



NOVA Workforce Board Executive Committee  
June 20, 2018 Meeting  
Minutes

Executive Committee members present: Dennis Cima, Van Dang, Poncho Guevara, Katherine Harasz, and Andy Switky

NOVA staff: Kris Stadelman, Jeanette Langdell, Cindy Stahl and Eileen Stanly

1. **Call to Order**

The meeting was called to order at 12:05 pm.

2. **Action Items:**

a. Approval of April 18, 2018 Meeting Minutes: It was moved by K. Harasz, seconded by A. Switky and approved by voice vote the meeting minutes as submitted.

3. **Discussion Items:**

a. Modification of National Dislocated Worker Grant and Ready to Work Grant: The U.S. Department of Labor (DOL)-funded Ready to Work (RTW) grant was awarded to NOVA in 2014, on behalf of a collaborative of four local workforce boards in the region. The four-year grant, supported through fees from the H-1B Visa fund, will serve 1273 long-term unemployed workers who are interested in obtaining employment in the tech industry. Since the grant was awarded, the economy has changed with the pool of unemployed shrinking, but those who are still unemployed will need training to reenter the workforce. In addition, two of the four workforce board partners — Alameda County and San Jose-based work2future — have been challenged to find the mid-level workers that meet the requirements of this grant. As a result, NOVA has recaptured unspent funds from these two workforce boards and redistributed it to NOVA and the San Francisco workforce board. Right now, 70 percent of the grant has been completed and NOVA is confident it can achieve the goals of the grant with more time. As a result, NOVA has requested an extension of this grant to September 30, 2019.

The DOL-funded National Dislocated Worker Grant was awarded to NOVA in January 2016. This two-year grant, funded by WIOA, will serve 960 dislocated workers from an identified list of companies representing the tech sector. This project has been very successful and has grown from serving laid-off workers from 35 companies to 159 companies and that number is expected to continue to grow. Already, NOVA has reached 90 percent of targeted enrollment and 92 percent of expenditures. NOVA is requesting an additional \$1.5 million in funding to serve 450 more workers and an extension of the contract period to December 31, 2019.

b. Update Regional Business Engagement Initiative: NOVA was awarded a grant, on behalf of the four workforce boards in the region, to launch a regional business

engagement team. Implementation of this initiative has been more challenging than anticipated as each of the local workforce boards have different priority sectors and approaches to business services. As a result, the workforce boards decided to focus on one sector that they all share and that is the health care sector, which is also a sector that can be easily defined. The first step will be to reach out to health care employers in the region and obtain information about their workforce needs and then develop strategies for addressing these needs, recognizing that the end result may be solutions that differ for each workforce area. NOVA will also be reaching out to Board members knowledgeable about this sector for information and possibly to participate on a potential health care sector panel. In addition, the Board task forces will be tackling this sector in their future work. The business services staff from each workforce area will also be meeting on a quarterly basis to better understand their different approaches to business services so that they may facilitate employer referrals across the region.

c. Update on Services in San Mateo County: CLCP is progressing well in implementing the new integrated service delivery model and is on track to achieve its goals and planning for the coming year. NOVA is in the process of making changes to its on-boarding process for customers at the Sunnyvale Job Center that is expected to move customers more quickly through the registration process so that they may begin to start utilizing services sooner. CLCP is interested in following NOVA's lead and will be working to make these same changes with their service-delivery as well once this new approach has been tested.

The contract with the job center at Skyline College ended a few months ago and NOVA and Skyline have been working together on the transition. Currently, a NOVA career advisor is providing services at Skyline one day/week, with the goal of increasing that to three days/week in the future. Skyline is providing NOVA with office and workshop space at the Sparkpoint Center, among other amenities. Although customer registration is still low, it is expected to increase in the coming months. The Expanding Reach Task Force will be looking at the NOVA service system with a focus on viewing the system as one unified area.

d. Report-out on NOVAworks Foundation: The Foundation held its annual meeting on June 14, 2018. While in the recent past, NOVA has received grants from the private sector such as the Google.org grant, these grants still do not provide the flexible funding that the foundation is seeking. The foundation board brainstormed on ideas for achieving this, which included launching a service package that can be marketed to employers. Another idea that will be explored is launching a regional foundation to attract funding from companies interested in supporting workforce development.

e. Review Draft Agenda for July 25, 2018 Board Meeting: There were no agenda items identified for the July 25 Board meeting. A recommendation was made to utilize this meeting for a study session on a topic that the Board has expressed an interest in discussing further.

4. **Information Items:**

The next Executive Committee meeting is scheduled for August 15 at 12 Noon.

5. **Adjournment**

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