



NOVA WORKFORCE BOARD AGENDA
12:00 NOON to 1:30 p.m., WEDNESDAY, November 30, 2016
LOS ALTOS ROOM, 505 W. OLIVE AVE., SUITE #767, SUNNYVALE, CA

1. **CALL TO ORDER**
2. **PUBLIC ANNOUNCEMENTS**
3. **APPROVAL OF AGENDA**
4. **REPORT FROM THE CHAIR** **Motion Information**
 - 4A. January 25, 2017 Board Retreat
5. **REPORT FROM THE EXECUTIVE DIRECTOR** **Information**
 - 5A. Updates WIOA Implementation: Regional/Local Plan, MOU Phase II and Procurement
 - 5B. Updates with Facility Space for NOVA
 - 5C. Presentation to San Mateo County Board of Supervisors
6. **PUBLIC HEARING**
 - 6A. Approval of Minutes of September 28, 2016 Meeting (**Enclosure**) **Motion**
 - 6B. GENERAL BUSINESS:
 - 6B1. Election of NOVA Workforce Board Officers for Calendar Year 2017 (**Enclosure**) **Motion**
 - 6B2. Appointment of Community Member to Board Executive Committee and Legislative Committee (**Enclosure**) **Motion**
 - 6B3. Approval of Approach to Procure One-Stop Operator for NOVA Workforce Board Workforce Development System (**Enclosure**) **Motion**
 - 6B4. Recommendation to Approve Workforce Innovation and Opportunity Act (WIOA) Title I Adult/Dislocated Worker and Youth Technical Assistance Guides (**Enclosure**) **Motion**
 - 6B5. Report from Finance Committee on Year-End Finance Report **Information**
 - 6C. DISCUSSION:
 - 6C1. Opportunity for Dialogue among Board Members and Director: 2016 Election
 - 6D. GENERAL INFORMATION:
 - 6D1. Grant Status/Status of Funds (**Enclosure**) **Information**
 - 6D2. 2017 Board Meeting Schedule (**Enclosure**) **Information**
7. **ADJOURNMENT**

SCHEDULED MEETINGS

NOVA Board Retreat, Wednesday, January 25, 2017, 7:45 a.m. to 1:30 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.



NOVA WORKFORCE BOARD
Draft MINUTES
September 28, 2016

PRESENT: V. Dang, R. Foust, J. Garcia, P. Guevara, B. Guidry-Brown, K. Harasz, B. Knopf, L. Labit, A. Manwani, J. Morrill, J. Ruigomez, A. Switky

ABSENT: T. Baity, F. Benest, S. Borgersen, J. Chu, C. Cimino, L. Dalla Betta, L. DeMaine, J. Dittrick, B. Field, C. Galy, H. Goodkind, E. Hamilton, J. Hill, S. Levy, M. Marlaire, J. Miner, J. Sugiyama

ALSO PRESENT: K. Stadelman, C. Stahl, E. Stanly

1. CALL TO ORDER

Co-Vice Chairperson Ms. Morrill called the meeting to order at 12:06 p.m.

2. PUBLIC ANNOUNCEMENTS

There were no Public Announcements.

3. APPROVAL OF AGENDA

Ms. Stadelman suggested that item 6B3- Updates with New Workforce Accelerator Grants be moved to the top of General Business as the presenter, Luther Jackson, needs to leave the meeting early. It was moved by Ms. Dang, seconded by Mr. Switky and carried by voice vote that the agenda be approved as amended.

4. CHAIRPERSON'S REPORT

Ms. Morrill introduced Mr. Kent Steffens, Assistant City Manager, City of Sunnyvale. Mr. Steffens gave a detailed presentation on the City of Sunnyvale Civic Center Plans and Facility Space for NOVA. Mr. Steffens advised that the plans for the Civic Center Modernization would be going to the Sunnyvale City Council for a decision on October 25th.

Ms. Morrill introduced new Board Members Ms. Rosanne Foust of the San Mateo County Economic Development Association (SAMCEDA) and Mr. James Ruigomez of the San Mateo County Building and Construction Trades Council and welcomed both to the Board.

