



NOVA Workforce Board  
March 27, 2019 Meeting Minutes

**PRESENT:** T. Baity, V. Dang, L. de Maine, P. Guevara, E. Hamilton, K. Harasz, B. Knopf, M. Lucero, A. Manwani, J. Morrill, S. Porter, and A. Switky

**ABSENT:** S. Borgersen, J. Chu, C. Cimino, L. Dalla Betta, B. Field, R. Foust, C. Galy, B. Guidry-Brown, H. Goodkind, J. Hill, L. Labit, S. Levy, J. Miner, J. Ruigomez, J. Sugiyama

**ALSO PRESENT:** K. Stadelman and E. Stanly

**1. CALL TO ORDER**

Co-Chairperson J. Morrill called the meeting to order at 12:05 p.m.

**2. PUBLIC ANNOUNCEMENTS**

No public announcements.

**3. APPROVAL OF AGENDA**

It was moved by M. Lucero, seconded by V. Dang and carried by voice vote to approve the agenda as submitted.

**4. CHAIRPERSON'S REPORT**

4A. Presentation from Board Member Lionel de Maine of Sequoia Adult School (SAS) on the Adult Education System: Highlights of the presentation included:

- The first adult school was founded in San Francisco in 1856. By 1900, schools opened in Sacramento, Oakland, San Jose and Los Angeles, were referred to as Americanization Centers and were part of the K-12 education system. The major role was serving those most in need and integrating immigrants. They were offered in the local communities and were tuition free (which continues today).
- The adult school system has undergone changes over the last decade that included a budget crisis in 2007-8 with no dedicated funding, a restructuring of adult education in 2013 via AB 86, new infusion of funding through the Adult Education Block Grant (AEBG) in 2015-16 via AB 104, and was renamed CAEP with a cost of living adjustment added in 2017-18. The other major funding source for adult education is the Workforce Innovation and Opportunity Act (WIOA) Title II. While funding is more stable today, it is still inadequate to meet the needs.

- AEBG was implemented to improve coordination and integrate a regional service delivery system to provide education/workforce services to underserved adults resulting in employment with living wages and full engagement in society. There are three local consortia of adult education providers in the region: San Mateo County (ACCEL), Northern Santa Clara County (NSCCC) and South Bay (SBCAE). As a result of these consortia, there has been more of a focus on marketing, recruitment and the students' needs and coordination among diverse agencies, between colleges and schools, and across WIOA Title I and Title II. Working together has also emphasized the need for a common data system that can track referrals between agencies and progress following transfers. A new system is now being explored.
- Today, the major program areas include: adult basic education (ABE), adult secondary education (ASE), English as a Second Language (ESL) and English Literacy and Civics, and Career and Technical Education (CTE). Additionally, there are services provided to defined populations and focus on discrete outcomes. Adult schools also offer Community Enrichment classes that vary by school and are funded through fees.
- Student characteristics served through this system: gender-female (60%)/male (40%); age-20-29 years old (30%), 30-39 (24%), 40-54 (23%), and 18-19 and 55+ (10% and 13%, respectively); ethnicity- Hispanic (60%), White (15%), Asian (15%), African American (5%) and Other (5%); native language-Spanish (48%), English (32%), Other (10%), Chinese (5%), Vietnamese (3%) and Arabic and Russian (1% each); prior educational attainment- none (54%), HS diploma (25%), BA/BS (9%), some college (4%), certificate and AA/AS (3% each) and HSE (2%); and employment status at entry- unemployed (42%), employed (41%), and not in labor force (17%).
- Sequoia Adult School alumni are active academically and have achieved great success as shown in the number who have taken college-level classes, taken ESL classes, acquired college credits and enrolled in college leading to a degree.
- Adult schools have a history of serving most in need, serve 2/3 of ESL students across the state, focus on community and family sustaining wages and have a crucial role to play in the changing economy.

## **5. EXECUTIVE DIRECTOR'S REPORT**

Director Kris Stadelman reported out on the following items:

5A. Follow-up to Board Retreat: The director thanked members for attending the retreat, with a special thanks to those who presented over the course of the day. Proposed solutions to the challenges facing low-income, disadvantaged customers in accessing sustainable employment will be tackled by the Expanding Reach and Emerging Trends task forces going forward with meetings scheduled in April and May, respectively.

