



Executive Committee Meeting Agenda
June 17, 2020 at 12 Noon

Please Note: Meeting will be held via videoconference call:

Link: <https://us02web.zoom.us/j/81991205507?pwd=d1ZrWUxrVFBNQlV6U2FIMzN1VE45UT09>
Meeting ID: 819 9120 5507; Password: 853218; Phone #: +1 (669) 900-6833

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 February 19 Meeting Minutes (enclosure)
2. Approval of April 15 Meeting Minutes (enclosure)

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

1. Extension of Contract Agreements with Central Labor Council Partnership (CLCP) and JobTrain and Award of Funding for Services through June 30, 2021 (enclosure)
2. Contract with Working Partnerships USA to Administer Supportive Services Payments for COVID-19 Impacted Individuals (enclosure)
3. Modification of Regional Plan Implementation (RPI) Grant (enclosure)
4. Update NOVA Services During COVID-19 Pandemic
5. Update NOVA Funding
6. Report-out from NOVAworks Foundation June 15, 2020 Board Meeting
7. Review Draft Agenda for July 22, 2020 Board Meeting

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

1. Next Executive Committee Meeting: August 19, 2020 at 12 Noon



NOVA Workforce Board Executive Committee
February 19, 2020 Meeting
Draft Minutes

Executive Committee members present: D. Cima, C. Cimino, V. Dang, C. Galy, E. Hamilton, K. Harasz, and A. Switky

NOVA staff: K. Stadelman, J. Langdell, C. Stahl, and E. Stanly

1. **Call to Order:**

The meeting was called to order at 12:03 p.m.

2. **Action Items:**

a. **Approval of December 18, 2019 Meeting Minutes:** It was moved by K. Harasz, seconded by D. Cima and approved by voice vote the meeting minutes as submitted.

b. **Approval of WIOA High Performing Board Application and Business Services Plan:** The California Workforce Development Board establishes criteria for Local Boards to be certified as High Performing Boards and the recertification must occur midway through the implementation of local and regional plans. While Local Boards are not required to apply for High Performing Board certification, by being certified they may be eligible for WIOA 15 percent discretionary funding. The NOVA Workforce Board has been certified as a High Performing Board in the past. The criteria for recertification that was recently released by the State, per Draft Directive WSDDD-206, requires that Local Boards: met or exceeded WIOA performance indicators for employment rate and median earnings; WIOA regional and local plans have been approved; met WIOA training expenditure requirement that at least 30 percent of the combined total of WIOA adult and dislocated worker formula funding has been spent on training services; met WIOA youth funding requirement that at least 75 percent of WIOA youth formula funding has been spent on youth workforce investment activities for out-of-school youth; and a business services plan has been established that integrates local business involvement with workforce initiatives.

NOVA satisfies all of the criteria for the High Performing Board certification. The Business Services Plan includes: initiatives with business and labor that include transit vehicle to grid integration, Building Skills Partnership to prepare janitors' children for tech jobs, Silicon Valley Clean Energy to inform workforce efforts for green jobs, Opening Doors Bay Area to increase opportunities for persons with disabilities, Neurodiversity Career Pathways Council to coordinate workforce efforts for individuals on the autism spectrum and Accenture Tech Apprenticeships, with future initiatives addressing workforce gaps in emerging and growing industries targeting water and wastewater agencies, construction, and the Silicon Valley Clean Energy; an electronic system for both businesses and job seekers, specifically, an online job board coupled with weekly communication via e-blasts to job seekers and sharing information from job fairs and other recruitment events; Board Emerging Trends Task Force that identifies employer needs and recommends prototype projects to address these needs; and regional work with neighboring Workforce Boards that includes a

regional business services team, Apprenticeship Bay Area, Amazon web services project to develop cloud technician certificate curriculum with a regional community college consortium, and a regional wastewater project.

In lieu of a Board meeting before the February 28 application deadline, NOVA staff is asking the Executive Committee to approve the High Performing Board application for submission to the State. It was moved by C. Cimino, seconded by C. Galy and approved by voice vote to approve the High Performing Board application that includes the Business Services Plan.