5. EXECUTIVE DIRECTOR'S REPORT

Ms. Stadelman gave update on Federal Workforce Innovation and Opportunity Act (WIOA) implementation process and timeline. We are working on finishing our local plan by December. Our local plan will then be included in the regional plan along with San Francisco, Work2Future and San Benito and is due on March 15th.

Ms. Stadelman also gave an update on the following items:

- Mature Worker Program Ribbon Cutting- On Monday, we held a ribbon-cutting event to kickoff the Mature Worker Program.
- California Workforce Association Meeting of the Minds- Ms. Stadelman, Ms. Stahl and NOVA Board Chair Mr. Chris Galy all attended the meeting in Monterey. Mr. Galy participated on a panel that discussed the Gig Economy.
- Finance Committee - The Finance Committee has a new Chairperson. Ms. Elaine Hamilton volunteered to be the new Chair for this committee. Ms. Ladan Dalla Betta and Mr. Bruce Knopf also volunteered to sit on this committee.

6. APPROVAL OF MINUTES

Approval of Minutes of the May 25, 2016 Board Meeting: It was moved by Ms. Harasz, seconded by Ms. Dang and carried by voice vote that the minutes to the May 25, 2016 Board meeting be approved as submitted.

7. PUBLIC HEARING

General Business:

6B3. Updates with New Workforce Accelerator Grants- Mr. Jackson gave a quick update on the grants- Disability Employment Accelerator (DEA) focusing on customers on the Autism spectrum; YesWeCode, which help minorities get into careers in technology; SlingShot, understanding and addressing silicon valley tech talent acquisition and retention challenges; RICOG (Advanced Transportation Opportunity Initiative, connecting students and educators with advanced transportation careers; and Upwardly Global, addressing job seeker competitiveness, skill gaps, employment opportunities with immigrants who were professionals in their country but have not obtained a similar job in the United States.

6B1. Approval of Ten Priority Strategies for WIOA Local Plan and Approach to Procurement of NOVA's Workforce Development System: Board Members reviewed the report and key strategies. Members agreed that this is the correct approach for us to take.

It was moved by Mr. Garcia seconded by Ms. Manwani and carried by voice vote that the Approval of Ten Priority Strategies for WIOA Local Plan and Approach to Procurement of NOVA's Workforce Development System be approved as submitted.

6B2. Participation in America's Promise Job-Driven Grant Application- NOVA was asked to partner with the McKinsey Global Institute (MGI) on a grant application for America's Promise. McKinsey Institute decided not to proceed with the grant application.

6B4. Presentation of Video- Ms. Stadelman showed the RICOG video and website on the Advanced Transportation Opportunity Initiative. This can be seen online at green-light.tech.

8. ADJOURNMENT

Co-Vice Chairperson Ms. Morrill adjourned the meeting at 1:32p.m.

Respectfully Submitted by Tisha Johnson



Date: November 30, 2016

To: NOVA Workforce Board

From: NOVA Workforce Board Nominating Committee

Subject: Election of NOVA Workforce Board Officers for Calendar Year 2017

INTRODUCTION:

The NOVA 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 2017 will take place at the November 30, 2016 Board meeting.

DISCUSSION:

As stipulated in the NOVA Workforce 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 2017, the NOVA Board faces many challenges and opportunities, including: the implementation of the new federal Workforce Innovation and Opportunity Act (WIOA) that brings new provisions and requirements that include the development of a local and regional four-year plan and procurement of the one-stop system; the continued transition of San Mateo County to the NOVA consortium; a hybrid service-delivery system whereby NOVA is both directly providing services at the NOVA Job Center in Sunnyvale and contracting out services in San Mateo County; and the ongoing volatility in federal funding. Given these challenges and opportunities ahead, at the October 19 Executive Committee meeting, the Committee approved the staff recommendation to continue with two co-chairperson seats for the NOVA Board for the coming year.

