



NOVAworks WORKFORCE BOARD AGENDA
12:00 Noon to 1:00 p.m., WEDNESDAY, November 30, 2022

Please Note: Meeting will be held via videoconference call:

Link: <https://us02web.zoom.us/j/86268365148?pwd=a1ZHMWJqMzNyYXlVUzBRSIZNOGtWUT09>

Meeting ID: 862 6836 5148; Passcode: 474402; Phone #: +1 (669) 900-6833

1. **CALL TO ORDER**
2. **PUBLIC ANNOUNCEMENTS**
3. **APPROVAL OF AGENDA** **Motion**
4. **REPORT FROM THE CHAIR**
 - 4A. Welcome New Board Member
 - 4B. Customer Success
5. **PUBLIC HEARING**
 - 5A. Approval of Minutes of September 28, 2022 Meeting (**Enclosure**) **Motion**
 - 5B. GENERAL BUSINESS:
 - 5B1. Election of Workforce Board Officers for Calendar Year 2023 (**Enclosure**) **Motion**
 - 5B2. Report-out from Finance/Audit Subcommittee: Acceptance of Year-End Financial Statement (**Enclosure**) **Motion**
 - 5B3. WIOA Local and Regional Plan Modification Process **Information**
 - 5B4. NAWB President and CEO Ron Painter: Post-Election Workforce Landscape **Information**
 - 5B5. Board Member Steve Levy: Regional Prosperity, Upward Mobility and Helping Low-Wage Workers: Concepts and Connections **Information**
 - 5C. GENERAL INFORMATION:
 - 5C1. Quarterly Update: Performance of WIOA Title I Adult, Dislocated Worker and Youth Services (**Enclosure**) **Information**
 - 5C2. Grant Status/Status of Funds (**Enclosure**) **Information**
 - 5C3. 2023 NOVAworks Board Meeting Schedule (**Enclosure**) **Information**
6. **REPORT FROM THE EXECUTIVE DIRECTOR**
7. **ADJOURNMENT**

SCHEDULED MEETINGS

NOVAworks Board Meeting, Wednesday, January 25, 2023 at 12:00 p.m.

Pursuant to the Americans with Disabilities Act, NOVA will make reasonable efforts to accommodate persons with qualified disabilities. If you require special accommodation, please contact NOVA at (408) 730-7240 at least one day in advance of the Workforce Board Meeting. Auxiliary aids and services are available upon request to individuals with disabilities. TTY: 711 (CA Relay Service)



NOVA Workforce Board
Draft September 28, 2022 Meeting Minutes

PRESENT: R. Brunson, J. Cohen, R. Foust, H. Goodkind, P. Guevara, N. Leonor, J. Lind, A. Manwani, J. Miner, M. Nemits, S. Porter, K. Vartan, M. Vittal, N. Williams T. Woo, and A. Switky

ABSENT: T. Baity, D. Bini, L. Dalla Betta, C. Galy, B. Guidry-Brown, E. Hamilton, S. Levy, B. Murphy, and J. Morrill

ALSO PRESENT: M. Sessions, J. Cheyer, L. Jackson, G. Pham, 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 N. Williams, seconded by A. Manwani, and carried by voice vote to approve the agenda as submitted.

4. REPORT FROM THE CHAIR

4A. Welcome New Board Members: New Board members Jean Cohen of the South Bay Labor Council, Brian Murphy of Pipe Trades Training Center, Minni Vittal of PROCEPT BioRobotics, and Theresa Woo of the CA Department of Rehabilitation were welcomed to the Board.

4B. Customer Success: A video recording of a customer's testimonial was shown. Support from NOVAworks was key in encouraging the customer to secure a stable living situation and stay engaged in training that led to a career in truck driving.

5. PUBLIC HEARING

5A. Approval of May 25, 2022, Meeting Minutes: It was moved by S. Porter, seconded by M. Nemits, and carried by voice vote to approve the minutes as submitted, with abstention from K. Vartan.