3. Discussion Items:

a. Board Retreat Debrief: Committee members provided feedback on the January 22 Board Retreat. Highlights of the discussion included: appreciated the information provided by the welcome speaker, the employer panel and the luncheon speaker; the afternoon breakout session was very focused and provided good information that will be used by the Emerging Trends Task Force and Foundation Board going forward; and it will be important to align the Board's vision, mission and purpose statement with the work of the Board and, at the next retreat, the Board should revisit these statements to ensure that they are still relevant.

b. NOVAworks Reorganization: NOVA is returning to a previous organizational structure that provides more efficiencies and divides the functions of the organization between a customer-focused team with job seeker and business services and the business-support team with fiscal, document control, monitoring and contracting/procurement. This change has resulted in the promotion of a manager to the Business Operations Manager position and small changes to staff reporting that will be invisible to most staff and the Board, with the exception of the Business Operations Manager, who will be more visible to the Board. This new structure was approved by the City of Sunnyvale and NOVA is moving forward with implementation. A recommendation was made to share the new organizational chart with the Board.

c. Update Eligible Training Provider List (ETPL): The State had proposed changes to the ETPL that would impact the eligibility of some providers on the list and affect customers who are receiving training through these providers. Local Boards submitted four pages of negative comments in response to the State's draft directive, with no final directive released. Local Boards are interested in having the State request a waiver to add new online providers to the list. The State has since clarified its position that is less restrictive, but still of concern. More updates will be provided in the future.

d. Review Draft Agenda for March 25, 2020 Board Meeting: A draft agenda for the March 25, 2020 Board meeting was distributed and reviewed. Recommendations were made to add a presentation on the emerging trends employer initiative and to allow more time for discussion and feedback on the January Board retreat. A presentation on the Housing Authority's voucher waitlist will be agendized at the May Board meeting.

4. Information Items:

- a. The next Executive Committee meeting is scheduled for April 15, 2020 at 12 Noon.
- b. The 2020 Calendar of Executive Committee Meetings was distributed.

5. Adjournment

The meeting was adjourned at 1:05 p.m.



NOVA Workforce Board Executive Committee
April 15, 2020 Meeting
Draft Minutes

Executive Committee members present: D. Cima, C. Cimino, R. Foust, C. Galy, J. Morrill, and A. Switky

NOVA staff: K. Stadelman, L. Jackson and E. Stanly

Meeting was held remotely via teleconference call.

1. Call to Order:

The meeting was called to order at 12:03 p.m.

2. Discussion Items:

a. NOVA Services During COVID-19 Outbreak: NOVA Director provided an update on the status of NOVA services and operations since the COVID-19 shelter-in-place order. Highlights of the discussion included:

During the first week, staff initially worked remotely, but have now begun to come into the office to tackle critical functions while maintaining social distancing. We are transitioning all NOVA services to an online remote format in order to continue to deliver services while keeping customers and staff safe and addressing the surge in unemployed workers. Everything is being rethought in a remote world. Progress-to-date includes:

- The Advice Line was the first service to reopen to respond to questions via phone from customers regarding their job search, training and to provide resources. In addition, NOVA provided an email address, phone number and posted updates on the website to keep customers informed and offer them a variety of ways to reach us. During the first week, all calls were about unemployment insurance benefits, which were difficult to answer.
- The ProMatch Program was also one of the first services to reopen, with the weekly general meetings held remotely via videoconference and customers connecting online to provide coaching.
- A VPN is being established that will enable career advisors to access the customer database remotely, so they may begin to provide career advisor appointments.
- Rapid Response Events are being held remotely, in partnership with staffing agencies and the airport, to assist specific companies, who have announced layoffs, and their employees with job search resources. A weekly Rapid Response webinar is being created for the NOVA website that will provide job search assistance to the general public, not just NOVA customers.
- Workshops will begin to be offered using an interactive online format in the next week. Previously, workshops lasted for about 90 minutes, which was untenable in an online environment, so were retooled and now last about 45 minutes.