The Board Bylaws also stipulate that the election of Board officers shall occur at the last scheduled Board meeting of the calendar year. As such, the election of Board officers for 2017 shall take place at the November 30, 2016 Board meeting, as follows: two Co-Chairpersons (WIOA requires that they represent business) and two Vice Chairpersons. 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 of board officers for 2017 is as follows:
Co-Chairpersons: Chris Galy and Jennifer Morrill,
Vice Chairpersons: Julian Chu (private sector seat) and Poncho Guevara (public sector seat).

At the November 30, 2016 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.

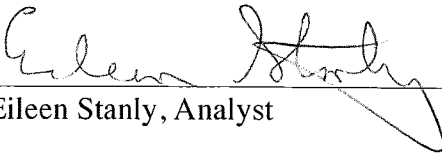
ALIGNMENT WITH STRATEGIC PLAN:

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

RECOMMENDATION:

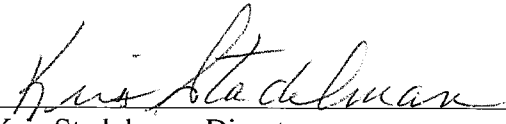
The NOVA Workforce Board Nominating Committee recommends that the NOVA Workforce Board, at its November 30, 2016 meeting, conduct an election of Board officers in compliance with its Bylaws.

Prepared by:



Eileen Stanly, Analyst

Reviewed and Approved by:



Kris Stadelman, Director



Date: November 30, 2016

To: NOVA Workforce Board

From: NOVA Workforce Board Executive Committee

Subject: **Appointment of Community Member to Board Executive Committee and Legislative Committee**

INTRODUCTION:

The Workforce Innovation and Opportunity Act (WIOA) requires that the standing committees, commissioned by the local workforce board, must be chaired by a member of the local workforce board, be comprised of workforce board members and have representatives from the community who are not formal members of the Board but have experience and expertise that support the Board's goals and customer-focused services to individuals and businesses (20 CFR 679.360 (a)). The statute also encourages local boards to appoint to standing committees those community stakeholders who were former Board members and continue to have a stake in the success of Board decisions. The NOVA Workforce Board has three standing committees: Executive Committee, Legislative Committee and Youth Committee

Former NOVA Workforce Board member Dennis Cima is being recommended for appointment to the community seat on the Executive Committee and Legislative Committee. Mr. Cima of the Foothill-De Anza Community College District and formerly of the Silicon Valley Leadership Group brings a unique wealth of knowledge and experience that will be an invaluable asset to the Board's future work. In addition, as former NOVA Board co-chair, he will bring a deep understanding of the Board's vision and strategic work, governance, structure and membership. At the November 30 Board meeting, the NOVA Board will be asked to approve the appointment of Mr. Dennis Cima to the community seat on the Executive Committee and Legislative Committee. The community seat on the Youth Committee is already filled and in compliance with WIOA.

DISCUSSION:

Under the federal Workforce Innovation and Opportunity Act (WIOA), local workforce boards have flexibility in determining what standing committees will be formed to best meet the needs of the Board's work (20 CFR 679.360). The NOVA Workforce Board has three standing committees: Executive Committee, Legislative Committee and Youth Committee. The other Board work groups are either subcommittees of the Executive Committee or short-term task forces. For those standing committees commissioned by the local workforce board, WIOA requires that they be chaired by a member of the local workforce board, be comprised of workforce board members and have representatives from the community who are not formal members of the Board but have experience and expertise that support the Board's goals and customer-focused services to individuals and businesses (20 CFR 679.360 (a)). The statute also encourages local boards to utilize those community

stakeholders who were former Board members and continue to have a stake in the success of Board decisions.

Former NOVA Workforce Board Co-chair Dennis Cima of the Foothill-De Anza Community College District and formerly of the Silicon Valley Leadership Group is being recommended to fill the community seat on the two standing committees: Executive Committee and Legislative Committee. Mr. Cima brings a unique combination of knowledge and experience pertaining to both the talent requirements of Silicon Valley employers and the education and training needs of the local workforce in order to fill skill-gaps in demand-driven occupations. In addition, Mr. Cima, who previously served on the NOVA Workforce Board for nearly eight years including in a leadership role, brings a deep understanding of the Board's vision and strategic work, governance, structure and membership.

