



**NOVA WORKFORCE BOARD
MINUTES
May 23, 2018**

PRESENT: S. Borgersen, C. Cimino, L. de Maine, R. Foust, K. Harasz, B. Knopf, L. Labit, S. Levy, M. Lucero, M. Merrick, J. Morrill, A. Switky

ABSENT: T. Baity, J. Chu, L. Dalla Betta, V. Dang, B. Field, C. Galy, J. García, P. Guevara, B. Guidry-Brown, H. Goodkind, E. Hamilton, J. Hill, A. Manwani, J. Miner, J. Ruigomez, and J. Sugiyama

ALSO PRESENT: K. Stadelman, E. Stanly

1. CALL TO ORDER

Co-Chairperson J. Morrill called the meeting to order at 12:05 p.m.

2. PUBLIC ANNOUNCEMENTS

No public announcements.

3. APPROVAL OF AGENDA

It was moved by C. Cimino, seconded by B. Knopf and carried by voice vote to approve the agenda as submitted.

4. CHAIRPERSON'S REPORT

4A. Presentation from Dennis Cima on Foothill-De Anza Community College District Community Outreach Initiative: Highlights of the presentation included:

- The Foothill-De Anza Community College District has been providing educational services for 60+ years; De Anza College is celebrating its 50-year anniversary. It is a leader in providing quality learning environments to a diverse student body, serving 63,000 students annually.
- The challenge for families is college affordability with the cost at California public universities four times higher than a local community college (e.g. UC system \$13,900/yr., Cal State System \$7,229/yr., Foothill-De Anza \$1,515/yr.).
- Foothill-De Anza is a top performer in providing educational programs in science, mathematics, technology, arts, vocational opportunities, and transfers to four-year colleges, as well as workforce training in business, technology, nursing, early childhood education and other high-demand careers. It also recently opened a new

Haas center for manufacturing. Foothill-De Anza serves everyone in the community including veterans, seniors and working students, and provides lifelong learning and professional development for the current workforce.

- In looking ahead to the future, Foothill-De Anza is reaching out and surveying community residents about community priorities. Priorities identified include: preparing students for transfer to four-year colleges & universities; better preparing students for good-paying jobs; upgrading classrooms and labs through capital improvements; and expanding resources for veterans and accessibility for students with disabilities. Board members were invited to weigh in on the conversation by going to www.fhda.edu/JoinTheConversation and completing the survey.

5. EXECUTIVE DIRECTOR'S REPORT

Director Kris Stadelman reported out on the following items:

5A. 2018 Progress Seminar San Mateo County: The Progress Seminar is an annual convening of stakeholders to tackle pressing issues facing the San Mateo County community. Board member Rosanne Foust co-chairs this event. This year, the director was invited to present on a panel regarding workforce innovations; another panel on the “Year of the Woman” was also discussed. A video link about the conference will be sent to members.

5B. Regional Updates: During the initial planning of the Bay Peninsula Regional Planning Unit, there was an agreement to rotate the lead role among the local workforce boards in the region. NOVA served in the lead role last year, but due to challenges experienced by the other local boards in the region, NOVA has agreed to continue in this lead role in the coming year. Since regional funding is now being allocated, NOVA will also provide the contract administrator role to distribute these funds to the other three boards.

There is concern that the State may be moving too fast in implementing the regionalism concept under WIOA, with its announcement of new regional metrics. While the local workforce boards within the region share some commonality, there are many differences that include different employers and industry sectors. This has become apparent in the implementation of the regional business engagement initiative, where each local board has a very different approach to business services. The initiative may need to be scaled back to just focus on creating a shared message to facilitate employer referrals between boards. Regional boundaries should be fluid to allow boards to partner with whoever is appropriate for a particular project. WIOA allocations should also continue to be distributed directly to each local board to address its specific priorities and needs that will vary from board to board.

5C. Update State CalJOBS Direct Data Entry Directive: Last year, NOVA requested that it be exempted from the State requirement of direct data entry of customer information into the CalJOBS system. NOVA prefers to use its own system for inputting data as it provides a wealth of information about customers served that can be used in making management decisions in real-time about service-delivery. The State conducted a site visit of NOVA's system and has indicated that NOVA will be granted a waiver from this requirement.

