



WORKFORCE
DEVELOPMENT

NOVA WORKFORCE BOARD
Draft MINUTES
May 24, 2017

PRESENT: S. Borgersen, V. Dang, L. de Maine, C. Galy, P. Guevara, B. Guidry-Brown, E. Hamilton, S. Levy, A. Manwani, J. Miner, J. Ruigomez, A. Switky

ABSENT: T. Baity, J. Chu, C. Cimino, L. Dalla Betta, J. Dittrick, B. Field, R. Foust, J. García, H. Goodkind, K. Harasz, J. Hill, B. Knopf, L. Labit, M. Marlaire, J. Morrill, J. Sugiyama

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

1. CALL TO ORDER

Co-Chairperson C. Galy called the meeting to order at 12:10 p.m.

2. PUBLIC ANNOUNCEMENTS

No public announcements.

3. APPROVAL OF AGENDA

It was moved by J. Ruigomez, seconded by E. Hamilton and carried by voice vote that the agenda be approved as submitted.

4. CHAIRPERSON'S REPORT

At regular Board meetings, Board members are asked to present on their organization and workforce trends impacting their industry. At this meeting, Ms. Miner was invited to present on the Foothill-De Anza Community College District. Highlights of Ms. Miner's presentation included, but were not limited to:

In California, there are 72 community college districts, 113 colleges and 2.1 million students. Twenty-nine percent of UC students start at the community college; 51% of CSU students start at the community college, and 100,000+ have been trained annually in workforce skills. Foothill-De Anza Community College District is considered one of largest community college districts in the world and is known for its best practices in education. By the numbers,

last year Foothill-De Anza Community College District served 59,765 students; awarded 2,538 degrees and 1,128 certificates, with 3,692 students transferring to four-year institutions (Foothill-De Anza is the first and second in the state in student transfers to CSU and UC campuses); 65% of students are 21 or younger, with 71% identifying as African American, Asian, Filipino or Latino and 24% identifying as White, a diverse student body that has been the result of extensive outreach to the broader community; and \$15.2 million of financial aid was awarded to 6,300 Foothill students and \$39.5 million was awarded to 12,300 De Anza students. Foothill-De Anza has a budgeted staff of 1,242 permanent employees, with \$198,399,937 in revenues and \$193,475,782 in expenditures. The District operates according to four pillars of guided pathways: create clear curricular pathways to employment and further education; help students choose and enter their pathway; help students stay on their path; and ensure that learning is happening with intentional outcomes.

Foothill-De Anza has launched several innovative initiatives, including the Online Education Initiative, community college baccalaureate pilot program and the Humanities Mellon Scholars program:

- The Online Education Initiative provides a low cost option for education including online counseling, readiness planning, library resources, accessibility support, 24/7 tutoring and more according to a common course management system.
- The baccalaureate pilot program was created in 2014 under SB 850 (Block) to meet regional needs, increase educational opportunity and raise degree attainment and has achieved great success. Foothill-De Anza offers a dental hygiene program, as an example. In addition, programs offered statewide at pilot sites include: automotive technology, emergency services/allied health, health information management, respiratory care, bio-manufacturing, industrial automation, and interactive design, among others. This initiative has been particularly important for those rural community college campuses that are far from any CSU or UC campuses. This legislative session SB 769 (Hill) was introduced to extend and expand upon this pilot program.
- The Humanities Mellon Scholars program supports critical thinking, clear communication skills and complex problem-solving important to success in the workforce. The program offers up to \$20,000 in scholarships from the University of San Francisco and two quarters of paid internships in dynamic organizations.

The Foothill College Sunnyvale Center, located at the former Onizuka Air Force Station, known as the “Blue Cube”, represents a model of innovation converting property from military use to an educational institution. The Center offers apprenticeships to 3,000+ students in partnerships with industry, implementation of the Strong Workforce regional program, and high school dual credit & CTE pathways in business, accounting, child development, computer programming, EMT training, English as a Second Language, industrial design, graphic/interactive design, among others. The Center is also exploring the addition of culinary training.

5. EXECUTIVE DIRECTOR'S REPORT

Director Kris Stadelman reported out on the following items:

5A. Updates WIOA implementation: MOU Phase II, Conditional Approval of Local Plan and Approval of NOVA Job Center as a Career Service Provider: The meetings with the MOU partners for MOU Phase II have begun. The challenge for this process will be finding the right formula for determining the cost allocation for career services and then asking partners to contribute to the services with funds that are already limited. The MOU Phase II is expected to be agendaized at the July 26 Board meeting for Board approval. NOVA had previously received conditional approval for its WIOA Local Plan and recently received final approval. In addition, the State has approved of NOVA's application to continue to provide career services at the NOVA Job Center in Sunnyvale.

