



Executive Committee Meeting Agenda
December 16, 2020 at 12 Noon

Please Note: Meeting will be held via videoconference call:

Link: <https://us02web.zoom.us/j/86930693833?pwd=c0plbzhyKzNLcTJveWpuZTJCcFRcdz09>
Meeting ID: 869 3069 3833; Passcode: 614235; 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 October 21, 2020 Meeting Minutes (enclosure)

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

1. Update NOVA Operations During Pandemic Restrictions
2. State NDWG Grant to Serve Airport Workers
3. Update San Mateo County Grant Project
4. Review Draft Agenda for January 27, 2021 Abbreviated Board Retreat

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

1. Next Executive Committee Meeting: February 17, 2021 at 12 Noon
2. 2021 Executive Committee Meeting Schedule (enclosure)



NOVA Workforce Board Executive Committee
October 21, 2020 Meeting
Draft Minutes

Executive Committee members present: D. Cima, V. Dang, R. Foust, C. Galy, P. Guevara, K. Harasz, and A. Switky

NOVA staff: K. Stadelman and E. Stanly

Meeting was held remotely via videoconference call.

1. **Call to Order:**

The meeting was called to order at 12:05 p.m.

2. **Action Items:**

a. Approval of June 17, 2020 Meeting Minutes: It was moved by R. Foust, seconded by D. Cima and carried by voice vote approval of the June 17, 2020 meeting minutes as submitted.

b. Recommendation to Select the Option of Two Board Chairperson Seats for 2021: 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 2021. It was moved by D. Cima, seconded by K. Harasz and carried by voice vote approval of the selection of two Board Co-Chairperson seats for 2021.

3. **Discussion Items:**

a. Update NOVA Services and Funding During COVID-19 Pandemic: NOVA continues to operate remotely and this approach has been accepted by NOVA customers. As the community slowly opens up, NOVA is exploring when and how best to open its centers to in-person services with the library serving as a potential model. But currently, most customers have had access to assistance during the pandemic and lack of technology has not been a barrier to services. However, in the future, additional services will need to be delivered in the area of digital literacy and skills (e.g. remote interviewing, test taking, etc.) to prepare customers for the new world and new economy following the pandemic.

b. Upcoming 2021 WIOA Regulatory Requirements: NOVA is reentering a period where many WIOA regulatory requirements will be due to the State that include: local and regional plans and applications for NOVA to continue to serve as a career service provider at the Sunnyvale Job Center and as the AJCC Operator for the NOVA workforce development area. In addition, in the coming months, the services in San Mateo County will be competitively procured. NOVA will be working with the Board throughout this process and seeking approval from both the Board and Sunnyvale City Council in the winter and spring of 2021.

c. State High Road Training Partnership Grant: Initially there was some discussion to apply for this grant opportunity or partner with organized labor and apply as a collaborative, but in the end the decision was made not to pursue this further.

d. Report-out from September 21, 2020 NOVAworks Foundation Board Meeting: New Board members have been added to the Board that include: B. Knopf, S. Levy and J. Morrill. In addition, new officers have been elected that include President C. Cimino and Vice President D. Cima. At this meeting, the minutes from the June meeting and financial statements were approved. In addition, the Board authorized the expenditure of \$500 for sponsorship of the Close It conference that will provide great visibility for the organization and support regional and national equity imperatives. In addition, the Board discussed launching the ProMatch alumni giving strategy. Since the meeting, five ProMatch alumni volunteers have joined a committee to work on messaging. In response to a question, the Foundation's mission has not changed over the years. However, as the Foundation grows it is expected that it will implementing this mission in different ways that may include making grants and providing programs, such as with the LinkedIn partnership, depending on the funders' requirements. A recommendation was made that the Foundation may also wish to explore a COVID-19-related effort.

e. Review Draft Agenda for December 2, 2020 Board Meeting: A draft agenda for the December 4, 2019 Board meeting was distributed and reviewed. One of the items listed was the San Mateo County CARES Act funding. The County of San Mateo had unobligated funding through the federal CARES Act that needed to be spent by the end of December. NOVA is interested in pursuing this funding to support two projects: 1) to provide paid work experience during the 2020 holiday season for San Mateo County residents who have lost their jobs or work hours due to the COVID-19 economic downturn. NOVA would be partnering with the Renaissance Entrepreneurship Center, who has already received funding through the CARES Act to support small businesses, to provide work sites for the participants at local small businesses.; and 2) launch a strategic planning process to explore the feasibility of creating a six-month work experience initiative to serve residents who have lost their jobs or work hours due to COVID-19. The total request in funding would be \$400,000 (\$300,000 for paid work experience and \$100,000 for the strategic planning process.) The hope is that this new partnership with San Mateo County may also lead to new opportunities to work together in the future. At the December Board meeting, the Board will also be holding the election of Board officers, hearing a report-out from the Finance/Audit Subcommittee and providing an update on the NDWG grant request to serve airport workers. Committee members expressed their appreciation for the extraordinary work of staff during these unprecedented times. At the next Board meeting, a recommendation was made to discuss ways that the Board can communicate its thanks to staff for this accomplishment.

4. **Information Items:**

a. The next Executive Committee meeting is scheduled for December 16, 2020 at 12 Noon.

5. **Adjournment**

The meeting was adjourned at 1:15 p.m.



2021 EXECUTIVE COMMITTEE MEETINGS

Until further notice, all meetings will be held remotely via Zoom videoconference call.

Wednesday	February 17, 2021	12:00 —1:30 p.m.
Wednesday	April 21, 2021	12:00 —1:30 p.m.
Wednesday	June 16, 2021	12:00 —1:30 p.m.
Wednesday	August 18, 2021	12:00 —1:30 p.m.
Wednesday	October 20, 2021	12:00 —1:30 p.m.
Wednesday	December 15, 2021	12:00 —1:30 p.m.