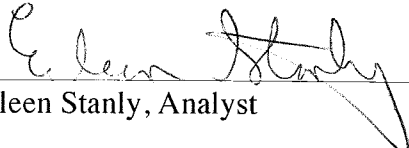
Appointment of Mr. Cima was discussed at the October 19 Executive Committee meeting. The NOVA Workforce Board is being asked to approve appointment of Mr. Dennis Cima to the community seat on the NOVA Workforce Board standing committees: Executive Committee and Legislative Committee. The Board Youth Committee already has a representative from the community who is not a NOVA Board member and is in compliance with WIOA requirements.

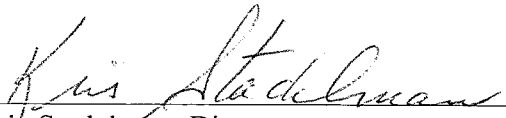
ALIGNMENT WITH STRATEGIC PLAN:

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

RECOMMENDATION:

The NOVA Workforce Board is being asked to approve the appointment of Mr. Dennis Cima to the community seat on the NOVA Workforce Board standing committees: Executive Committee and Legislative Committee.

Prepared by: 
Eileen Stanly, Analyst

Reviewed and Approved by: 
Kris Stadelman, Director



Date: November 30, 2016

To: NOVA Workforce Board

From: NOVA Staff

Subject: **Approval of Approach to Procure One-Stop Operator for NOVA Workforce Board Workforce Development System**

INTRODUCTION:

At the September 28 Board meeting, the Board approved a competitive procurement process for Workforce Innovation and Opportunity Act (WIOA) workforce services provided in San Mateo County and approved of NOVA continuing to directly deliver career services at the NOVA Job Center in Sunnyvale. A decision regarding an approach to procuring the One-Stop Operator under WIOA was deferred until the November 30 Board meeting pending additional clarification and direction from the State and U.S. Department of Labor.

NOVA has now received clarification from the State on the selection of the One-Stop Operator with the release of State Draft Directive WSDD-153. The directive specifies that the One-Stop Operator must be competitively procured at least once every four years. Additionally, the directive further states that the function of the One-Stop Operator is limited to coordinating the service delivery of required one-stop partners and service providers; and/or ensuring the implementation of partner responsibilities and contributions through the Memorandums of Understanding-Phase I & II. In order to comply with the requirements under WIOA and State Draft Directive WSDD-153, NOVA staff is recommending that the required One-Stop Operator function be competitively procured to an organization or individual/consultant. The One-Stop Operator function will be limited to coordinating activities for the one-stop partners by hosting stakeholder meetings four times a year. The Board is being asked to approve this recommended approach for the selection of the One-Stop Operator under WIOA.

DISCUSSION:

At the September 28 Board meeting, the Board approved an open and competitive procurement process for WIOA workforce services provided in San Mateo County, similar to what has been done in the past. The process is expected to be completed in the spring of 2017. Recommendations for selection of service providers will be forwarded to the Board at its March 22, 2017 Board meeting and to the Sunnyvale City Council for approval in June. Contracts will begin July 1, 2017.

In addition, at the September 28 Board meeting, the Board approved of NOVA directly delivering career services at the NOVA Job Center in Sunnyvale, as it has for many years. As per State Draft Directive WSDD-153, NOVA, serving as the administrative entity for the NOVA workforce delivery system, will be required to seek approval to directly provide career services at the Job Center in Sunnyvale from the Sunnyvale City Council and Governor. This will entail submitting an application

and supporting documentation regarding performance, efficiencies and presence of a firewall to the State Board by March 1, 2017, with notification regarding approval or denial received by May 1, 2017.

At the September 28 Board meeting, there was also some discussion about possible options for approaching procurement of the One-Stop Operator under WIOA. Since the WIOA procurement requirements for the One-Stop Operator were still evolving and NOVA was awaiting further clarification from the State and U.S. Department of Labor, this item was deferred until the November 30 Board meeting. The State has now provided clarification through Draft Directive WSDD-153, released on September 30, about the selection of the One-Stop Operator under WIOA. According to WSDD-153, local workforce boards must select their One-Stop Operator through a competitive bid process at least once every four years. As part of this competitive process, local boards must articulate the expected roles and responsibilities of the One-Stop Operator. WSDD-153 further specifies that the role of the One-Stop Operator is limited to: coordinating the service delivery of required one-stop partners and service providers; and/or ensuring the implementation of partner responsibilities and contributions agreed upon in Memorandums of Understanding-Phase I & II.

