



NOVA Workforce Board  
April 27, 2022 Special Meeting Minutes

**PRESENT:** R. Brunson, L. Dalla Betta, R. Foust, C. Galy, H. Goodkind, S. Levy, N. Leonor, J. Lind, A. Manwani, M. Nemits, S. Porter, A. Switky, and K. Vartan

**ABSENT:** T. Baity, D. Bini, B. Guidry-Brown, P. Guevara, E. Hamilton, J. Miner, J. Morrill, and N. Williams

**ALSO PRESENT:** M. Sessions, C. Stahl, and E. Stanly of NOVAworks staff

Meeting was held remotely via videoconference call.

1. **CALL TO ORDER**

Co-Chairperson A. Switky called the meeting to order at 12:03 p.m.

2. **PUBLIC ANNOUNCEMENTS**

No public announcements.

3. **APPROVAL OF AGENDA**

It was moved by R. Foust, seconded by N. Leonor, and carried by voice vote to approve the agenda as submitted.

4. **PUBLIC HEARING**

4B. GENERAL BUSINESS:

4B1. Approval of WIOA Title I Adult, Dislocated Worker, and Youth Service Providers in San Mateo County: A summary of the report-out, discussion and action taken is as follows:

- Federal regulations require that WIOA Title I adult, dislocated worker, and youth services be competitively procured. NOVAworks currently contracts with two service providers in San Mateo County to provide these services.
- In February, two Request for Proposals (RFPs) were released: one for adult and dislocated worker services and one for youth services. Two proposals were received in response to the RFP for adult and dislocated worker services and two proposals were received for youth services.
- A Proposal Review Committee was convened with representatives from the workforce development community and the Board. The committee scored the proposals, and based on these scores, recommended that the current service providers Central Labor Council Partnership (CLCP) and JobTrain be awarded the contracts for adult and dislocated worker services and youth services, respectively.

- CLCP is proposing to serve 287 adults and 287 dislocated workers and JobTrain is proposing to serve 80 out-of-school youth. The contract funding for CLCP would be up to \$800,000 in total, with up to \$400,000 for adult services and up to \$400,00 for dislocated worker services. The contract funding for JobTrain would be up to \$400,000. The contract term is for one year that may be extended up to three additional years, dependent upon successful performance results and available funding.
- In response to questions about performance accountability, the providers would be required to provide monthly reports with quarterly check-ins regarding their progress with achieving specified performance goals. Progress will be rigorously monitored on an ongoing basis and thoroughly documented for compliance, with steps taken to address failure to meet benchmarks. Regular updates will also be provided to the Board. For those providers who were not recommended for funding, they have been offered the opportunity for a debriefing to discuss their proposal's strengths and weaknesses.
- It was moved by J. Lind, seconded by K. Vartan and carried by voice vote to approve the selection of the following service providers for contract awards: CLCP to provide adult and dislocated worker services and JobTrain to provide youth services in San Mateo County.

## 5. ADJOURNMENT

The meeting was adjourned at 12:40 p.m.