5B. GENERAL BUSINESS:

5B1. Approval of Roadtrip Nation Project for Youth Services: Roadtrip Nation will create, customize, and curate a digital career navigation hub that will feature resources, action steps, and soft-skills curriculum for young adults. It will also offer access to mentors, educators and leaders that will guide youth's journey. 75+ videos will be produced on the challenges experienced by those who have achieved career success; they will be made available through open source over time. The return-on-investment will include building on community partnerships and social capital and scaling the curriculum by making it accessible to students and educators, and community-based

organizations. With funding leveraged from parent company, Strada Collaborative, there will be a significant evaluation component to measure project outcomes. To review the slide presentation, click here, <https://novaworks.org/documents/Ongoing/RoadtripNationBoardPresentation.pdf>. It was moved by J. Lind, seconded by R. Foust, and carried by voice vote to approve the expenditure of \$245,000 in WIOA youth funding for phase I of the project. This will be leveraged with funding from the NOVAworks Foundation and Strada Collaborative.

5B2. Approval of NOVAworks Foundation Board of Directors Member: The NOVAworks Board appoints members to the Foundation Board of Directors. Current Board member M. Nemits of Biocom will provide important expertise to the Foundation Board on the growing life sciences industry. It was moved by A. Manwani, seconded by R. Foust, and carried by voice vote to approve M. Nemits to the Foundation Board of Directors, with abstention from M. Nemits.

5B3. Presentation on Year-End Customer Satisfaction Survey Results: Biannually, NOVAworks conducts customer satisfaction surveys. NOVAworks manager J. Cheyer presented on recent results: <https://novaworks.org/documents/Ongoing/CustSatisfactionSurveyPresentation2022.pdf>

5B4. Presentation on Access Points for Career Seeking Customers: Library Partnerships: NOVAworks manager J. Cheyer presented on NOVAworks' new partnerships with local libraries: <https://novaworks.org/documents/Ongoing/LibraryPartnershipsPresentation.pdf>.

5C. GENERAL INFORMATION:

5C1. Grant Status of Funds: NOVAworks Business Operations Manager G. Pham reviewed reports.

6. **REPORT FROM THE EXECUTIVE DIRECTOR**

6A. National Trends on Workforce Development: The federal CHIPS Act will support the semiconductor manufacturing companies and will include a workforce development component. After the midterm elections, there may be changes to the leadership on key committees, such as the House Education and Labor Committee. Concerns have been expressed with a proposed training expenditure requirement in WIOA reauthorization.

6B. Update on San Mateo County Whole Person Pilot: 25 adults were served who had been identified as in significant need for services, with 10 obtaining jobs. The challenges and lessons learned involved determining the best combination of services, training, and support services that would be most beneficial.

6C. New Grant Awards: State RERP Grant, Santa Clara County Whole Person Pilot: NOVAworks was awarded a \$1.6 million three-year RERP regional grant to serve 168 participants in key tech and high skill occupations, in partnership with two local workforce boards and four community colleges. Also, County of Santa Clara awarded NOVAworks a \$250,000 grant to launch "whole person" pilot.

6D. Regional P2E 2.0 Grant Application: The State invited workforce boards to apply for a regional grant to continue the Prison to Employment (P2E) program. NOVAworks applied, on behalf of the region, for \$1.5 million to serve approximately 165 participants over a three-year period.

7. **ADJOURNMENT**

The meeting was adjourned at 1:17 p.m.



Date: November 30, 2022
To: NOVAworks Workforce Board
From: Board Nominating Committee
Subject: **Election of Workforce Board Officers for Calendar Year 2023**

INTRODUCTION:

The NOVAworks Workforce Board Bylaws stipulates that the election of Board officers shall occur at the last scheduled Board meeting of the calendar year. This year, the election of Board officers for Calendar Year 2023 will take place at the November 30, 2022, Board meeting.

DISCUSSION:

As stipulated in the Board Bylaws, prior to the end of the calendar year, the Executive Committee must determine the need for one or two chairperson seats, with recommendations incorporated into the election of board officers. In 2023, the Board faces many challenges and opportunities, including: economic and workforce trends that are transforming the future of work; new and expanded partnerships with San Mateo and Santa Clara counties; prospective innovative initiatives; and the continued exploration of new diverse sources of funding. In response, on October 19, 2022, the Executive Committee approved continuing with the expanded leadership capacity of two Board chairperson seats in 2023.

As per Board Bylaws, the election for Calendar Year 2023 shall take place at the last Board meeting of the year, November 30, 2022. The Board will elect two Co-Chairpersons (WIOA requires that they represent business) and two Vice Chairpersons. The officers' terms of office are for one year, although individuals currently holding an office may run again.

