



Meeting of the Board of Directors

Tuesday, May 9, 2023, 12:00 p.m. to 1:00pm

Please Note: Meeting will be held via videoconference call:

Zoom Link:

<https://us02web.zoom.us/j/84949696667?pwd=RUZaM09hTkVHODQwdFVjQXpQVWJVZz09>

Meeting ID: 849 4969 6667; Passcode: 244151; Phone: (669) 900-6833

Agenda

Call to Order

CONSENT

Approval of Agenda

Approval of October 4, 2022 Meeting Minutes (Enclosure)

ACTION

Up to \$200,000 for Reimagined Young Adult Services in Santa Clara and San Mateo Counties (Enclosure)

Financial Statement (Enclosure)

DISCUSSION

Review Foundation Workplan (Enclosure)

INFORMATION

Update Roadtrip Nation Project

Adjournment

NOVAworks Foundation
Meeting of the Board of Directors
Draft October 4, 2022 Meeting Minutes

Meeting was held remotely via videoconference.

Present: Frank Benest, Dennis Cima, Carl Cimino, Hilary Goodkind, Steve Levy, Michelle Nemits
Secretary/Treasurer: Marlena Sessions
NOVA Staff: Giang Pham

The meeting was called to order by President Carl Cimino at 12:03 PM.

Approval of Agenda motion was proposed by Mr. Frank Benest, seconded by Vice President Dennis Cima.

Approval of Meeting Minutes for the May 10 and September 20 meetings proposed by Mr. Frank Benest, seconded by Vice President Dennis Cima.

NOVA staff, Giang Pham presented a report out on the Foundation's Financial Statement. President Cimino called for a motion to approve the financial statement, which was proposed by Vice President Dennis Cima and seconded by Mr. Steve Levy.

President Cimino announced that he will be stepping down as Board president and called for a motion to elect Board Vice President, Mr. Cima as President. Mr. Benest proposed, Mr. Levy seconded.

President Cimino announced that Hilary Goodkind and Michelle Nemits have been appointed to the Foundation Board.

President Cimino presented a report-out on women and youth in the construction trades.

Secretary-Treasurer Marlena Sessions presented a report on the progress of the Foundation's grants, discussing status of the Irvine Foundation Hospitality Initiative and Google Library Grant.

NOVA staff Giang Pham provided an administrative update on the status of the Foundation.

The meeting was adjourned at 1:03 PM.



Meeting of the Board of Directors

Tuesday, May 9, 2022 at 12:00 p.m. to 1:00 p.m.

Up to \$200,000 for Reimagined Young Adult Services in Santa Clara and San Mateo Counties

It is estimated that more than 12,000 young adults in the NOVAworks region are not connected to two of the most significant economic stabilizing influences: education and early work experience. In response, over the past few months, starting with the December Executive Committee retreat, NOVAworks staff has been studying different service models and talking to NOVAworks Board members and youth development experts to help redesign services for young adults in this region. As a result, NOVAworks is launching a newly reimagined young adult program in Santa Clara and San Mateo counties. A concept paper with the mission, vision and goals for this program has been attached (Attachment 1). Through a competitive procurement process, NOVAworks seeks to contract with one or more service providers to serve more young adults, offer paid work experience opportunities, and provide the tools and resources to explore career pathways in the local economy.

To support this effort, NOVAworks will launch a community-wide awareness campaign of NOVAworks services and career pathways; establish baseline data and outcome measures to ensure progress is effectively tracked; leverage and align diverse resources to optimize financial support; and build partnerships across the landscape of agencies serving young adults to improve education and employment outcomes. Partnerships will include government, education, philanthropic and community-based organizations, young adults, and businesses.

NOVAworks staff is asking for the Foundation Board's approval of up to \$200,000 in funding from the NOVAworks Foundation for the newly reimagined young adult program in Santa Clara and San Mateo counties. The Foundation funding will provide NOVAworks with the ability to serve 40 young adults who could benefit from this program but are not eligible for WIOA funding, such as those who are undocumented. This funding will be leveraged with an additional \$800,000 from WIOA Title I youth funding for a total of approximately \$1,000,000 for the young adult program to serve a total of 200 young adults.



Young Adult Services Strategy and Action Plan

MISSION, VISION & GOALS

Mission

To deliver year-round programs offering a wide variety of career services, including paid work experience, to young adults throughout the NOVAworks region.

Vision

To provide young adults with opportunities to develop the skills and networks needed for economic mobility by building upon and leveraging community and industry partners, and in so doing, to make NOVAworks' young adult services known as a relevant and accessible service to youth throughout the region.

Project Overview:

Young adults are the future of our workforce, but it is estimated that more than 12,000 young adults in the NOVAworks region are not connected to two of the most significant economic stabilizing influences: education and early work experiences. NOVAworks seeks to contract with one or more service providers in order to (1) outreach to young adults throughout San Mateo County and northern Santa Clara County, and (2) deliver career and education services.

Project Goals

1. **Increase Capacity to Serve NOVAworks Young Adults:** Utilize a combination of WIOA and unrestricted funds to serve at least 200 youth in year one, increasing the number of youth served, year after year.

