



NOVAworks WORKFORCE BOARD AGENDA

12:00 p.m. to 1:30 p.m., WEDNESDAY, May 28, 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 March 26, 2025 Meeting (**Enclosure**)

4. ACTION ITEMS

4A. San Mateo County Adult & Dislocated Worker Services

Action

4B. Approval of 2025 WIOA Memorandums of Understanding (MOU)

Action

5. REPORT FROM THE CHAIR

5A. Customer Success

5B. Presentation from Board member Lee Lambert of Foothill-De Anza Community College District

6. REPORT FROM THE EXECUTIVE DIRECTOR

7. INFORMATION

7A. Demonstration on IBM SkillsBuild

Information

7B. Grant Status of Funds (**Enclosure**)

Information

7C. Performance Report (**Enclosure**)

Information

7D. WIOA Section 188 NonDiscrimination and Equal Opportunity Provisions
Annual Compliance Final Report PY 2023-24 & 2024-25 (**Enclosure**)

Information

7E. State Approval of AJCC Operator Application (**Enclosure**)

Information

7F. State Approval of AJCC Career Service Provider Application (**Enclosure**)

Information

8. ADJOURNMENT

SCHEDULED MEETINGS

NOVAworks Board Meeting, Wednesday, July 23, 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 March 26, 2025, Meeting Minutes

PRESENT: C. Berdiansky, G. Biggs, D. Bini, R. Brunson, C. Chien, J. Cohen, R. Foust, D. Dorsey, N. Leonor, A. Manwani, and S. Porter

ABSENT: T. Baity, L. Lambert, J. Lind, B. Murphy, M. Nemits, A. Switky, K. Vartan, and N. Williams

ALSO PRESENT: M. Sessions, C. Bernhardt, J. Cheyer, 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 12:01 p.m.

2. PUBLIC ANNOUNCEMENTS

Guest keynote speaker Josh Davies of The Non-Prophets and EDD Regional Advisor Teri Brimacomb were introduced.

3. CONSENT AGENDA

It was moved by N. Leonor, seconded by S. Porter, and carried by voice vote to approve the consent agenda as submitted. For this meeting, the agenda items included the meeting agenda and January 22, 2025, meeting minutes.

4. REPORT FROM THE CHAIR

4A. Customer Success: A videotaped customer testimonial was shown highlighting a young adult's journey in their career search utilizing the services and support offered by NOVAworks staff.

5. 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/NOVAworksExecutiveDirectorReport3_26_25.pdf.

6. PUBLIC HEARING

6A. GENERAL BUSINESS:

6A1. Presentation on Launch Lab: The Launch Lab was established to shape the future work of the NOVAworks Foundation, based on the Board's strategic priorities. It is intended to launch innovative approaches and pilots that will support NOVAworks' service-delivery system. To view the presentation, click here, https://novaworks.org/documents/Ongoing/LaunchLabBoardPresentation_3_26_25.pdf.

6A2. Update on CLCP Program for Adults and Dislocated Workers: NOVAworks contracts with the Central Labor Council Partnership (CLCP) to provide job seeker services to adults and dislocated workers in San Mateo County. NOVAworks staff will be providing the Board with updates on the progress CLCP

has made in achieving its performance goals. To view the presentation on updates, click here, <https://novaworks.org/documents/Ongoing/CLCPPProgramUpdate.pdf>. NOVAworks staff will continue to work closely with CLCP on achieving expectations and providing guidance on areas that require improvement.

6B. GENERAL INFORMATION

6B1. Fiscal Year 2023-24 Final Monitoring Report: Every year, the California Employment Development Department conducts onsite monitoring of NOVA's fiscal and program systems. The latest monitoring review for Program Year (PY) 2023-24 was completed and found there were no findings for both the fiscal and program review. The final monitoring report was included in the meeting packet.

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

Guest keynote speaker Josh Davies of The Non-Prophets was invited to present to the Board on, "Building Resilient Leadership." To view his presentation, click here:

<https://novaworks.org/documents/Ongoing/JoshDaviesNovaWorksBoardPresentation.pdf>.

8. **ADJOURNMENT**

The meeting was adjourned at 1:27 p.m.

