



**NOVA WORKFORCE BOARD
Draft MINUTES
May 25, 2016**

PRESENT: D. Cima, V. Dang, L. Dalla Betta, L. DeMaine, J. Garcia, P. Guevara, B. Guidry-Brown, E. Hamilton, K. Harasz, B. Knopf, J. Miner, J. Morrill, J. Sugiyama, A. Switky

ABSENT: T. Baity, F. Benest, S. Borgersen, J. Chu, C. Cimino J. Dittrick, B. Field, C. Galy, H. Goodkind, A. Grewal, J. Hill, L. Labit, S. Levy, M. Marlaire, S. Van Dorn

ALSO PRESENT: K. Stadelman, C. Stahl, E. Stanly

1. CALL TO ORDER

Co-Vice Chairperson Ms. Morrill called the meeting to order at 12:08 p.m.

2. PUBLIC ANNOUNCEMENTS

There were no Public Announcements.

3. APPROVAL OF AGENDA

It was moved by Ms. Dang, seconded by Ms. Dalla Betta and carried by voice vote that the agenda be approved as submitted.

4. CHAIRPERSON'S REPORT

Ms. Morrill introduced new Board Member Judy Miner of Foothill-DeAnza Community College District and welcomed her to the Board.

5. EXECUTIVE DIRECTOR'S REPORT

Ms. Stadelman announced that Co-Chairperson Steve Van Dorn submitted his resignation to the Board. She recognized the many years and contributions that Mr. Van Dorn has made to

the NOVA Board and wished him well with his new opportunities. Co-Chairperson Chris Galy was unable to make today's Board Meeting. He will continue to serve as Chairperson of the NOVA Board through the end of 2016.

Ms. Stadelman gave update on Federal Workforce Innovation and Opportunity Act (WIOA) implementation. The final regulations are still delayed, however we expect them to be released soon. Ms. Stadelman provided Board Members with a handout on Functions of the Board under WIOA.

Ms. Stadelman also gave an update on the following items:

- Updates on Future Facility Space for NOVA- The City of Sunnyvale will not have a bond measure for office space. Staff is now working to determine if selling a few City owned properties would help fund the revitalization of the Civic Center.
- Recent State Solicitations-As we near the end of the fiscal year, we have seen an increase in state solicitations. We applied for a few accelerator grants with partners. We were awarded a Disability Employment Accelerator (DEA) Grant focusing on customers on the Autism spectrum and YesWeCode, which helps minorities get into careers in technology, will focus on sharing the ProMatch model with alumni. We are partnering on the Upwardly Global Project that will focus on assisting customers with degrees from other countries determine their transferable skills to obtain employment here.

6. APPROVAL OF MINUTES

Approval of Minutes of the March 23, 2016 Board Meeting: It was moved by Ms. Dang, seconded by Mr. Switky and carried by voice vote that the minutes to the March 23, 2016 Board meeting be approved as submitted. Ms. Morrill, Ms. Miner and Ms. Sugiyama abstained from the vote.

7. PUBLIC HEARING

General Business:

6B1. Approval of WIOA Memorandums of Understanding (MOU) for NOVA Workforce Board America's Job Centers of California (AJCC) Service System- Ms. Stadelman reviewed the MOU's included in the packet. NOVA Staff was able to negotiate with partners to have one MOU for all partners with the exception of the County of Santa Clara Temporary Assistance for Needy Families (TANF) program as they requested additional language in their MOU. Staff is requesting the Board approval the two MOUs and will then begin routing through the process for all required signatures.

It was moved by Ms. Harasz seconded by Ms. Guidry-Brown and carried by voice vote that the Approval of WIOA Memorandums of Understanding (MOU) for NOVA Workforce Board America's Job Centers of California (AJCC) Service System be approved as submitted.

6B2. Authorization to Extend Contracts for Central Labor Council Partnership (CLCP) and JobTrain for Adult Workforce Development and Award Funding for Services through June 30, 2017- Ms. Stahl reviewed the current status of services being provided in San Mateo County by CLCP and JobTrain. Over the last year, NOVA staff has had regular meetings and monitored both agencies. Staff recently completed a formal monitoring and found that both agencies are meeting grant requirements. Staff is asking that the Board approve the extension of the current adult contracts until June 2017 at which time NOVA expects to conduct a procurement for adult services for program year 2017-2018.

It was moved by Mr. Guevara seconded by Ms. Dang and carried by voice vote that the Authorization to Extend Contracts for Central Labor Council Partnership (CLCP) and JobTrain for Adult Workforce Development and Award Funding for Services through June 30, 2017 be approved as submitted.

6B3. Extend Contracts for JobTrain and Jefferson Union High School District through June 30, 2017- Ms. Stahl reviewed the Extension of Contracts for Youth Services in San Mateo County that was approved by the Executive Committee at its April 20th meeting. The contract extension will again allow for NOVA to conduct procurement for youth services for program year 2017-2018.

6B4. Approval of Workforce Innovation and Opportunity Act Title I Policies and Procedures- Ms. Stahl reviewed updated policies on Procurement, Audit Resolution, Debt Collection and Incident Reporting that were all previously approved by the Executive Committee at its April 20th meeting.

6B5. Discussion of New Branding for NOVA Consortium- Ms. Stadelman discussed the update to branding in San Mateo County. As of July 1, the Peninsula Works name will no longer be used and all providers will operate under NOVA's name. All marketing materials and website will be updated.

8. ADJOURNMENT

Co-Vice Chairperson Ms. Morrill adjourned the meeting at 1:30p.m.

Respectfully Submitted by Tisha Johnson