The slate of prospective candidates for the election for Calendar Year 2023 is:

Co-Chairpersons: Jennifer Morrill and Andy Switky,
Vice Chairpersons: Rosanne Foust (private sector seat) and Poncho Guevara (public sector seat).

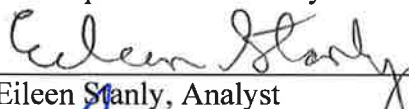
At the November 30, 2022, Board meeting, there will be a report-out on the above candidates interested in the four offices. Nominations will also be taken from the floor at this meeting.

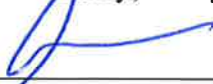
ALIGNMENT WITH STRATEGIC PLAN:

This is in alignment with the NOVAworks Workforce Board Vision, Mission, and Purpose Statement.

RECOMMENDATION:

The Board Nominating Committee recommends that the NOVAworks Workforce Board, at its November 30, 2022 meeting, conduct an election of Board officers in compliance with its Bylaws.

Prepared by: 
Eileen Stanly, Analyst

Reviewed by: 
Giang Pham, Business Operations Manager

Approved by: 
Marléna Sessions, Director



Date: November 30, 2022
To: NOVAworks Workforce Board
From: Board Finance/Audit Subcommittee
Subject: **Report-out from Finance/Audit Subcommittee: Acceptance of Year-End Financial Statement**

INTRODUCTION:

The NOVAworks Workforce Board Finance/Audit Subcommittee met on November 1, 2022. At the meeting, the Subcommittee reviewed the Program Year (PY) 2021 Year-End Financial Statement, the first quarter PY2022 Financial Statement for both NOVAworks and the Bay-Peninsula Regional Planning Unit, an audit report for the City of Sunnyvale, and the State Equal Employment Opportunity (EEO) monitoring report. The WIOA performance measures were being presented to the Board as a separate report, and, as such, were not reviewed by the committee. The Finance/Audit Subcommittee is asking the Board to accept the PY2021 Year-End Financial Statement, which has been attached to this report for review.

DISCUSSION:

The Finance/Audit Subcommittee of the Executive Committee is charged with reviewing the organization's financial statements to ensure fiscal accountability and making recommendations, as appropriate, to secure the sound fiscal health and sustainability of the organization. The subcommittee meets annually.

On November 1, the Finance/Audit Subcommittee met with highlights from the meeting, as follows:

- Every year, staff consistently manages multiple funding sources and achieves goals for each of NOVAworks' individual grants. In PY2021, in addition to the WIOA formula funding for adults, dislocated workers, youth, and rapid response, NOVAworks managed funding from about 10 different grants awarded from the federal, state, and local governments and three different grants from the State for regional planning unit projects. Total available funding for NOVAworks was \$12.416 million, spending to date actual was \$7.339 million, and the balance of funds was \$5.077 million. The committee also reviewed the NOVAworks Foundation funding which had a balance of \$1.122 million.
- The City of Sunnyvale audit report and the State EEO monitoring report were reviewed with no findings.

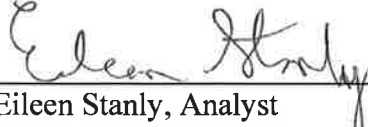
The PY2021 Year-End Financial Statement has been attached for the Board's review. The Finance/Audit Subcommittee is asking the Board to accept the attached PY2021 Year-End Financial Statement.

ALIGNMENT WITH STRATEGIC PLAN:

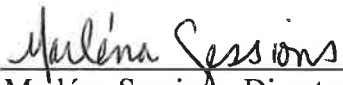
This is in alignment with the NOVAworks Workforce Board Vision, Mission, and Purpose Statement.

RECOMMENDATION:

The Finance/Audit Subcommittee is asking the Board to accept the attached PY2021 Year-End Financial Statement.

