



Executive Committee Meeting Agenda
December 18, 2019 at 12 Noon
Sunnyvale Room, NOVA, Suite 620

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. This includes identifying work assignments for the committees and shaping the agenda for the general Board meeting. 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: *(Items that require formal Committee action and vote)*

1. Approval of October 16, 2019 Meeting Minutes (enclosure)

Discussion Items: *(Items that need Committee assistance, feedback and help)*

1. Update NOVAworks Foundation
2. Review Draft Agenda for January 22, 2020 Board Retreat
3. Updates Board Committee and Task Forces: Legislative Committee

Information Items: *(Items that Committee needs to know about)*

1. Next Executive Committee Meeting: February 19, 2020 at 12 Noon
2. 2020 Executive Committee Meeting Schedule (enclosure)



NOVA Workforce Board Executive Committee
October 16, 2019 Meeting
Draft Minutes

Executive Committee members present: C. Cimino, D. Cima, V. Dang, J. Morrill and A. Switky

NOVA staff: K. Stadelman and E. Stanly

Guest: Teri Brimacombe, EDD Regional Advisor

1. Call to Order:

The meeting was called to order at 12:03 p.m. There were no public announcements.

2. Action Items:

a. Approval of the June 19, 2019 Meeting Minutes: It was moved by C. Cimino, seconded by A. Switky and approved by voice vote the meeting minutes as submitted, with abstentions from V. Dang and J. Morrill.

b. Recommendation to Select the Option of Two Board Chairperson Seats for 2020: As stipulated in the Board Bylaws, prior to the end of the calendar year, the Executive Committee will determine the need for one or two Chairperson seats for the coming year. For many years, the Board has had two co-chairperson seats given the increased demands from WIOA, volatility in funding and other challenges. Staff is again recommending the Committee approve two Board co-chairperson seats for 2020. It was moved by C. Cimino, seconded by A. Switky and approved by voice vote the recommendation to select the option of two Board chairperson seats for 2020, as submitted.

3. Discussion Items:

a. Planning for January 22 Board Retreat: The 2020 Retreat Planning Committee has been formed and is comprised of J. Morrill, C. Galy, A. Switky, L. de Maine, H. Goodkind and S. Porter. The ad hoc committee will hold its first scheduled meeting in November. Given the parking challenges with the previous retreat's venue, the 2020 retreat will be held at a new location, the new UC Santa Cruz Extension Silicon Valley Campus in Santa Clara, which has a large parking lot and is within close proximity to major thoroughfares. The committee will be planning the program that is expected to include panel presentations and a lunch speaker. In the past, the program has focused on the job seeker perspective, so this year the program will shift to the employers' viewpoint that mirrors the recent work of the Emerging Trends Task Force. Recommendations were made to host a panel that could be comprised of representatives from employers to discuss what they're missing in recruiting talent; San Jose State Braven Program; Sonoma State business school that just launched a new six-week program to train new graduates on the essential skills needed to succeed in the work world; and a featured speaker from Micah Merrick's podcast on workforce skills.

b. State Additional Assistance Grant Proposal: NOVA's current federal National Dislocated Worker Grant (NDWG) is about to expire and NOVA will be unable to apply for another federal grant because of the large unobligated balance with the State. As a result, NOVA will be applying for a State Additional Assistance Grant in the amount of \$2.5 million to address the continued high demand for services (NOVA was ranked first in the state in the number of dislocated workers impacted by WARN notices), the challenges facing unemployed workers seeking reemployment who require skill upgrades, and the recent cut in WIOA formula funding this year. The steps in the review process will include: EDD Regional Advisor review, a review committee that will score the application, and final approval from the State Labor Agency. The application will be submitted by November 1. In lieu of a Board meeting in the coming weeks, authorization will be sought from the Board co-chairs to approve this submission, with this action to be reported out at the December Board meeting.

