



NOVA Workforce Board Executive Committee
February 19, 2020 Meeting
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 WSDD-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 agendaized 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.