Prepared by: 
Eileen Stanly, Analyst

Reviewed by: 
Giang Pham, Business Operations Manager

Approved by: 
Marléna Sessions, Director

Attachment: PY2021 Year-End Financial Statement

Attachment
 PY2021 Year-End Financial Statement

NOVA Grant Status Report

For the Period from July 1, 2021 through June 30, 2022

Year End

Source	Title	Period of Performance		Carry In Funds	PY21 Funds	Total Available	Year End	
		From	To				PTD Spend Actual	Remaining Balance
WAO	Adult	07/21	06/23	442,719	1,124,131	1,566,850	1,366,046	200,804
WAO	Dislocated Worker	07/21	06/23	551,733	1,841,147	2,192,880	1,222,757	970,123
WAO	Youth	04/21	06/23	580,349	1,101,312	1,661,661	1,255,749	405,912
WAO	Rapid Response	07/21	06/22	-	946,616	946,616	933,952	12,664
WAO	RR Layoff Aversion	07/21	06/22	-	282,998	282,998	267,078	15,918
	Allocation Subtotal			1,554,801	5,096,202	6,651,003	5,045,582	1,605,421
WAO	Library Workforce Partnership LWPI AAG	04/21	08/23	20,000	-	20,000	20,000	-
WAO	25% Additional Assistance - SV Dislocated Worker	03/20	09/21	178,893	-	178,893	178,893	-
WAO	25% Additional Assistance - Reemployment & Equity	07/21	09/22	-	900,000	900,000	743,321	156,679
WAO	High Performing Board - Incentive	07/20	09/21	581	-	581	581	-
WAO	DW Trade & Economic Transition	10/18	09/21	1,027	-	1,027	1,027	-
State NDWG	Employment Recovery NDWG	04/20	03/23	20,881	388,654	409,535	209,535	200,000
DOL NDWG	CAREER DWG	08/21	08/23	-	3,000,000	3,000,000	315,585	2,684,415
SMC Gen Fund	San Mateo County WEX Strategic Planning - COVID19	02/21	09/21	34,841	-	34,841	34,841	-
SMC ARPA	San Mateo County ARPA Workforce Pilot Program	03/22	10/22	-	400,000	400,000	90,916	309,084
Milpitas Gen Fund	City of Milpitas Workforce Recovery	04/21	05/22	29,242	-	29,242	29,242	-
CEC	Prospect Silicon Valley - Berkely Unified School Dist	03/22	07/23	-	15,000	15,000	3,684	11,316
CEC	Prospect Silicon Valley - Twin Rivers Unified School	03/22	07/23	-	15,000	15,000	3,592	11,408
	NOVA Subtotal (includes Allocation subtotal)			1,840,066	9,814,856	11,654,922	6,676,599	4,978,322
	RPU Funding - NOVA Allotment only							
RPU / CDCR	P2E Direct Services (DS)	12/19	03/22	49,150	-	49,150	47,852	1,298
RPU / CDCR	P2E Supp Service / Earn & Learn (SSEL)	12/19	03/22	105,941	-	105,941	104,139	1,802
RPU / WAO	RPI 3.0 Slingshot	04/20	03/22	313,644	-	313,644	313,644	-
RPU / WAO	RPI 4.0 Advanced Equity thru Skills Based Hiring	04/21	09/22	292,500	-	292,500	198,840	93,660
	RPU Subtotal					761,235	662,475	98,760
	TOTAL					12,416,157	7,339,074	5,077,083
	NOVA Foundation			257,276	886,999	1,144,275	22,620	1,121,655

PY22-23 Q1 Enrollment Status

7/1/2022 - 9/30/2022

Office	Program	Enrollments		% Plan
		Q1 Plan	Q1 Actual	
NOVA	Adult	144	164	114%
	DW	83	41	49%
CLCP	Adult	14	55	393%
	DW	42	8	19%
JobTrain	Youth	20	7	35%

WIOA Performance PY2022							
Q1 Report Period							
Adult Performance NOVA	Exit Timeframe	# of Participants	PY 22 Actuals	PY 22/23 Goals	Success Rate		
Employment Q2	7/1/21 - 9/30/21	$\frac{94}{138}$	60.9%	60.0%	101.4%		
Employed Q4	1/1/21 - 3/31/21	$\frac{105}{154}$	68.2%	54.0%	126.3%		
Median Earnings	7/1/21 - 9/30/21		\$ 12,042	\$ 12,200	98.7%		
Credential Attainment Rate	1/1/21 - 3/31/21	$\frac{3}{8}$	37.5%	65.0%	57.7%		
Measurable Skill Gains*	7/1/22 - 9/30/22	$\frac{4}{15}$	26.7%	40.0%	66.7%		
Dislocated Worker Performance NOVA	Exit Timeframe	# of Participants	PY 22 Actuals	PY 22/23 Goals	Success Rate		
Employment Q2	7/1/21 - 9/30/21	$\frac{70}{104}$	67.3%	65.0%	103.6%		
Employed Q4	1/1/21 - 3/31/21	$\frac{95}{133}$	71.4%	68.0%	105.0%		
Median Earnings	7/1/21 - 9/30/21		\$ 22,336	\$ 18,000	124.1%		
Credential Attainment Rate	1/1/21 - 3/31/21	$\frac{26}{40}$	65.0%	72.0%	90.3%		
Measurable Skill Gains*	7/1/22 - 9/30/22	$\frac{5}{32}$	15.6%	52.0%	30.0%		
Youth Performance NOVA	Exit Timeframe	# of Participants	PY 22 Actuals	PY 22/23 Goals	Success Rate		
Employment Q2	7/1/21 - 9/30/21	$\frac{30}{35}$	85.7%	79.0%	108.5%		
Employed Q4	1/1/21 - 3/31/21	$\frac{15}{16}$	93.8%	75.0%	125.0%		
Median Earnings	7/1/21 - 9/30/21		\$ 5,340	\$ 5,000	106.8%		
Credential Attainment Rate	1/1/21 - 3/31/21	$\frac{13}{13}$	100.0%	79.0%	126.6%		
Measurable Skill Gains*	7/1/22 - 9/30/22	$\frac{6}{14}$	42.9%	54.0%	79.4%		