In order to comply with the requirements under WIOA and State Directive WSDD-153, NOVA staff is recommending that the required One-Stop Operator function be competitively procured to an organization or consultant. The One-Stop Operator function will be limited to coordinating activities for the one-stop partners by hosting stakeholder meetings four times a year. The Board is being asked to approve this recommended approach for the selection of the One-Stop Operator under WIOA.

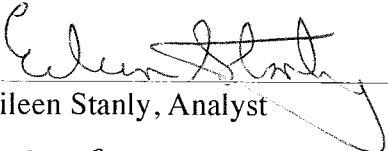
This recommended approach for procurement of the One-Stop Operator has been discussed with the Board Executive Committee and Regionalism Task Force.

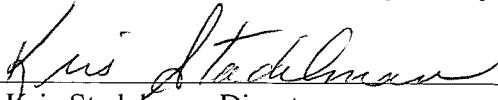
ALIGNMENT WITH STRATEGIC PLAN:

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

RECOMMENDATION:

The Board is being asked to approve the recommended approach for the selection of the One-Stop Operator under WIOA and that is to competitively procure to an organization or consultant the required One-Stop Operator function. This function will be limited to coordinating activities for the one-stop partners by hosting stakeholder meetings four times a year.

Prepared by: 
Eileen Stanly, Analyst

Reviewed and Approved by: 
Kris Stadelman, Director



Date: November 30, 2016

To: NOVA Workforce Board

From: NOVA Staff

Subject: **Recommendation to Approve Workforce Innovation and Opportunity Act (WIOA) Title I Adult/Dislocated Worker and Youth Technical Assistance Guides**

INTRODUCTION:

As with the former Workforce Investment Act (WIA), the Workforce Innovation and Opportunity Act (WIOA) requires Local Workforce Development Boards to develop their own policies and procedures that are aligned with the WIOA and the final regulations. In reviewing the act and regulations, NOVA staff has updated additional policies and procedures to align with WIOA. Additional policies and procedures will be updated in the future as the State Employment Development Department (EDD) issues further guidance.

DISCUSSION:

With the implementation of WIOA and the publication of the final regulations, NOVA staff has updated additional policies and procedures that were in effect under the WIA. The WIOA Title I Adult/Dislocated Worker and Youth Technical Assistance Guides have been updated to reflect changes to eligibility with the transition to WIOA. This policy guidance is based on WIOA final rules spanning WIOA Titles I–IV, which were made publicly available in late June 2016. The WIOA final rules pertaining to Title I were published in the Federal Register on August 19, 2016, and become effective on October 18, 2016.

The purpose of the WIOA Eligibility Technical Assistance Guide (TAG) is to provide the policies and procedures regarding criteria and documentation sources for establishing WIOA Title I program eligibility for adults, dislocated workers and youth. The TAGs establish minimum eligibility determination and verification standards to be implemented for WIOA registrants.

NOVA's local policies and procedures are printed in *bold, italic type*. Most of the local policies have no substantial change to those under WIA with the exception of the local definition of "Requires Additional Assistance to Enter or Complete an Educational Program or Secure and Hold Employment" for youth. Experience working with youth under the WIA program provided staff an opportunity to evaluate barriers that youth possessed. The updated youth TAG better defines the areas youth need assistance. This TAG will be updated as further guidance is issued

by DOL and/or EDD. In addition, each TAG includes an attachment, which outlines a description of services that must be made available to WIOA program participants.

