



NOVA Workforce Board  
September 22, 2021 Meeting Minutes

**PRESENT:** M. Alvarado, L. Dalla Betta, D. Bini, R. Brunson, C. Cimino, V. Dang, R. Foust, H. Goodkind, P. Guevara, B. Guidry-Brown, N. Leonor, S. Levy, A. Manwani, J. Miner, J. Morrill, L. Parris, S. Porter, A. Switky, K. Vartan, and N. Williams

**ABSENT:** T. Baity, S. Borgersen, C. Galy, E. Hamilton, L. Labit, and J. Ruigomez

**ALSO PRESENT:** K. Stadelman, L. Jackson, and E. Stanly of NOVA staff; and guests A. Ha of EDD LMID and C. Dunklee of Sunnyvale Public Library

Meeting was held remotely via videoconference call.

**1. CALL TO ORDER**

Co-Chairperson J. Morrill called the meeting to order at 12:00 p.m.

**2. PUBLIC ANNOUNCEMENTS**

No public announcements.

**3. APPROVAL OF AGENDA**

It was moved by L. Dalla Betta, seconded by V. Dang and carried by voice vote to approve the agenda as submitted.

**4. REPORT FROM THE CHAIR**

4A. Introduction of New Board members: New Board members D. Bini of the Santa Clara and San Benito Counties Building & Construction Trades Council, K. Vartan of A Slice of New York, and N. Williams of LinkedIn were introduced to the Board. Board members and staff introduced themselves to the new members.

**5. REPORT FROM THE EXECUTIVE DIRECTOR**

Director K. Stadelman reported out on the following items:

5A. Update on Recruitment of New Director: The decision on the new director has not yet been made public and will be announced shortly. The current director was permitted to participate in recruiting prospective candidates. Two review panels convened: one representing City management and included a NOVA manager and one representing the Board that included Board members C. Galy, P. Guevara, J. Morrill, and A. Switky. Following the review process, three finalists were recommended to the City Manager. The City Manager agreed with the recommendations and selected one of the three finalists for appointment. Board members who participated expressed approval of the recruitment process and finalists selected. The new director is expected to start in November and there will be a transition period during which the former director will be able to orient the new director about the organization and Board. The director was thanked for her exceptional contributions to the organization and Board. A virtual retirement party for the director will be scheduled, with more details to come.

5B. Update on San Mateo County Workforce Development Plan Project: NOVAworks has been partnering with San Mateo County on several projects over the past year. Recently, NOVAworks co-

sponsored the San Mateo County Economic Recovery Roundtable Series as part of San Mateo County's COVID-19 recovery efforts. The first roundtable of four was "Understanding the Economic Impacts of the Pandemic" that included Board member R. Foust as a featured speaker. The second roundtable was hosted by NOVAworks titled, "Getting Back to Work" and included speakers Annelies Groger from the Brookings Institution and two job seekers. The remaining two roundtables will focus on supporting the downtown small business community and fostering resilience and support for workers in childcare, housing, and other essentials. Future work with San Mateo County will be discussed later in the meeting.

5C. New Funding Opportunities: In the past, funding for NOVAworks has primarily come from the federal Workforce Innovation and Opportunity Act (WIOA). Over the past year, efforts have been made to diversify this funding through other public and private funding sources. Recently, financial resources have been pursued from San Mateo County for workforce recovery, City of Milpitas for a job search accelerator project that will condense the online career navigation tool MyPlan, Google to provide technology and support services for job seekers with limited resources, Economic Development Administration "Good Jobs Challenge" opportunity in partnership with San Francisco and Alameda County workforce boards, and two WIOA-funded projects from the State for an Additional Assistance Grant and from the U.S. Department of Labor for a National Dislocated Worker Grant to serve dislocated workers. Given the decline in new customer applications during COVID-19, NOVAworks will be contracting out for outreach and recruitment services for the first time to address this issue.

## **6. PUBLIC HEARING**

### **6A. Approval of Minutes:**

6A1. Approval of Minutes of May 26, 2021 Meeting: It was moved by A. Switky, seconded by C. Cimino and carried by voice vote to approve the May 26, 2021 meeting minutes as submitted, with abstentions from K. Vartan and N. Williams.

6A2. Approval of Minutes of July 28, 2021 Study Session: It was moved by N. Leonor, seconded by M. Alvarado and carried by voice vote to approve the July 28 Study Session minutes as submitted, with abstentions from D. Bini, L. Dalla Betta, V. Dang, H. Goodkind, B. Guidry-Brown, L. Parris, S. Porter, K. Vartan and N. Williams.