- Registration for new customers will be launched in the next week that will allow those individuals who need reemployment assistance and are not current customers to access NOVA services by registering remotely without the required “wet” signature in-person requirement, which EDD recently waived during this pandemic.

NOVA will be fully operational in the next week, but will be providing services remotely. In the long-term, after the shelter-in-place order has been lifted, NOVA will continue to provide services remotely, as well as onsite using a new hybrid model. A recommendation was made to explore a new technology platform from IBM to provide career coaching remotely.

b. Funding Available to Address Impacts to COVID-19 Outbreak: A variety of funding opportunities have become available in response to the COVID-19 pandemic:

- State Discretionary Funding: EDD released a \$10 million grant solicitation for support services for dislocated workers who have been impacted by the COVID-19 pandemic. NOVA submitted a request for \$250,000 for this opportunity. (Since the meeting, NOVA was awarded \$180,000 in funding.)
- Disaster Relief Funds: The U.S. Department of Labor (DOL) has funding available to address the impacts of COVID-19 on the workforce. In response, the State invited the local Workforce Boards to submit their funding requests, which was later submitted to DOL for support.
- National Dislocated Worker Grants (NDWG): In addition, DOL announced NDWG funding to serve dislocated workers who have been impacted by layoffs during the COVID-19 pandemic.

NOVA submitted funding requests for both of these federal grant opportunities.

c. Other Updates:

- NOVA is pursuing a new partnership opportunity to provide youth apprenticeships with the San Francisco Workforce Board.
- The State has granted extensions on the current WIOA projects that have been delayed due to the pandemic and face challenges with both registering new customers for these specific programs and spending the grant funding according to the timelines specified.
- A request has been submitted to DOL to ask for a waiver on this year’s performance measures given the difficulties of operating services and meeting performance goals during these unprecedented times.
- Since March 17, NOVA has received a surge of WARN notifications from employers of impending layoffs impacting over 17,000 individuals. In comparison, NOVA usually receives notices impacting 5,000 individuals in an entire year.

3. Information Items:

a. The next Executive Committee meeting is scheduled for June 17, 2020 at 12 Noon.

4. Adjournment

The meeting was adjourned at 11:50 p.m.

NOVA Workforce Board
Executive Committee Meeting
Date: June 17, 2020

SUBJECT: DISCUSSION ITEM: Extension of Contract Agreements with Central Labor Council Partnership (CLCP) and JobTrain and Award of Funding for Services through June 30, 2021

NOVA contracts with two organizations in San Mateo County to provide services to adults, dislocated workers, and youth under the federal Workforce Innovation and Opportunity Act (WIOA). CLCP operates NOVA's Affiliate Center in the City of San Mateo providing services to adults and dislocated workers. JobTrain, in Menlo Park, operates NOVA's Specialized Job Center for Youth. The original contracts were approved after issuing a Request for Proposals (RFP) in February and April of 2017. The RFP allowed for contracts to be extended for up to three additional years, dependent upon successful performance results and available funding.

Staff recently met with both organizations to review current contract performance including participant enrollments and budget. While CLCP is on track for most contract goals, they are not meeting plan in the area of training referrals and the training referral budget, which impacts NOVA's mandated training expenditure requirement. NOVA is requiring CLCP to develop and submit a training expenditure plan that addresses quarterly goals and strategies to meet goals for PY20/21. CLCP continues to implement NOVA's service delivery model providing career navigation skills to all WIOA eligible customers interested in accessing services.

JobTrain is on track to meet participant enrollments and most expenditures for their current contract. Work experience youth wages are under plan, and JobTrain will be preparing a corrective action plan as this impacts NOVA's ability to meet its mandated work experience expenditure requirements. JobTrain offers the full array of WIOA youth services and all youth enrolled have access to vocational training and/or work experience.