6. PUBLIC HEARING

6A. Approval of Minutes of March 28, 2018 Meeting:

It was moved by R. Foust, seconded by K. Harasz and carried by voice vote to approve the March 28, 2018 Board meeting minutes as submitted, with abstentions from C. Cimino, L. de Maine, B. Knopf and S. Levy.

6B. GENERAL BUSINESS:

6B1. Approval of Application for NOVA to be WIOA AJCC Operator for NOVA Workforce Development Area: As stipulated under WIOA, the State requires that the AJCC Operator be competitively procured unless substantial justification can be provided. The State has also clarified the role of the AJCC Operator and that is to coordinate the service-delivery of required one-stop partners and service providers and ensure the implementation of partner responsibilities and contributions in the WIOA Memorandums of Understanding. Last year, a Request for Qualifications was released twice for the AJCC Operator for the NOVA workforce development area due to an insufficient response to the first bid. The consultant awarded the contract is completing the requirements for fiscal year 2017/18, but is unable to continue providing this service in the future due to other competing commitments. NOVA staff has reviewed different options for approaching the AJCC Operator function and is recommending that it directly serve as Operator for the NOVA workforce development area through sole source procurement by convening and facilitating quarterly partner meetings to ensure effective delivery of services to shared customers. This recommendation is based on insufficient qualified sources to provide this service; City of Sunnyvale service-delivery policies; and NOVA's exceptional performance in delivering the highest quality and most beneficial mix of services. It was moved by C. Cimino, seconded by A. Switky and carried by voice vote to approve of NOVA's application to the State to be the AJCC Operator for the NOVA workforce development area through sole source procurement.

6B2. Approval of WIOA AJCC Hallmarks of Excellence Certification for NOVA Job Center in Sunnyvale: The State is implementing the WIOA requirements for AJCC Job Center certification according to a two-part process: Baseline Certification, a basic compliance certification that was conducted last fall for the NOVA Job Center in Sunnyvale and approved by the Board in November, and Hallmarks of Excellence certification that is more in-depth and comprised of eight Hallmark indicators. A Job Center must achieve a score of at least 3 (out of 5) for each Hallmark and submit a continuous improvement plan in order to be certified. NOVA approached the Hallmarks of Excellence process by conducting an initial self-assessment and identifying areas for continuous improvement. The Regional Organizer conducted the evaluation and recommended that the NOVA Job Center in Sunnyvale be certified. It was moved by A. Switky, seconded by L. de Maine and carried by voice vote to approve the AJCC Hallmarks of Excellence certification and Continuous Improvement Plan for the NOVA Job Center in Sunnyvale.

6B3. Transition of SMCCCD Contract to In-House Services and Extension of CLCP and JobTrain Agreements: It was determined that the proposed service model developed at Skyline College was not the best way to accomplish NOVA's goal to extend its ability to reach and provide services to dislocated and low-income adult job seekers in the northern portion of San Mateo County. As a result, by mutual consent, NOVA and the San Mateo County Community College District (SMCCCD) agreed to terminate the contract, effective

April 30, 2018, with NOVA staff exploring options for directly providing these career services at Skyline. In lieu of a Board meeting, the Executive Committee, on behalf of the Board, approved the transition of the San Mateo County Community College District contract to in-house services at its April 18 meeting.

NOVA has the option to extend current contracts with adult and youth service providers in San Mateo County for up to three additional years, assuming available funding and successful performance. NOVA has received its WIOA allocations for Program Year 2018/19 and will extend the Central Labor Council Partnership through June 30, 2019 with funding up to \$805,800 and extend the JobTrain contract with funding up to \$420,000.

6C. DISCUSSION

6C1. Opportunity for Dialogue among Board Members and Director: Board members discussed the impact that local companies' expansions appear to be having on local school districts.

6D. GENERAL INFORMATION

6D1. Grant Status/Status of Funds: The report was included in the Board meeting packet and the director provided an update. The NOVAworks Foundation Board will be meeting in June to explore opportunities to expand its fund balance, referenced in the report, and Board members were encouraged to contact the Foundation Board with ideas. Funding from the National Dislocated Worker Grant to address impacts from the 2017 storms in San Mateo County, also referenced in the report, was returned to the State due to the challenging requirements of implementing this grant and the insufficient interest from dislocated workers to work on storm-related cleanup projects.

7. ADJOURNMENT

Co-Chairperson J. Morrill stated there was an error in the agenda and the next Board meeting is Wednesday, July 25 at 12 Noon. The meeting was adjourned at 1:30 p.m.