### **6B. GENERAL BUSINESS:**

6B1. Approval of Up to \$7.5 Million Funding Request for San Mateo County for Workforce Recovery: As part of San Mateo County's COVID-19 recovery efforts, NOVAworks submitted an unsolicited concept paper/budget request to the County Manager's office to provide workforce development services. The services would be targeted to residents who come from underserved communities and have been left out of the economy with a focus on equity. The budget included \$7.5 million that reflected what it would cost to complete this project over a three-year period. NOVAworks would not be spending the entire funding, but rather subcontract it out for supportive services such as childcare, taking a holistic approach in serving the whole person. In addition, the project would be reaching out to a wide range of organizations to provide expertise and partner on different aspects of the initiative. Eligibility would be determined by the County and will presumably be San Mateo County residents. NOVAworks would be recommending unemployed and low-wage workers. Workers could be trained for different careers from diverse training providers based on the customer's choice and not be limited to the Eligible Training Provider List stipulated under WIOA. Leading up to this request, NOVAworks received tremendous leadership from a design team and community review team that provided guidance and vetted the concept. The

County's response to this request could vary from no funding to a significant investment in workforce recovery. It was moved by A. Manwani, seconded by H. Goodkind and carried by voice vote to approve up to \$7.5 million funding request for San Mateo County workforce recovery, with abstention from N. Williams.

6B2. Approval of \$500,000 Funding Request for James Irvine Foundation to Serve Dislocated Workers from the Hospitality Sector: A new partnership has been formed with the Brookings Institution, BW Research and Greater New Orleans Foundation to enable dislocated hospitality workers achieve greater career mobility and access to opportunity. In Greater New Orleans, 93% of hospitality workers were earning just \$15/hr. or less before the pandemic. With the pandemic, hospitality workers were hit the hardest and there is concern that when businesses recovers, many of these jobs won't be returning. The two year-nine month initiative will encompass two pilots, one in the San Francisco Bay Area and one in New Orleans, and entail human-centered design research and customer interviews, followed by implementation of a success formula. While the total cost of the project is \$2.2 million, NOVAworks will be requesting \$500,000 from the James Irvine Foundation, with the Brookings Institution development team raising the remaining funds. As part of this endeavor, the project will exercise extensive employer outreach from a diversity of businesses. A request was made to include worker-ownership cooperatives as an option as part of the success formula and outreach to employers. It was moved by K. Vartan, seconded by A. Manwani and carried by voice vote to approve the \$500,000 funding request for the James Irvine Foundation to serve dislocated workers from the hospitality sector, with abstention from N. Williams.

6B3. Approval of \$3 Million DOL CAREER NDWG Grant Request to Serve Dislocated Workers Impacted by COVID-19: NOVAworks applied to the U.S. Department of Labor (DOL) for a CAREER NDWG grant in partnership with the San Francisco and San Jose workforce boards. The funding request was for \$3 million to serve 600 dislocated workers who have been impacted by COVID-19. In addition to the comprehensive career services, the grant will provide funding for more focused assessments to help job seekers with their career plans and support services to address barriers to reemployment. Given the competitive nature of these grants and time-sensitive process, the Board Co-chairs approved the grant application, in lieu of a Board or Executive Committee meeting. This action was forwarded to the Board for information. DOL has since awarded NOVAworks a \$3 million grant. A recommendation was made to include mentorships/sponsorships for project participants to help guide and support their career strategies.

#### 6C. DISCUSSION:

6C1. Opportunity for Dialogue among Board Members and Director: A member asked about using calendar invites for meetings, recording meetings, and agendizing a discussion about the Worker-Owned Recovery Coalition at a future meeting. A recommendation was made to also include other perspectives on worker-owned models to ensure the Board has a broader understanding of the issue.

#### 6D. GENERAL INFORMATION:

6D1. Grant Status/Status of Funds: The reports were included in the meeting packet. A member raised a question about how the funds were spent under the WIOA Rapid Response and RR Layoff Aversion line-items. Because it is a year-end report, it's expected that certain funds will be fully expended. The funds for these two line-items were used primarily for staff who perform rapid response activities. More details are available.

## 7. ADJOURNMENT

The meeting was adjourned at 1:30 p.m.