NOVA has just completed formal monitoring for both organizations and finds that overall they are meeting grant requirements. It is staff's recommendation that the existing contracts be extended for CLCP and JobTrain to provide services through June 30, 2021. It is planned that the additional funds awarded will be \$750,000 for CLCP and \$378,000 for JobTrain. CLCP and JobTrain have submitted revised budget and participant plans. NOVA's WIOA adult, dislocated worker and youth allocations will cover the additional funding awards.

NOVA Workforce Board
Executive Committee Meeting
Date: June 17, 2020

SUBJECT: DISCUSSION ITEM: Contract with Working Partnerships USA to Administer Supportive Services Payments for COVID-19 Impacted Individuals

In an effort to act swiftly to help workers most impacted financially by the coronavirus pandemic, the State of California Employment Development Department (EDD) has made available Workforce Innovation and Opportunity Act (WIOA) funds to provide supportive services to individuals impacted by COVID-19, with an emphasis on serving underserved populations. NOVA has been awarded \$180,000 of these funds, which may only be spent on supportive services, such as rent and utilities assistance. The State expectation is that funds will be made available to those in need as quickly as possible, and the grant ends September 30, 2020.

Working Partnerships USA is a San Jose-based community organization bringing together the power of grassroots organizing and public policy innovation to drive the movement for a just economy. They tackle the root causes of inequality and poverty by leading collaborative campaigns for quality jobs, healthy communities, equitable growth and vibrant democracy.

NOVA has collaborated with Working Partnerships for several years on various projects, including the long-running Trades Orientation Program, which prepares individuals for careers in the trades. In the current coronavirus crisis, Working Partnerships is working closely with Local 19 of the Unite Here union, which represents hospitality workers. Around 3,000 local Unite Here members, primarily from hotels and restaurants, have been impacted by furloughs and layoffs due to COVID-19.

Given that Working Partnerships USA, through Local 19, has the infrastructure in place to quickly identify individuals in need of supportive services and to administer a payment system to the providers of services, NOVA has determined that a contract with Working Partnerships USA to administer these funds for up to \$180,000 is the best means to quickly provide the funds where most needed.

NOVA Workforce Board
Executive Committee Meeting
Date: June 17, 2020

SUBJECT: DISCUSSION ITEM: Modification of Regional Plan Implementation (RPI) Grant

When the Bay-Peninsula RPU (Regional Planning Unit) originally submitted the Regional Plan Implementation (RPI) 3.0 application to the California Workforce Development Board (CWDB), its goal was to scale a water treatment training program operating in San Benito County throughout the region. Enrique Arreola, the San Benito Workforce Development Board director, agreed to be the Project Lead due to his experience and expertise in this sector. But as a result of the COVID-19 disruption and an evolving change in the Bay-Peninsula RPU membership, the RPU has sought a new course of action in order to be more responsive to the region's emerging needs. The RPU requested to change the RPI 3.0 scope of work and replace the wastewater treatment training program with an enhanced initiative to scale tech and high-skill apprenticeships throughout the region.

Since the release of the EDD Directive outlining recommended shifts in RPUs, San Benito's board has approved the move from the Bay-Peninsula RPU to the Coastal RPU. Even though this has not been made final, San Benito has shifted focus and has begun working with the Coastal region. Because San Benito had unique relationships with the wastewater training principals not enjoyed by other Bay-Peninsula leaders, these leaders did not feel there was enough time or resources to launch the wastewater training program.

COVID-19 has changed regional training priorities because newly dislocated workers will need affordable and accessible training opportunities, including apprenticeships, to reskill and find new careers in the emerging post-virus economy. Based on our current reading of the emerging post-COVID economy and indications of long-term economic growth in the tech sector, the RPU feels that the best use of State resources is to continue building and expanding tech apprenticeships throughout the region. Those regional efforts, with funding through the RPI 2.0 grant, are currently starting to bear fruit and would benefit greatly from additional funding.

The CWDB has approved a modification of the RPI 3.0 grant to allow the RPU to continue leveraging progress and relationships developed in the RPI 2.0 grant to build the regional infrastructure required to expand tech and high-skill apprenticeships in our region. The San Francisco Workforce Development Board will be the Project Lead, with support from NOVA, work2future, and San Benito.