



**NOVA WORKFORCE BOARD
Draft MINUTES
November 30, 2016**

PRESENT: C. Cimino, V. Dang, L. Dalla Betta, B. Field, R. Foust, C. Galy, P. Guevara, E. Hamilton, B. Knopf, L. Labit, S. Levy, J. Miner,

ABSENT: T. Baity, F. Benest, S. Borgersen, J. Chu, L. DeMaine, J. Dittrick, J. Garcia H. Goodkind, B. Guidry-Brown, K. Harasz, J. Hill, A. Manwani, M. Marlaire, J. Morrill, J. Ruigomez, J. Sugiyama, A. Switky

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

1. CALL TO ORDER

Co-Chairperson Mr. Galy called the meeting to order at 12:11 p.m.

2. PUBLIC ANNOUNCEMENTS

There were no Public Announcements.

3. APPROVAL OF AGENDA

It was moved by Mr. Cimino, seconded by Mr. Knopf and carried by voice vote that the agenda be approved as amended.

4. CHAIRPERSON'S REPORT

Mr. Galy gave a reminder about the upcoming Board Retreat. The retreat will start at 7:45am on Wednesday, January 25th and will conclude at 1:30pm. The Cupertino Community hall has been reserved for the day. Mr. Galy also announced that we are collecting donations of \$100 to cover the food costs for the day.

5. EXECUTIVE DIRECTOR'S REPORT

Ms. Stadelman gave update on Federal Workforce Innovation and Opportunity Act (WIOA)

implementation process and timeline. We are working on finishing our local plan and will have the 1st draft out to Board Members for review soon. It will then be released for public comment. The final version of the local plan will be an agenda item at the January 25th Retreat.

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

- MOU Phase II- The next round of MOU discussion will be around shared resources, and are due June 30, 2017.
- Facility Space Update- The Sunnyvale City Council had a discussion on space. They are very happy with the services NOVA provides and would like to include us in the facility space plan. They will be meeting again next year for discussions on facilities. We will update you as information becomes available.
- Presentation to San Mateo County Board of Supervisors- A big thank you to Rosanne Foust for attending the Board of Supervisors meeting and assisting Kris in education them on NOVA programs and services.

6. APPROVAL OF MINUTES

Approval of Minutes of the September 28, 2016 Board Meeting: It was moved by Mr. Cimino, seconded by Mr. Knopf and carried by voice vote that the minutes to the September 28, 2016 Board meeting be approved as submitted. Ms. Miner, Mr. Galy and Ms. Dalla Betta abstained from the vote.

7. PUBLIC HEARING

General Business:

7B1. Election of NOVA Workforce Board Officers for Calendar Year 2017- The Nominating Committee reviewed the slate of prospective candidates for the election of board officers for 2017:

Co-Chairpersons: Chris Galy and Jen Morrill

Vice-Chairpersons: Julian Chu (private sector seat) & Poncho Guevara (public sector seat)

There were no additional nominations from the floor.

It was moved by Ms. Foust seconded by Mr. Knopf and carried by voice vote that the election of NOVA Workforce Board Officers for Calendar Year 2017 be approved as submitted.

7B2. Approval of Community Member to Board Executive Committee and Legislative Committee- The Workforce Innovation and Opportunity Act (WIOA) requires that standing committees have representatives from the community who are not formal members of the Board but have experience and expertise that support the Board's goals and customer-

focused services to individuals and businesses. Staff recommends former NOVA Board Member Dennis Cima hold the community seat on the Executive Committee and Legislative Committee. Mr. Cima's knowledge of the Board and its work will make him a valuable asset.

It was moved by Mr. Guevara seconded by Ms. Miner and carried by voice vote that Dennis Cima be appointed the community seat on the NOVA Workforce Board standing committees: Executive Committee and Legislative Committee.

7B3. Approval of Approach to Procure One-Stop Operator for NOVA Workforce Board Workforce Development System- The State has released clarification on the selection process of the One-Stop Operator. NOVA Staff is recommending that the required One-Stop Operator function be limited to coordinating activities for the one-stop partners by hosting stakeholder meetings four times a year.

It was moved by Mr. Knopf seconded by Ms. Dalla Betta and carried by voice vote that item be approved as submitted.

7B4. Recommendation to Approve Workforce Innovation and Opportunity Act (WIOA) Adult/Dislocated Worker and Youth Technical Assistance Guides- Ms. Stahl gave an overview of the WIOA Eligibility Technical Assistance Guide (TAG). The TAG provides policies and procedures regarding criteria and documentation sources for establishing WIOA Title I program eligibility for adults, dislocated workers and youth. The TAG has been in place under the Workforce Investment Act (WIA) and the updates are to align it with the final regulations from WIOA.

It was moved by Mr. Guevara seconded by Ms. Dalla Betta and carried by voice vote that this item be approved as submitted.

7B5. Report from Finance Committee on Year-End Finance Report- Ms. Hamilton reviewed the NOVA grant status report.

8. ADJOURNMENT

Co- Chairperson Mr. Galy adjourned the meeting at 1:30p.m.

Respectfully Submitted by Tisha Johnson