NOVA Grant Status Report						
Through March 31, 2025						
Source	Title	Period of Performance From To	Total Available	Total Spent	Remaining Balance	
WIOA	Adult - PY24	07/24 06/26	1,283,488	1,193,570	89,918	
WIOA	Dislocated Worker - PY24	07/24 06/26	1,959,185	1,857,593	101,592	
WIOA	Youth - PY23	04/23 06/25	1,246,037	1,246,037	-	
WIOA	Youth - PY24	04/24 06/26	1,267,075	813,492	453,583	
WIOA	Rapid Response - PY24	07/24 06/26	2,104,995	1,451,776	653,219	
WIOA	RR Layoff Aversion - PY24	07/24 06/26	619,037	229,208	389,829	
WIOA	Additional Assistance Grant	09/24 06/25	950,000	546,476	403,524	
WIOA	High Performing Boards	07/24 05/25	5,556	-	5,556	
	Allocation Subtotal		9,435,373	7,338,152	2,097,220	
RPU	Regional Equity and Recovery Partnerships (RERP)	12/22 12/25	1,600,000	586,691	1,013,309	
	RPU Subtotal		1,600,000	586,691	1,013,309	
Other	City and County of San Francisco - SFO	12/23 12/25	215,000	186,362	28,638	
Other	City of Mountain View	07/24 06/25	50,000	32,367	17,633	
	Other Subtotal		265,000	218,729	46,271	
	TOTAL		11,300,373	8,143,573	3,156,800	



WIOA Performance PY2024

Q3 Report Period

Adult Performance NOVA	Exit Timeframe	# of Participants	PY 24 Actuals	PY 24/25 Goals	Success Rate
Employment Q2	7/1/23 - 3/31/24	<u>372</u> 715	52.0%	60.0%	86.7%
Employed Q4	1/1/23 - 9/30/23	<u>318</u> 587	54.2%	58.0%	93.4%
Median Earnings	7/1/23 - 3/31/24		\$ 10,589	\$ 13,000	81.5%
Credential Attainment Rate	1/1/23 - 9/30/23	<u>13</u> 20	65.0%	63.0%	103.2%
Measurable Skill Gains*	7/1/24 - 3/31/25	<u>30</u> 49	61.2%	60.0%	102.0%
Dislocated Worker Performance NOVA	Exit Timeframe	# of Participants	PY 24 Actuals	PY 24/25 Goals	Success Rate
Employment Q2	7/1/23 - 3/31/24	<u>270</u> 450	60.0%	68.0%	88.2%
Employed Q4	1/1/23 - 9/30/23	<u>179</u> 292	61.3%	68.0%	90.1%
Median Earnings	7/1/23 - 3/31/24		\$ 21,149	\$ 19,000	111.3%
Credential Attainment Rate	1/1/23 - 9/30/23	<u>20</u> 38	52.63%	72.0%	73.1%
Measurable Skill Gains*	7/1/24 - 3/31/25	<u>91</u> 196	46.43%	52.0%	89.3%
Youth Performance NOVA	Exit Timeframe	# of Participants	PY 24 Actuals	PY 24/25 Goals	Success Rate
Employment Q2	7/1/23 - 3/31/24	<u>14</u> 16	87.5%	75.0%	116.7%
Employed Q4	1/1/23 - 9/30/23	<u>32</u> 36	88.9%	73.0%	121.8%
Median Earnings	7/1/23 - 3/31/24		\$ 8,152	\$ 6,000	135.9%
Credential Attainment Rate	1/1/23 - 9/30/23	<u>22</u> 25	88.0%	73.0%	120.5%
Measurable Skill Gains*	7/1/24 - 3/31/25	<u>16</u> 47	34.0%	54.0%	63.0%

CLCP Performance

Period:

PY 24 - 25

WIOA Goals (Adult)	Q3 Goal	Actual
Employment 2nd quarter	60%	53%
Employment 4th quarter	54%	56%
Median Earnings	\$ 12,200	\$ 10,039
Credential Attainment	65%	100%
Measurable Skills Gain	40%	63%
Effectiveness In Serving Employers*	Baseline	Baseline
Training Related Employment*	80.00%	0 / 1 - 0%
CLCP Goals (Adult)	Q3 Goal	Actual
Enrollments	69	111
Training Enrollments	4	1
Training Expenditures	\$ 22,500	\$ 18,694
Training Completion	65%	1 / 1 100%

WIOA Goals (DLW)	Q3 Goal	Actual
Employment 2nd quarter	65%	60%
Employment 4th quarter	68%	61%
Median Earnings	\$ 18,000	\$ 17,302
Credential Attainment	72%	68%
Measurable Skills Gain	52%	44%
Effectiveness In Serving Employers*	Baseline	Baseline
Training Related Employment*	80.00%	8 / 19 - 42%
CLCP Goals (DLW)	Q3 Goal	Actual
Enrollments	63	56
Training Enrollments	5	10
Training Expenditures	\$ 40,000	\$ 42,174
Training Completion	72%	17 / 19 94%

