



NOVA Workforce Board Executive Committee

April 19, 2017 Meeting

**Minutes**

1. The meeting was called to order at 12:04 pm. Meeting minutes were taken by NOVA staff Eileen Stanly.
2. Executive Committee Members in attendance: Julian Chu, Dennis Cima, Carl Cimino, Poncho Guevara, and Jen Morrill. Guest in attendance: Linda Labit
3. The Executive Committee reviewed and voted on the following Action Items:
  - Approval of February 15, 2017 Meeting Minutes: It was moved by C. Cimino, seconded by J. Morrill and carried by voice vote to approve the amended minutes, as submitted.
  - Approval of Youth Committee Recommendation for WIOA Youth Service Provider in San Mateo County: NOVA issued a Request for Proposals (RFP) for Workforce Innovation and Opportunity Act (WIOA) youth services in San Mateo County. In response to this RFP, two proposals were received by the deadline: Jefferson Union High School District and JobTrain. Both proposals were from current service providers. Proposals were reviewed by staff for minimum qualifications and then forwarded to a review committee that scored the proposals, reviewed past and current performance of the proposers, and recommended funding JobTrain. The Youth Committee met on April 13 and voted to recommend to the Executive Committee, acting on behalf of the NOVA Board, to approve the award of funds to one service provider, JobTrain, for up to \$525,000 to provide youth services in San Mateo County from 7/1/17 through 6/30/18, with the option to extend for up to three additional years, dependent on successful performance results and available funding. The Sunnyvale City Council would be asked to authorize the award of these funds at its May 23, 2017 City Council meeting. Following approval,

the Youth Committee would be reviewing the progress of this contract on a quarterly basis. It was moved by D. Cima, seconded by C. Cimino and carried by voice vote to approve the Youth Committee recommendation to award funds to JobTrain to provide youth services in San Mateo County. This action will be forwarded to Board at its May 24 meeting as an information item.

- Approval of Cenetri Group LLC to Provide AJCC Consultant Services: Under the federal Workforce Investment Act, NOVA served as the “one-stop operator” for the NOVA workforce system. Under WIOA, the one-stop operator must be procured and is defined by the State as performing the function of assisting with the coordination of services among all AJCC partners and service providers in the local area. This limited role would then allow the local board to focus on strategic planning and the provision of career services. NOVA issued a Request for Qualifications for these consultant services and received three proposals. These proposals were then reviewed and scored by a review team. Review factors included past facilitation experience, as well as familiarity with workforce development partners in San Mateo County in order to ensure San Mateo County agencies are represented on NOVA’s stakeholders’ group. The highest scoring proposal was submitted by Dr. Hilary Goodkind of Cenetri Group. Staff is recommending to the Executive Committee, acting on behalf of the NOVA Board, to approve the award of a contract to Cenetri Group to provide AJCC consultant services from July 1, 2017 through June 30, 2019. The initial funding is for \$15,000 for the first year. The Sunnyvale City Council would be asked to authorize the award of funds at its May 23 City Council meeting. Dr. Goodkind is a member-at-large on the NOVA Board with no voting rights. However, Dr. Goodkind would be expected to abide by the Board Bylaws and the Conflict of Interest Code concerning participation in discussions during Board meetings. It was moved by D. Cima, seconded by J. Chu and carried by voice vote to approve the award of a contract to Cenetri Group to provide AJCC consultant services. This action will be forwarded to the Board at its May 24 meeting as an information item.

4. The Committee reviewed the Discussion items:

- **WIOA Implementation: MOU Phase II and AJCC Certification: Phase II** of the MOU is much more controversial than Phase I because of the expectations for shared customers, shared data and shared costs. As part of the process, Phase II will have two budgets: infrastructure cost budget and other systems cost/career services budget. Shared costs for infrastructure only pertains to co-located partners for now, specifically, EDD, Peninsula Family Service and Sunnyvale-Cupertino adult education for the NOVA workforce area. Under Phase II, the intent is to have partners pay to participate in the one-stop system; however, these partners have limited resources and asking them to contribute resources may serve as disincentive to participate. There are concerns statewide about the implementation of Phase II; however, there does not appear to be any avenue to voice these concerns that may have an impact. The signed MOU Phase II is due to the State by September 1. The AJCC Certification process will be very cumbersome and time intensive requiring each local AJCC to meet defined standards according to eight elements. Local Boards are required to submit a plan for what process they will be using to comply with this requirement by September 30.
- **Update State CalJOBS Direct Data Entry Directive:** The State is requiring local workforce boards to directly enter participant data into the CalJOBS system. For many years, local boards like NOVA has used its own data management system that provides a far superior information about customers served, with comprehensive reports produced that are invaluable in decision-making about programs and services. The service is free and can be easily uploaded into the CalJOBS system for federal reporting requirements. Our local State Assembly representative, Marc Berman, signed a letter initiated by Assembly member Autumn Burke, asking the State Labor agency to reconsider this requirement. Those WDB directors impacted by this new requirement then met with a State EDD administrator to discuss options. The outcome from this meeting was that the State would allow local boards to use their own systems if they agreed to pay the State for the additional costs incurred by the State for this bifurcated system. Both the State and the local boards are collecting data to reach an agreement on this extra charge.

- Silicon Valley Slingshot Compact: The contract for the use of the additional funding from the State (\$900,000) was approved and the initiative is now moving into the launch of the two pilot projects: advanced digital advertising and DevOps.
- Grant Application to Google.org for career pathways in technology: Google.org approached NOVA to submit a grant application for career pathways for youth in the technology sector. NOVA is proposing a collaborative project with Hack the Hood in Oakland, Virgil that produces an online assessment platform, and researcher Economic Advancement Research Institute (EARI) to launch career pathways in digital advertising and DevOps. Hack the Hood would be providing 60 local income youth from its program. Virgil would be providing these youth with the online assessment tools to move them forward on a career path in technology and EARI would conduct research on the passions that these youth have toward tech career pathways. Several Board members mentioned that their companies and organizations they work with in the community may also be interested in providing support for this collaborative project.
- Federal Flood Relief for San Mateo County: Previously, the State has sought and received funding through the U.S. Department of Labor (DOL) for emergency flood relief for several counties. Funding would go to hire job seekers to provide the extra workforce needed to complete the repairs. Since the January rains, the State is seeking additional funding for other counties that include San Mateo County. Thanks to Board member Rosanne Foust's assistance, NOVA was able to make contact with a County of San Mateo administrator and obtained a list of repair projects that the County is pursuing as a result of the flooding. The request that NOVA submitted to the State for inclusion in its request to DOL totals \$1 million in repairs.
- Review Draft Agenda for May 24, 2017 Board meeting: A draft agenda for the May 24 Board meeting was reviewed. The NOVA director will be attending the upcoming Progress Summit for San Mateo County and will be reporting out on this at the next Board meeting. A recommendation was made to invite San Mateo County Community College District Chancellor to an

upcoming Board meeting to present on the District's activities. State Senator Jerry Hill has introduced SB 769 that will expand the pilots at several community colleges statewide to offer more four-year degree programs not offered at the UC and CSU institutions, such as an Automotive Technology Management degree program.

5. Information Items discussed by the Committee:
  - Next Executive Committee Meeting is scheduled for June 21, 2017, 12 Noon.
6. The meeting was adjourned at 1:30 p.m.