



NOVA Workforce Board Executive Committee
February 17, 2021 Meeting
Minutes

Executive Committee members present: D. Cima, C. Cimino, V. Dang, R. Foust, C. Galy, E. Hamilton, 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 December 16, 2020 Meeting Minutes: It was moved by D. Cima, seconded by A. Switky and carried by voice vote approval of the December 16, 2020 meeting minutes as submitted.

b. Approval of WIOA Local Area Subsequent Designation and Local Board Recertification Application: The federal Workforce Innovation and Opportunity Act (WIOA) and the State require that local boards must apply for local area designation and local board certification, which the NOVA Workforce Board has complied with in previous years. In 2021, the State requires that local boards must again reapply for subsequent local area designation and local Board recertification, effective July 1, 2021 through June 30, 2023. The NOVA workforce development area complies with all regulatory requirements necessary for subsequent designation, including performed successfully, engaged in regional planning, sustained fiscal integrity, and adheres to WIOA requirements and other federal and state laws, regulations and guidance. There are no changes proposed to the current eight-jurisdiction NOVA workforce development area. The NOVA Workforce Board is in compliance with requirements necessary for recertification, including conforms with WIOA membership requirements, has performed successfully and sustained fiscal integrity. There are three pending Board appointments who are currently undergoing the application process representing adult education and representatives of the workforce. In lieu of a regular Board meeting in February, the Executive Committee was asked to approve the application, on behalf of the Board. It was moved by A. Switky, seconded by C. Cimino and carried by voice vote approval of the WIOA Local Area Subsequent Designation and Local Board Recertification Application.

3. **Discussion Items:**

a. Update Procurement of WIOA Career Services in San Mateo County: NOVAworks currently contracts out services in San Mateo County to the Central Labor Council Partnership (CLCP) for adult career services and to JobTrain for youth services. During normal years, these services in San Mateo County would have been competitively procured in the spring of 2021. Given the pandemic and the impact this has had on the service-delivery system, NOVA is assessing the best hybrid-type service model that will optimize both remote and in-person access to services. In response, NOVA has requested and been granted permission by the City of Sunnyvale and the State to postpone procurement for one year on the basis of exigency. NOVA will extend the contracts with

CLCP and JobTrain for one additional year with no option for renewal and no change to current funding levels (pending allocations remaining at current levels.)

b. Follow-up to San Mateo County Workforce Experience Project and Strategic Workforce Plan: The San Mateo County Work Experience Project ended in December and information and data obtained from the lessons learned with this project were incorporated into the Strategic Workforce Plan that also included interviews from job seekers and employers. The report has been completed and submitted to San Mateo County staff and two County Board of Supervisors in preparation for submission to the full Board. The recommendations contain three goals: prioritize saving small businesses from permanent closure; train unemployed workers for a new economy; and connect employers to workforce talent in a transparent and inclusive manner. From these three goals, a total of eight strategies were identified in the plan for implementation. The County has requested information on the projected cost for implementing these recommendations. As a result of these projects, NOVAworks has been asked to participate in a variety of County COVID recovery efforts that has provided opportunities to showcase NOVA's work.

The economy is showing signs of confidence with the COVID-19 cases declining and the roll-out of the vaccine, with a potential uptick in business during the second quarter, with signs of recovery in the 3rd quarter of 2021. It will be important to explore how best to grow the small business community that has been decimated during the pandemic. In addition, in the months ahead, NOVA will be looking at doing more customer outreach and recruitment, especially, for low-income workers that have been disproportionately impacted by the decline of the retail and hospitality industries.

c. Review Draft Agenda for March 24, 2021 Board Meeting: The proposed agenda for the March 24 Board meeting was reviewed. An item about funding will be added under the director's report. While no workforce funding has been included in the pending federal COVID relief package, local governments will be receiving funding and that may provide grant opportunities for NOVA through San Mateo County as part of their COVID-19 recovery efforts. The City of Milpitas, through its economic development office, has also expressed an interest in partnering with NOVA on workforce development. Finally, there may be opportunities to reapply for federal funding to serve airport workers through a State application that was previously denied by the former Administration. If this isn't successful, NOVA will apply to the State to serve airport workers through an Additional Assistance Grant.

4. **Information Items:**

a. The next Executive Committee meeting is scheduled for April 21, 2021 at 12 Noon.

5. **Adjournment**

The meeting was adjourned at 1:00 p.m.