWD should update the case file notation that the supportive services for this participant were paid with non-Federal funds and provide proof of the update to NOVAworks. Further, NOVAworks should ensure that their subrecipients are trained in case record policies.

### **PROMISING PRACTICES**

#### **Promising Practice #1: Innovative NOVAworks MyPlan Tool**

The innovative NOVAworks' MyPlan tool provides job seekers with access to core curriculum including information, resources, videos, and handouts. The site walks job seekers through the four phases of a job search: Focus, Resume, Job Search, and Interviewing.

- Focus – enables customers to know who they are and what they want to do.
- Resume – provides customers an opportunity to demonstrate how their skills and abilities make them the best candidate for the position.
- Job search – is an ongoing process of identifying job leads, networking, and applying for positions. It walks the customer through key strategies that could help them to get back to work faster.
- Interviewing - the interview is a conversation between the customer and the employer. While the employer is indeed making a judgment as to whether a candidate is right for the job, the candidate needs to determine if this a right fit for them, as well.

The CAREER grant funding has enabled NOVAworks to add and implement new features as requested by customers. The participant we interviewed indicated that they found the MyPlan platform very helpful in tracking where they are in job search and what their next action steps are.

#### **Promising Practice #2: Digital Literacy Training for Job Seekers**

NOVAworks has developed a curriculum to provide basic digital literacy training to job seekers. They have taken an iterative approach to curriculum development and continue to adjust after

each cohort, based on customer feedback. An example of this is that the first cohort was a two-week program. Based on customer input, they revised the curriculum to a one-week program, making it easier for customers to attend all classes. The content includes an initial skills assessment, security and privacy training, Gmail, Google Drive, Google Suite, and Zoom training, and a final assessment. NOVAworks offers these classes in person, and each section of the training has instruction and hand-on practice activities.

**Promising Practice #3: Nontraditional Partnerships**

NOVAworks has sought to foster a variety of partnerships benefitting local jobseekers by leveraging prospective employment opportunities from neighboring organizations and entities. In doing so, it has, in effect, created a pipeline to funnel individual jobseekers into career fields and training pathways that had not existed for them prior to the implementation of these programs. Such examples include NOVAworks' partnership with Stanford Medicine to train former food service staff into long-term healthcare professional roles. Such opportunities have increased jobseekers' ability to attain stable, high-quality employment within regionally in-demand industry sectors.



October 27, 2023

- A Slice of New York
- Biocon California
- Carobar Business Solutions
- California Department of Rehabilitation
- California Employment Development Dept.
- Center for Continuing Study of the California Economy
- Code Name Collective
- Manpower Group
- Outset Medical
- Pipe Trades Training Center
- PROCEPT BioRobotics
- Sacred Heart Community Service
- San Mateo County Central Labor Council
- San Mateo County Economic Development Association
- Santa Clara Adult Education
- Santa Clara and San Benito Counties Building & Construction Trades Council
- Santa Clara County Housing Authority
- South Bay Labor Council
- THL
- Vander-Bend Manufacturing
- Watershed

Dr. Tamika L. Ledbetter  
Regional Administrator  
U.S. Department of Labor  
Employment and Training Administration  
San Francisco Regional Office  
90 7<sup>th</sup> Street, Suite 17300  
San Francisco, CA 94103

Dear Dr. Ledbetter,

NOVAworks respectfully submits its response to the on-site review of its Comprehensive and Accessible Reemployment through Equitable Employment Recovery (CAREER) National Dislocated Worker Grant (NDWG) conducted in July of 2023. We have thoroughly reviewed the letter issued to us on September 28, 2023, and agree with the finding and two areas of concern observed during the review. NOVAworks has since corrected the noted issues and has taken further steps to prevent future, related issues.

**Finding #1: Non-compliance with Stevens Amendment**

**Corrective Action Taken:** NOVAworks corrected all publicly distributed outreach and recruitment materials so that they are now aligned with the Stevens Amendment requirements, verifying that the funding statement is in all our public-facing materials. Revised outreach materials with the required Stevens Amendment language will be provided to the Regional Office for review.

**Area of Concern #1: Subrecipient Not Providing Supportive Services**

**Corrective Action Taken:** NOVAworks has discussed the issue with its subrecipients and confirmed that the subrecipient noted, SFOEWD, provided supportive services. The supportive services provided were funded via other funding streams and programs, however, and SFOEWD was instructed to report such expenditures as leveraged resources in the Quarterly 9130 Financial Report and in the Quarterly Narrative Reports. Furthermore, NOVAworks also ensured that its subrecipients have trained their staff in their corresponding supportive services policies.

**Area of Concern #2: Inaccurate Subrecipient Case Notations**

**Corrective Action Taken:** NOVAworks asked that the subrecipient noted, SFOEWD, update the case file notation to show that the supportive services were paid for by non-Federal funds. Furthermore, NOVAworks ensured that the subrecipient is trained in case record policies.

Co-Chairs:  
Jennifer Morrill  
Andy Swiky

Vice Chair:  
Rosanne Foust

Director:  
Marléna Sessions

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NOVAworks is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

NOVAworks would like to thank the Department of Labor staff that were assigned to our program and conducted the review with regard to their courtesy and professionalism during their on-site visit and subsequent, remotely-held exit conference.

Sincerely,

A handwritten signature in blue ink that reads "Marlena Sessions". The signature is written in a cursive, flowing style.

Marlena Sessions  
Executive Director