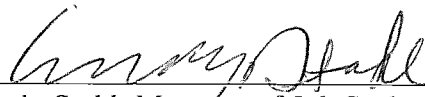
ALIGNMENT WITH STRATEGIC PLAN:

These policies and procedures do not align directly with any of the strategic planning initiatives of the Board. However, as a recipient of grant funds, the board is responsible for complying with the regulatory requirements of the investor. These policies and procedures are required from the Workforce Innovation and Opportunity Act regulations.

RECOMMENDATION:

At the November 30 Board meeting, Staff recommends that the NOVA Workforce Board approve the WIOA Title I Adult/Dislocated Worker and Youth Technical Assistance Guides.

Prepared by:


Cindy Stahl, Manager of Job Seeker Services

Approved by:


Kris Stadelman, Director

NOVA Grant Status Report

For the Period from July 1, 2016 thru November 5, 2016						Accounting Period 5		38% of year	
Source	Title	Period of Performance From	To	PY16 Avail Total	PY16 Avail Spend - Plan	PTD Spend Actual	% Act/Plan	Balance of Plan	
WIOA	Adult	07/16	06/18	2,117,475	1,677,193	378,717	23%	1,298,476	
WIOA	Dislocated Worker	07/16	06/18	2,843,573	2,235,384	537,104	24%	1,698,280	
WIOA	Youth	04/16	06/18	2,186,911	1,748,629	482,115	28%	1,266,514	
WIOA	Rapid Response	07/16	06/17	1,414,845	1,414,845	398,623	28%	1,016,222	
WIOA	RR Layoff Aversion	07/16	06/17	407,813	407,813	80,781	20%	327,032	
	<i>Allocation Subtotal</i>			8,970,617	7,483,865				
CWDB	Addnl Asst Grant IV	12/15	12/16	463,130	463,130	247,235	53%	215,895	
DOL NDWG	Silicon Valley DW	01/16	12/17	1,187,748	1,187,748	496,652	42%	691,096	
H1-b	Ready-to-Work	11/14	10/18	3,341,546	1,500,000	90,207	6%	1,409,793	
Found	LinkedIn Engageln 2			28,681	28,681	8,257	29%	20,424	
CWDB	Slingshot 2015	06/15	09/16	15,386	15,386	15,386	100%	-	
CWDB	Slingshot 2016	03/16	03/18	100,000	99,298	5,446	5%	93,852	
CWDB	RICO III	06/15	12/16	58,287	58,287	35,797	61%	22,490	
CWDB	WF Accel 3.0 (YWC)	06/16	06/17	150,000	150,000	6,884	5%	143,116	
EDD	Disability Employment	06/16	12/17	150,000	120,000	18,988	16%	101,012	
	Upwardly Global	06/16	06/17	50,000	50,000	4,787	10%	45,213	
	Prop. 39	1/15	12/16	1,725	1,725	894	52%	831	
	SUBTOTAL			14,517,120	11,158,120	2,807,873	25%	8,350,246	
	NOVA Foundation			33,365	33,365	933	3%	32,432	
	Total NOVA			14,550,485	11,191,485	2,808,806	25%	8,382,678	
Budget w City				10,500,000					

Notes:

- DOL NDWG: Funding obligated for \$3.2M. DOL has released 1st increment of \$1,539,570.
- Slingshot 2016 Funding obligated for \$1M. CWDB awarded 1st increment of \$100,000.
- CWDB Addnl Asst Grant IV 9/16: Received additional \$250,000 for ITA training. Requested extension to 3/17
- Rescissions 2nd Round of Funding Rescissions = \$24,905

2017 NOVA WORKFORCE BOARD MEETING SCHEDULE

Wednesday NOVA Workforce Board Retreat	January 25, 2017	All Day
Wednesday	March 22, 2017	12:00 — 1:30 p.m.
Wednesday	May 24, 2017	12:00 — 1:30 p.m.
Wednesday	July 26, 2017	12:00 — 1:30 p.m.
Wednesday	September 27, 2017	12:00 — 1:30 p.m.
Wednesday	November 29, 2017	12:00 — 1:30 p.m.
Wednesday NOVA Workforce Board Retreat	January 24, 2018	All Day

With the exception of the Board Retreats, which are held offsite, all Board meetings are held on the NOVA campus in the Los Altos Room, Suite #767.