Objectives:

- Identify one or more service providers to cover full NOVAworks service area
- Serve 160 young adults with WIOA funding
- Serve 40 young adults (may include undocumented) with unrestricted funds

2. **Develop Paid Work Experience Opportunities:** Identify and develop industry partnerships across multiple industries (i.e., manufacturing, healthcare, trades, public sector, transportation, bioscience, IT, hospitality) and provide young adults with earn-and-learn opportunities that will help set them up for future career mobility and success.

Objectives:

- Create network of apprenticeship programs
- Develop on-the-job training options
- Develop paid internship opportunities

- 3. Provide Opportunities for Career Exploration:** Develop tools, resources, and job shadow opportunities for young adults in order to increase their awareness of career pathways in the local economy.

Objectives:

- Create online platform for career exploration
- Facilitate events for career exposure and information
- Develop job shadow opportunities

Strategic Priorities:

NOVAworks is building partnerships across industry sectors in order to improve education and employment outcomes for young adults. We work in partnership with government agencies, education institutions, philanthropic and community-based organizations, youth, and private sector employers.

Utilizing the strategic priorities below, we can improve systems designed to support young adult career and educational success.

- 1. Make Connections**

- Outreach to K–12 systems to increase awareness of NOVAworks services, local career pathways for young adults, and in-school youth
- Develop information flows between organizations serving youth

- 2. Transform Systems**

- Help to improve the impact of systems by coordinating service, codifying best practices, driving systems change, and expanding resources

- 3. Include Youth Voice**

- Engage youth to share their experience and utilize their expertise to inform system change

- 4. Engage Industry and Labor Partners**

- Identify skill gaps and entry points for careers leading to quality jobs

PROJECT ACTION PLAN

The following objectives and strategies will be implemented to achieve the goals of NOVAworks' expanded young adult programming:

- I. Establish a community-wide awareness campaign of NOVAworks services and local career pathways**
 - Increase career readiness and knowledge of local career pathways for ISY and OSY youth across high school districts and agencies serving youth
 - Implement social media campaign
 - Present information at local adult education and community college consortia
 - Connect with key staff at local offices of education
 - Enhance the NOVAworks website to provide referral information of available resources and programs
 - Participate in career fairs in high school districts throughout the region

- II. Develop relationships and partnerships with agencies serving young adults**
 - Assess landscape of agencies serving young adults
 - Quantify each agency's available services and resources, including targeted number of disconnected youth

- III. Seek external resources to bolster comprehensive services for young adults**
 - Align and access federal, state, and local public resources such as WIOA and other local resources to be deployed in an integrated service approach
 - Identify new funding resources to enhance services and resources (i.e., supportive services), training, *and* paid work experience
 - Optimize affiliation with Roadtrip Nation
 - Develop online learning platform(s)

- IV. Develop baseline data and outcome measures**
 - Establish baseline measures of number and rate of young adults to be served by collaborative partners
 - Ensure all communities are actively represented and participating, including system-involved youth (i.e., foster, justice), youth with disabilities, LGBTQ+ youth, and those communities disproportionately disconnected to education and careers
 - Create and distribute an annual report to the NOVAworks Workforce Board on progress to goal, changes in strategies, and narratives of impact

Summary of NOVAworks Foundation	9/1/2022-4/28/2023
SUMMARY	
Beginning Balance	\$ 1,121,353.41
Contributions this Fiscal Year	
Individual Donations	\$ 3,394.68
Stanford Design Fellowship Stipend	\$ 5,000.00
LinkedIn Social Impact Grant	\$ 50,000.00
Google Tides Foundation Grant	\$ 50,000.00
Total Available	\$ 1,229,748.09
Expenses this Fiscal Year	
Participant Wages / Program Support	\$ 1,282.59
Consulting Work	\$ 3,984.00
Fees / Insurance / Taxes	\$ 1,692.06
Ending Balance	\$ 1,222,789.44

Initial Considerations for Pursuing Future Growth Opportunities

May 2, 2023

The purpose of this document is to provide a status report of NOVAworks Foundation activities and obligations and to outline resources and considerations required for the organization to evolve into a major West Coast “think and do” tank - “a petri dish for innovation.”

Current activities and priorities

- **Fulfilling current grant obligations**
 - Irvine hospitality grant
 - \$575,000/Providing greater career mobility for hospitality workers from historically excluded communities based on human centered programming
 - Google/Tides unrestricted grant
 - \$250,000
 - Google/Tides library grant
 - \$50,000/Supporting NOVA community engagement at Redwood City libraries
 - LinkedIn General support grant
 - \$50,000/Supporting Roadtrip Nation partnership
 - LinkedIn Advertising grant
 - \$50,000
- **Fund Development for future - TBD - discussion by Board**

Fulfilling Foundation vision of West Coast workforce “think and do tank”

- Market research/landscape analysis
 - Who else is in the think and do tank space?
 - What are various philanthropic models?
 - What questions should we be asking?
 - Fund Development
 - Goals re. pursuing unrestricted and restricted funding
- Synergies with NOVA workforce development board
 - Outreach to prospective participants
 - Particularly with young adult participants
- Next Steps
 - Develop full narrative for review with Foundation Board
 - Timetable, narrative team and content to be determined
 - Develop thought leader group
 - Send to thought leaders at appropriate time