



NOVA Workforce Board Executive Committee
October 17, 2018 Meeting
Minutes

Executive Committee members present: Julian Chu, Dennis Cima, Carl Cimino, Van Dang, Poncho Guevara, Jennifer Morrill and Andy Switky

NOVA staff: Kris Stadelman, Cindy Stahl and Eileen Stanly

1. **Call to Order**

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

2. **Action Items:**

a. Approval of June 20, 2018 Meeting Minutes: It was moved by A. Switky, seconded by C. Cimino and approved by voice vote the meeting minutes as submitted, with one abstention from J. Morrill.

b. Approval of Recommendation to Select the Option of Two Board Chairperson Seats for 2019: It was moved by C. Cimino, seconded by J. Morrill and approved by voice vote the recommendation to select the option of two Board chairperson seats for 2019 as submitted. Members discussed the current size and composition of the Board and future plans to recruit candidates to fill vacancies in an organized labor seat and a private sector seat.

3. **Discussion Items:**

a. Update WIOA Implementation: Local and Regional Plans: Staff is launching the Workforce Innovation and Opportunity Act (WIOA) Local and Regional Plan modification. Two public input meetings have been scheduled as a first step in this process on November 7, 5-6 p.m. (in partnership with work2future) and November 29, 10-11 a.m. Public sector Board members will be receiving an invitation to these meetings and are welcome to attend. The Board will be kept informed as the plan modifications progress and, as with previous WIOA requirements, the Board will be asked to approve these modifications at an upcoming Board meeting.

b. Planning for January 23, 2019 Board Retreat: It is anticipated that as with previous years, the 2019 Board retreat will include the director's overview of the Board's and NOVA's work over the past year and future plans and Board member Steve Levy's presentation on the economic landscape. But this year, instead of hosting a panel of customers, staff is proposing to host a panel of three career advisors to share customer experiences regarding training. NOVA usually focuses on the experiences of dislocated workers because this is the predominant population that NOVA serves. However, NOVA also serves low-income disadvantaged workers that frequently lack foundational skills and require skills training to access higher wage jobs in Silicon Valley. Unfortunately, these workers often work multiple low-wage jobs to survive and can't afford to take

time away from these jobs to participate in training. It is this challenge that would be the focus of the retreat.

One model that is being explored to address this issue is a cost-sharing model, where workers are provided with a stipend to pay for their living expenses so that they may be freed up to participate in skills training. Other models that target this issue include the Santa Clara County Housing Authority Family Self-Sufficiency Program, Digital Promise targeting foundational skills training for adults, and stackable credentials in the construction industry that include virtual design. There are several groups that are working on this issue and the question that the workforce development community is trying to answer is 1) what kind of education, credentials and foundational skills do low-income disadvantaged workers need (outcome training model); and 2) what kind of financial support would be necessary to pay for these workers' cost of living so that they may participate in a training program and acquire new skills/credentials (financing model). NOVA currently serves three groups of customers with training funding: 1) dislocated workers, 2) low-income adults, and 3) low-income priority adults. Funding for training is prioritized for low-income priority adults, but these workers usually decline the assistance because they cannot afford to leave their job(s) to participate in a training program, but may need the skills training the most in order to succeed.

At the retreat, Board members would be educated on this issue and asked to put together their collective minds to provide a framework for future discussion and work. The Board will not be expected to find solutions to this complex issue. Ideas for the retreat program could include: presentations from several Board members and staff who are doing work on this issue, Chris Benner could be invited to attend as a keynote speaker and discuss his latest report, "Innovating Inequality?" and then a dialogue among members would follow about this issue. The retreat planning committee will be convened shortly and will begin the planning process for the retreat.

c. Updates Board Committee and Task Forces: Expanding Reach and Emerging Trends Task Force meetings:

Emerging Trends Task Force: There is a mismatch between the supply side and demand side of the economy and the task force is looking at how this mismatch has changed over time. Unfortunately, employers (the demand side) are focused on what they need now, not on what they will need in the future which makes it difficult for the workforce development community to prepare workers (the supply side) to address employer demand. The common need for all workers is foundational skills, but as workers climb the ladder, the domain-specific skills become more important and differ from occupation to occupation. Employers require certain core knowledge that doesn't change that much over time, followed by skills where the requirements start to change more rapidly as the industry changes, and finally tools where the requirements change very rapidly as technology changes. The next step is the task force will be interviewing employers to test out what they consider important foundational/core skills for its workforce. In addition, the task force will be considering NOVA's role in this effort going forward (e.g. convener, collaborator).

Expanding Reach Task Force: The task force delved into the issue of expanding reach in San Mateo County by reviewing a variety of data that included maps of

where the NOVA job centers are located, poverty rates and numbers of residents by city, unemployment rates and numbers of unemployed residents by city, and resources available that included adult education, community colleges and large employers. As a result of this review, the task force recommended that NOVA focus its efforts in northern San Mateo County (north of Hwy 92) where there is the greatest number of residents in need and NOVA has less presence there. Since NOVA does not have additional funding to add to its services, it will explore engaging its partners, capitalizing on technology by providing online classes at partner sites and conducting train-the-trainer for partners to provide NOVA's curriculum to its customers. The Stakeholders Group will provide the vehicle for involving partners in this effort and a survey has just been distributed to this group to obtain their input with this expanding reach effort. While it is expected that partners will discuss this with their staff and customers, the next step will entail identifying a partner interested in NOVA surveying their customers, directly.

d. Review Draft Agenda for November 28, 2018 Board Meeting: A draft agenda for the November 28, 2018 Board meeting was distributed and reviewed.

4. **Information Items:**

a. Upcoming Grant Solicitations: There are several grant solicitations that are scheduled for release at the end of October and, given the timing of the expected submission requirements and in lieu of Board or Executive Committee meetings scheduled in the next few weeks, staff will be asking the Board co-chairs for approval, with actions forwarded to the Board at its November 28 meeting as an information item.

b. The next Executive Committee meeting is scheduled for December 19, 2018 at 12 Noon.

5. **Adjournment**

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