c. Results from Tech Job Fair: NOVA hosted its first ever Tech Job Fair in September. Twelve employers attended with LinkedIn critiquing job seekers' LinkedIn profiles and NOVA providing feedback on resumes. The number of participants who attended totaled 380 job seekers that included both NOVA customers and residents from the community, which reflects a much bigger demand than was anticipated. The first hour was reserved for prescreened NOVA customers and the remaining two hours were open to the community. Some of the initial feedback received from employers was that the job seekers they encountered were high caliber candidates, with a recommendation made to input customer resumes into the appropriate employers' databases in advance of the job fair. Job seekers, who were not NOVA customers, learned more about NOVA by attending this fair and have now applied to join NOVA. The only concern expressed was from job seekers about the long lines to meet with employers. Survey data was collected and is being evaluated that will guide future endeavors. Committee members recommended identifying clear measures for success, which can add value in planning future events of this kind. The desired outcomes can be both quantitative and qualitative. Success can also be used to leverage future participation and contributions through the trade associations. Given the large turnout at this event, committee members offered to help with space for future events at the community colleges and through Pipe Trades Training Center.

d. Updates Board Committees and Task Forces: Emerging Trends Task Force Employer Interviews: The Emerging Trends Task Force has launched an employer interview initiative to identify unmet needs and trends in the labor market that will assist NOVA in better serving its job seeker and employer customers. The goal was ten interviews and nine have been completed to date. Board members were very generous with their networks and referred all of the employers who were interviewed. The interview format used open-ended questions to encourage a dialogue and qualitative data. The results of the interviews will now be analyzed and reported out to the Board at the Board retreat.

One big trend that is taking place in the workplace is automation that focuses more on effectiveness than on labor. It will affect the number of jobs, the kinds of jobs and the quality of jobs. The more repetitive-type jobs will be replaced by a higher quality of job. There is a need to produce more jobs that people want and add value than on jobs that are insignificant. We're at a turning point where some workers will be losing their jobs and will need to prepare for the new jobs that are coming.

e. Review Draft Agenda for December 4 Board Meeting: A draft agenda for the December 4, 2019 Board meeting was distributed and reviewed. One of the agenda items is the election of Board officers. After many years of serving as co-chair, C. Galy will not be running again for co-chair for 2020. In addition, current Vice Chair J. Chu will not be running for Vice Chair for 2020. As such, the slate of Board officers for 2020 that the Board will be voting on at the December meeting is: Board Co-chairs Jen Morrill and Andy Switky and Board Vice Chairs Poncho Guevara and Rosanne Foust. This will be reported out at the meeting, with nominations also taken from the floor. The Board will also be appointing a Board member to the NOVAworks Foundation Board. In addition, the organization intends to apply for a Google.org Impact Challenge grant initiative that will be awarding \$5 million to five organizations (\$1 million each), as well as additional smaller grants.

4. **Information Items:**

a. AB 1111 Grant Awards: The State announced the availability of grant opportunities, through AB 1111, to community-based organizations to serve individuals with barriers to employment. The local workforce boards will be partners in this effort. While NOVA endorsed several local organizations that applied for funding through this initiative, it will not be participating in these projects. Grant awards have been delayed and will be announced in November.

b. The next Executive Committee meeting is scheduled for December 18, 2019 at 12 Noon.

5. **Adjournment**

The meeting was adjourned at 1:10 p.m.



2020 EXECUTIVE COMMITTEE MEETINGS

All meetings will be held in the Sunnyvale Room, Suite 620

Wednesday	February 19, 2020	12:00 —1:30 p.m.
Wednesday	April 15, 2020	12:00 —1:30 p.m.
Wednesday	June 17, 2020	12:00 —1:30 p.m.
Wednesday	August 19, 2020	12:00 —1:30 p.m.
Wednesday	October 21, 2020	12:00 —1:30 p.m.
Wednesday	December 16, 2020	12:00 —1:30 p.m.