



NOVA Workforce Board Executive Committee
February 21, 2018 Meeting
Minutes

Executive Committee members present: Van Dang, Katherine Harasz, Jennifer Morrill and Andy Switky

1. **Call to Order**

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

2. **Action Items: Approval of December 20, 2017 Meeting Minutes**

It was moved by K. Harasz, seconded by V. Dang and approved by voice vote that the meeting minutes be approved as submitted.

3. **Discussion Items**

a. **Board Retreat Debrief:** As a follow-up to the Board retreat, a review of the coming year's Board Committee and Task Force structure and work-plan were discussed. A concern was raised at the Task Force level that the work had become focused on operational issues as the staff was distracted by the WIOA administrative requirements. In re-focusing the work-plan to a more strategic level, both staff capacity and remaining administrative requirements must be considered.

A list of ideas stemming from questions posed at the table discussions at the retreat was summarized and the recommendation from Executive Committee members was to simplify and prioritize this list. Then the items could be sorted and assigned to Task Forces. Youth Council Chair, Carl Cimino, could not attend but agreed in a recent conversation that there was no longer the same need for a stand-alone Youth Committee. Now that WIOA directs all resources to out-of-school youth, the issues will easily fit within the parameters of a regular Task Force.

The Legislative Committee would remain the same, tracking legislation and recommending advocacy efforts. The Finance and Membership subcommittees will continue to operate as they have. The Executive Committee will take on a few additional assignments starting with addressing the issues raised by diminishing resources and their impact on the organization's relevance to the community.

A recommendation for Committee and Task Force structure will be brought to the next board meeting.

b. **Update on WIOA Contractors:** The Central Labor Council Partnership is on schedule with its transition from a case management model to an integrated service-delivery model and is now offering a variety of workshops. Skyline College at SparkPoint Center, the new Job Center in San Mateo County, experienced delays with launching the new Job Center, which opened in the fall, and is now experiencing challenges with enrolling the

number of customers that is expected. NOVA staff has been meeting with the SparkPoint staff over the past few months to address these concerns and will be making a recommendation regarding next steps, in the near future.

c. State Additional Assistance Grant: NOVA applied for a State Additional Assistance Grant in the fall and although it has received indications that a grant will be approved, it has not yet received the funding. The Board will be notified as soon as the award has been finalized.

d. AJCC Certification: Hallmarks of Excellence: Local Workforce Boards are mandated to participate in both phases of the WIOA AJCC Certification requirements: Baseline and Hallmarks of Excellence. Last fall, NOVA participated in the first phase of the AJCC certification process: Baseline Certification. It is now beginning the Hallmarks of Excellence certification process, which will require responses to a list of indicators for eight Hallmarks of Excellence. The Bay Peninsula Regional Organizer is expected to conduct the evaluation of NOVA, which will then be forwarded to the Board at its May Board meeting for approval. NOVA will be conducting a self-evaluation before the evaluator arrives and is taking this opportunity to review and improve upon its workforce services.

e. Review Draft Agenda for March 28 Board Meeting: A draft meeting agenda for the March 28 Board meeting was reviewed.

4. Information Items

- Next Executive Committee Meeting is scheduled for April 18, 2018, 12 Noon
- 2018 Calendar of Executive Committee Meetings

5. Adjournment

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