5B. Updates WIOA Implementation and Regionalism: There are nearly eight WIOA directives that the local workforce boards will need to comply with over the next several months that includes the renewal of the Memorandum of Understanding with mandated partners that is getting underway. Several of these WIOA requirements have been agendized for Board approval during this meeting. Regionalism continues to be a challenge but the State has recently provided some relief. At the November Board meeting, the Board expressed an interest in sending a letter to the State about concerns with the State's direction regarding regionalism, specifically, as it pertains to the Prison to Employment (P2E) regional

initiative that could serve as the template for how business will be conducted in the future. The letter was sent to the State, shared with the Executive Committee meeting at the December meeting and is available for review. As a result of the letter and similar concerns expressed by other local boards, the State has changed some of its requirements, specifically, the regional lead will no longer be liable for how each local board within the region spends its funding and the role of the regional lead will be divided into two roles: project lead and fiscal agent. NOVA will continue to be the fiscal agent for the Bay-Peninsula region, with the project lead changing based on the project. For example, the project lead for the P2E initiative is work2future and the project lead for Slingshot is the San Francisco workforce board. However, the State's requirements for implementing these initiatives continue to be challenging. For example, the State just announced funding awards for P2E and Bay-Peninsula received 1.8 million for two years, just 43% of the funding requested, and is calling for each region to modify its proposal and budget based on this revised funding, complete procurement and award contracts by May 1.

5C. Update San Mateo County Services: Previously, NOVA had discontinued contracting with Skyline College through mutual agreement given the challenges experienced with recruiting customers to the SparkPoint Center there. With the agreement of Skyline, NOVA continued to provide services at the center on a limited basis using NOVA staff. Unfortunately, the challenges with recruiting customers have persisted and NOVA services have now been discontinued at Skyline. NOVA is exploring other prototypes for meeting the needs of customers there that will be discussed further with Expanding Reach Task Force.

5D. Future Topics for Study Session: Last July, the Board hosted a study session at the July Board meeting. Given the success of this session, staff is proposing to continue hosting study sessions at the July meetings. The Board was asked to forward any ideas for topics to the director. Two topics under consideration include: education reform and the retirement wave. As with the last study session, no voting would take place at this meeting.

## 6. PUBLIC HEARING

6A1. Approval of Minutes of November 28, 2018 Meeting: It was moved by T. Baity, seconded by A. Manwani and carried by voice vote to approve the November 28, 2018 Board meeting minutes as submitted, with abstentions from P. Guevara and S. Porter.

6A2. Approval of Minutes of January 23, 2019 Retreat: It was moved by L. de Maine, seconded by A. Switky and carried by voice vote to approve the January 23, 2019 retreat minutes as submitted, with abstentions from P. Guevara.

### 6B. GENERAL BUSINESS:

6B1. Approval of WIOA Regional Plan Modification: At the January Board retreat, the Board approved the WIOA Local Plan Modification for NOVA. The Regional Plan Modification for PY 2017-2020 has now been completed and agendized for Board approval. The Regional Plan modification is required to focus on: Aligning, coordinating, and integrating reentry and workforce services to the formerly incarcerated and other justice-involved individuals.

The four Workforce Development Boards in the Bay-Peninsula region worked closely together in coordinating their stakeholder engagement process, developing strategies to strengthen the system of reentry and workforce services for formerly incarcerated and other justice-involved individuals, and planning for the successful deployment of upcoming Prison to Employment (P2E) resources. The Regional Plan includes an assessment of services needed and regional alignment of services, current programming and programming in development, coordination with partners, the role of employers, and the importance of supportive services to assist with overcoming barriers to success. An extensive and robust community engagement process was completed that included reaching out to an extensive list of partners, hosting listening sessions, and meeting individually with new partners. In addition, public notices were posted in each of the job centers across the region, as well as online and on the State Board website. It was moved by A. Manwani, seconded by L. de Maine and carried by voice vote the approval of the WIOA Regional Plan Modification.

6B2. Approval of Application for WIOA Subsequent Local Area Designation and Local Board Recertification: State Draft Directive WSDD-196 requires that local workforce boards must reapply for subsequent local area designation and local Board recertification every two years. There are no changes proposed for the NOVA Workforce Development Area that includes the current eight jurisdictions: San Mateo County and seven cities (Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara and Sunnyvale) in northern Santa Clara County. The NOVA Workforce Development Area is in compliance with all WIOA mandated requirements including negotiating performance goals, participating in regional planning engagement activities and adherence to Local Area Assurances. In addition, the NOVA Workforce Board membership comprises representation from all of the required WIOA membership categories, has met or exceeded all performance measures, and sustained fiscal integrity. This application satisfies all requirements stipulated by WIOA and the State. It was moved by E. Hamilton, seconded by V. Dang and carried by voice vote to approve the application for WIOA Subsequent Local Area Designation and Local Board Recertification.

#### 6C. DISCUSSION

6C1. Opportunity for Dialogue among Board Members and Director: There were no topics identified for discussion at this meeting.

#### 6D. GENERAL INFORMATION

6D1. Grant Status/Status of Funds: The report was included in the Board meeting packet. Future reports will include a line item for regional projects.

6D2. 2019 NOVA Board Meeting Schedule: The 2019 Board meeting schedule was included in the Board meeting packet. Members were encouraged to mark their calendars.

### 7. ADJOURNMENT

The meeting was adjourned at 1:35 p.m.