



Executive Committee Meeting Agenda

August 28, 2024, at 12:00 p.m. to 1:00 p.m.

456 West Olive Avenue, 1st Floor, Conference Room #174 (Spruce Room), Sunnyvale, CA

Meeting packet is also posted on the NOVAworks website: <https://novaworks.org/>.

General Information/Charter: The Executive Committee is responsible for overseeing the planning, execution and evaluation of the Strategic Plan goals and actions for the NOVA Workforce Board. The Executive Committee is also responsible for appointing a nominating committee for election of Board officers to be conducted at the last scheduled Board meeting of the calendar year. The Executive Committee has the authority to act on behalf of the full Board, and the responsibility of reporting those actions to the full Board at its next meeting. Membership on the Executive Committee includes the past Chairperson (1), Chairpersons (2), Vice Chairpersons (2), chairs of the committees, and other Board members appointed by the Chairs to complement the designated seats. A majority of the members represent the private sector, reflective of the full Board.

Action Items:

1. April 24, 2024, Minutes (enclosure)

Discussion Items:

1. Report-out on Annual Check-in with Board Members
2. NOVAworks Priorities in Preparation for Board Retreat
3. Update Launch Lab: Funding Development and Foundation Board Structure – For Potential Action (enclosure)
4. Report-out from May 8, 2024, NOVAworks Foundation Board Meeting
5. Federal Update: WIOA Reauthorization
6. Communications/Branding Refresh
7. Shared Prosperity Partnership Update
8. New Bylaws Implementation

Information Items:

1. Next Executive Committee Meeting: October 23, 2024, at 12:00 p.m.



NOVAworks Workforce Board Executive Committee
April 24, 2024 Meeting
Draft Minutes

Executive Committee members present: D. Cima, A. Manwani, M. Nemits, J. Morrill, S. Porter, A. Switky, and N. Williams

NOVAworks staff: M. Sessions, C. Bernhardt, and E. Stanly
Guest: Consultant Kevin Perkey

1. Call to Order:

The meeting was called to order at 12:01 p.m.

2. Action Items:

- a. February 22, 2024, Meeting Minutes: It was moved by A. Switky, seconded by D. Cima, and carried by voice vote to approve the February 22, 2024, retreat minutes as submitted, with one abstention by A. Manwani, and one change to the minutes under 2. General Business Action Item: a. "...to approve the December 13, 2023, (changed 2024 to 2023) meeting minutes as submitted."

3. Discussion Items:

- a. Proposed Revised Board Bylaws: Consultant Kevin Perkey reviewed the discussion at the February 22, 2024 retreat and memo, "Recommendations for Enhancing NOVAworks Workforce Board Bylaws", https://www.novaworks.org/documents/Ongoing/Memo_RecommendationsEnhancingBoardBylaws.pdf. In addition, recommended changes to the Board Bylaws were reviewed. Highlights of the discussion included, but were not limited to:
- Minimize specificity regarding WIOA requirements and include WIOA citations for discussion only.
 - Consider Board business practices as a separate document.
 - Recommend including cap for number of Board members.
 - Include Board officers on Governance Committee, that committee chair differs from Board co-chairs, and add Board development to committee responsibilities.
 - Replace the term diversity with clarifying language on composition.
 - Provide clarifying language on membership "Change in Status" and "Terms", standing committees, and membership appointment by Executive Committee.
 - Consider elimination of Board Alumni Network.
 - Consider separate guidelines for Foundation Board.
 - Change "Revisions" to Board Bylaws provision from "one month" to "30 days", with approval by super majority in attendance.

Recommended changes to the Board Bylaws will be agendized for discussion at the May 22 Board meeting, with recommendations forwarded to the Board one month before a scheduled votc at a later Board meeting.

- b. Follow-up to Executive Committee Retreat: Virtual Coffee Chats: Virtual coffee chats have been scheduled with Board members to discuss the new Innovation Launch Lab concept. NOVAworks and the NOVAworks Foundation will work in tandem to develop, test, and invest in new workforce development models. The chats are going well with input received from Board members. There will be a report-out at the next Board meeting.
- c. Report-out from February 13, 2024, NOVAworks Foundation Board Meeting: A handout of the report-out was distributed that can be reviewed by clicking here, https://novaworks.org/documents/Ongoing/Report_OutFeb13FoundationBoardMtg.pdf.
- d. Federal Update: WIOA Reauthorization: The WIOA reauthorization bill was passed by the U.S. House of Representatives and is being considered by the U.S. Senate. The bill includes a controversial provision to raise the training requirement expenditure from 30% to 50%. Some local workforce boards are concerned about meeting this goal without cutting other services to customers. The proposed bill will also include clarity on infrastructure and youth programs.
- e. Other Updates: The City of Mountain View recognized NOVAworks Director Marlana Sessions and NOVAworks manager Lelan Anders as contributors to the City's Economic Vitality Strategic Plan. In addition, the U.S. Department of Labor is interested in recognizing NOVAworks as a best practice with its CAREER National Dislocated Worker grant.
- f. The next Executive Committee Meeting is scheduled for June 26, 2024, at 12:00 p.m.

4. Adjournment:

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

NOVAworks Workforce Board
Executive Committee Meeting
Date: August 28, 2024

SUBJECT: Update Launch Lab: Funding Development and Foundation Board Structure – For Potential Action

Proposed Merger of the NOVAWorks Foundation Board and Executive Committee:

Overview:

To enhance strategic alignment, streamline governance, and leverage the strengths of both boards, NOVAworks staff proposes merging the NOVAworks Foundation Board with the Executive Committee. This merger aims to create a unified board structure that fosters efficient decision-making and amplifies NOVAworks' impact on workforce development.

Strategic Advantages:

- **Unified Vision and Strategy:** Merging the boards will ensure a cohesive vision and strategy across NOVAworks and our Foundation, aligning efforts toward shared goals and maximizing the impact of our Launch Lab initiatives.
- **Strengthened Fundraising Efforts:** The alignment of our boards will bolster our fundraising capabilities by presenting a unified vision to philanthropic partners and donors, improving strategic alignment in our resource development, and enabling more effective engagement with potential funders.
- **Enhanced Collaboration:** A unified board will facilitate stronger collaboration, enabling more integrated discussions and strategic planning that leverage the diverse expertise of all of our board members.
- **Streamlined Decision-Making:** Consolidating governance structures will reduce redundancy, improving decision-making processes and enabling more agile responses to workforce development opportunities and challenges.
- **Strengthened Advocacy and Influence:** A unified board will increase our ability to advocate for policy changes and systemic shifts, drawing on the combined influence and networks of all members to drive change and innovation.

Operational Advantages:

- **Efficiency in Governance:** Merging the boards will streamline administrative processes, reducing complexity and time spent on governance activities and allowing greater focus on our strategic priorities.
- **Resource Optimization:** A single board structure will enable better allocation and utilization of resources, ensuring that both financial and human capital are directed toward high-impact initiatives, particularly our Launch Lab efforts.
- **Consistent Communication:** Unified governance will ensure clear and consistent communication across all areas of NOVAworks, enhancing transparency and engagement among board members, staff, stakeholders, and external partners.

Next Steps:

1. **Discussion and Feedback:** Executive Committee members will be discussing this proposal, share insights, and provide feedback at the August 28 Executive Committee meeting.
2. **Consider a Vote on Recommendation:** Based on the discussion, members can consider whether to recommend the merger for approval, paving the way for a more cohesive and strategically aligned governance structure for NOVAworks and the NOVAworks Foundation.