NOVA Grant Status Report

For the Period from July 1, 2022 through November 15, 2022

Source	Title	Period of Performance From To	Total Available	PTD Spend Actual	Remaining Balance
WIOA	Adult - PY21	07/21 06/23	1,124,131	1,124,131	-
WIOA	Adult - PY22	07/22 06/24	1,503,060	74,901	1,428,159
WIOA	Dislocated Worker - PY21	07/21 06/23	1,641,147	1,555,138	86,009
WIOA	Dislocated Worker - PY22	07/22 06/24	2,138,887	77,409	2,061,478
WIOA	Youth - PY21	04/21 06/23	1,101,312	971,955	129,357
WIOA	Youth - PY22	04/22 06/24	1,496,149	41,898	1,454,251
WIOA	Rapid Response - PY21	07/21 06/22	946,616	946,616	-
WIOA	Rapid Response - PY22	07/22 06/23	1,749,315	161,799	1,587,516
WIOA	RR Layoff Aversion - PY21	07/21 06/22	282,996	282,996	-
WIOA	RR Layoff Aversion - PY22	07/22 06/23	514,634	41,563	473,071
	<i>Allocation Subtotal</i>		12,498,247	5,278,406	7,219,841
WIOA	25% Additional Assistance - Reemployment & Equity	07/21 09/22	900,000	900,160	(160)
State NDWG	Employment Recovery NDWG	04/20 03/23	200,000	33,948	166,052
DOL NDWG	CAREER DWG	08/21 08/23	3,000,000	761,481	2,238,519
SMC ARPA	San Mateo County ARPA Workforce Pilot Program	03/22 10/22	400,000	286,824	113,176
CEC	Prospect Silicon Valley - Berkely Unified School Dist	03/22 07/23	15,000	10,020	4,980
CEC	Prospect Silicon Valley - Twin Rivers Unified School	03/22 07/23	15,000	10,474	4,526
SCC ARPA	*Santa Clara County ARPA Workforce Pilot Program	07/22 06/23	250,000	-	250,000
	<i>NOVA Subtotal (includes Allocation subtotal)</i>		17,278,247	7,281,314	9,996,933
RPU / WIOA	RPU Funding - NOVA Allotment only				
RPU	RPI 4.0 Advanced Equity thru Skills Based Hiring	04/21 09/22	292,500	249,107	43,393
RPU	Regional Equity and Recovery Partnerships	12/22 09/25	800,000	-	800,000
	<i>RPU Subtotal</i>		1,092,500	249,107	843,393
	TOTAL		18,370,747	7,530,420	10,840,327
	NOVA Foundation		1,170,971		1,170,971



2023 NOVAWORKS WORKFORCE BOARD MEETING SCHEDULE

Wednesday	January 25, 2023	12:00 — 1:00 p.m.
Wednesday	March 22, 2023	12:00 — 1:00 p.m.
Wednesday	May 24, 2023	12:00 — 1:00 p.m.
Wednesday	July 26, 2023	12:00 — 1:00 p.m.
Wednesday	September 27, 2023	12:00 — 1:00 p.m.
Wednesday	November 29, 2023	12:00 — 1:00 p.m.
Wednesday	January 24, 2024	12:00 — 1:00 p.m.