* Non-contractual goal



April 18, 2025

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

Dear Marlena Sessions:

**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) SECTION 188
NONDISCRIMINATION AND EQUAL OPPORTUNITY PROVISIONS
ANNUAL COMPLIANCE MONITORING REVIEW
FINAL REPORT PROGRAM YEAR (PY) 2023-24 and 2024-25**

This notification informs you of the results of the Employment Development Department's (EDD) Equal Employment Opportunity (EEO) on-site compliance monitoring review of NOVA for compliance to the WIOA Section 188 for PY 2023-24 and PY 2024-25. This review was conducted by Eric Neumeister, EEO Specialist on November 18, 2024.

Our review was conducted under the authority of WIOA Section 188 and its implementing regulation Title 29 Code of Federal Regulations Part 38. 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 regarding nondiscrimination and equal opportunity provisions for PY 2023-24 and PY 2024-25.

We collected the information for this report through a desk review of documents submitted by NOVA, the completed EDD's EEO Office Compliance Monitoring Guide completed by your Equal Opportunity (EO) Officer, interviews with NOVA representatives, and a review of applicable policies and procedures.

COMPLIANCE MONITORING REVIEW RESULTS

We conclude that, overall, NOVA is meeting applicable WIOA Section 188 requirements concerning nondiscrimination and equal opportunity provisions.

We identified a condition that may become a compliance issue if not addressed. Specifically, while reviewing random samples of WIOA participant (adult, dislocated worker, and youth), it was noticed copies of at least one driver's license or form of

Marlena Sessions
April 18, 2025
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identification was saved. Medical/disability information is provided on driver's licenses and potentially other forms of identification. To address this year's concern, we recommend that NOVA reviews *all* WIOA participant files to ensure that medical and disability-related information are not maintained in these files since such information is considered confidential, including on CalJOBSSM.

This report contains no findings or conditions; therefore, we are issuing this report as the final report.

Because the methodology for our monitoring review included sample testing, this report is not a comprehensive assessment of all of the areas included in our review. It is NOVA's responsibility to ensure that its systems, programs, and related activities comply with the WIOA grant program, federal and state regulations, and applicable state directives. Consequently, any deficiencies identified in subsequent reviews, such as an audit, would remain the 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 Eric Neumeister at Eric.Neumeister@edd.ca.gov or Kimberly Singh, EEO Office Manager, at Kimberly.Singh@edd.ca.gov.

Sincerely,

/s/ NICOLE PLACENCIA
State-level EO Officer

cc: Teri Brimacomb, Workforce Services Branch, MIC 50
Christopher Bernhardt, NOVA Consortium EO Officer



Dr. I. Angelov Farooq, Chair

Kaina Pereira, Executive Director

Gavin Newsom, Governor

May 14, 2025

Marlena Sessions
NOVA Workforce Development Board

SUBJECT: Approval for the Local Board to act as the AJCC Operator

Dear Director Sessions,

The California Workforce Development Board has received and carefully assessed your application to act as the AJCC One Stop Operator, in accordance with the criteria established in the Workforce Innovation and Opportunity Act (WIOA) and Workforce Services Directive WSD22-13. We are pleased to inform you that your Local Workforce Development Board has been approved to act as the America's Job Center of CaliforniaSM Operator, through June 30, 2029.

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

Sincerely,

A handwritten signature in blue ink, appearing to be 'Kaina Pereira', with a stylized flourish at the end.

Kaina Pereira, Executive Director
California Workforce Development Board

cc: Teri Brimacomb, Regional Advisor



Dr. I. Angelov Farooq, Chair

Kaina Pereira, Executive Director

Gavin Newsom, Governor

May 14, 2025

Marlena Sessions
NOVA Workforce Development Board

SUBJECT: Approval for the Local Board to act as Career Service Provider

Dear Director Sessions,

The California Workforce Development Board has received and carefully assessed your application to act as the Career Service Provider, in accordance with the criteria established in the Workforce Innovation and Opportunity Act (WIOA) and Workforce Services Directive WSD22-13. We are pleased to inform you that your Local Workforce Development Board has been approved to act as the Career Service Provider, through June 30, 2029.

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

Sincerely,

A handwritten signature in blue ink, appearing to read 'Kaina Pereira', with a long horizontal flourish extending to the right.

Kaina Pereira, Executive Director
California Workforce Development Board

cc: Teri Brimacomb, Regional Advisor