5B. San Mateo County Progress Seminar: In April, the Director had the pleasure of attending the Progress Seminar for San Mateo County. This annual event is the premiere event for leaders in San Mateo County to convene and discuss issues facing that community. Board member Rosanne Foust of San Mateo County Economic Development Association is a co-chair for this event and has been instrumental in inviting the NOVA Director to this wonderful event and introducing potential future partners to NOVA representing San Mateo County. One of the key issues discussed during the event was the delay in federal funding for electrifying Caltrain, which has since been resolved with the recent announcement of the release of funding for this purpose.

5C. Federal Flood Relief in San Mateo County: With the heavy rains and flooding this past winter, federal funding has become available to mitigate the flood damage. The State invited NOVA to apply for funding from the U.S. Department of Labor for San Mateo County. Initially NOVA requested \$250,000, but following the receipt of 15 flood-related projects identified by the County of San Mateo, the State changed the request to \$1 million, which was awarded last month. The funding will go toward temporary wages of dislocated workers to perform cleanup tasks and some roadwork.

5D. Grant Application for Google.org for career pathways in technology: Google.org invited NOVA to apply for \$250,000 in funding to reach out to diverse communities to promote access to technology occupations. This project would build upon and leverage the work that NOVA is currently doing with the Boston workforce collaborative and the Slingshot initiative. If NOVA is awarded this grant, it would go to the NOVA Foundation and will represent the largest grant the Foundation has received. In the near future, the Foundation will be holding its annual meeting and this item will be agendaized for discussion.

Board member Katherine Harasz's organization, the Housing Authority of the County of Santa Clara, just celebrated its 50th anniversary and an Op/Ed from Ms. Harasz was published in the *San Jose Mercury News*. A copy of the Op/Ed was handed out during the meeting.

6. PUBLIC HEARING

6A. Approval of Minutes of March 22, 2017 Meeting:

It was moved by Mr. Switky, seconded by Mr. Guevara and carried by voice vote to approve the March 22, 2017 Board meeting minutes as submitted.

6B. GENERAL BUSINESS:

6B1. Approval of WIOA Adult Service Providers in San Mateo County: NOVA manager Cindy Stahl reported out on this agenda item. Currently, there are two WIOA adult and dislocated worker service providers in San Mateo County, specifically, Central Labor Council Partnership and JobTrain, with contracts due to expire on June 30, 2017. A Request for Proposal (RFP) was issued in February for adult and dislocated worker services in San Mateo County. The focus of the RFP was to expand the NOVA service model currently used in Sunnyvale to increase the number of customers served in San Mateo County. The three proposals received were reviewed by staff for minimum qualifications and then forwarded to a review committee consisting of several staff and Board members. The committee recommended the San Mateo County Community College District for funding for the Skyline College Sparkpoint Center. The other two proposals did not adequately address implementation of the new service model. The RFP was re-issued and the review committee reviewed the two proposals received and recommended funding for the Central Labor Council Partnership. The other proposal was from JobTrain and was not recommended for funding; however, JobTrain may be eligible to be a training provider, pending approval of its training program on the State's Eligible Training Provider List. It was moved by A. Manwani, seconded by A. Switky and carried by voice vote to approve the selection of the San Mateo County Community College District and the Central Labor Council Partnership as WIOA service providers for adult and dislocated worker services in San Mateo County from July 1, 2017 to June 30, 2018.

6B2. Approval of WIOA Bay-Peninsula Regional Organizer: Director Kris Stadelman reported out on this agenda item. NOVA is currently the lead for the Bay-Peninsula Regional Planning Unit that includes San Francisco, San Jose-based work2future and San Benito County workforce boards. The State is funding a Regional Organizer position for each region with the scope of work including: acting as a liaison between the State Board and regional leaders; encouraging alignment of workforce development, education and economic development; supporting the implementation of the regional workforce development strategic plan; supporting industry engagement; and working to build capacity of local board staff and partners. On behalf of the region, NOVA issued a Request for Qualifications in April for a Regional Organizer with an emphasis on knowledge of and experience with workforce development, education and/or economic development. One proposal was received from Racy Ming Associates, LLC, who has 16 years of workforce development experience including as the former director of the Marin County Workforce Board. It was moved by P. Guevara, seconded by B. Guidry-Brown and carried by voice vote to approve Racy Ming Associates, LLC as the Regional Organizer from July 1, 2017 to March 31, 2019.

6B3. Approval of WIOA Youth Service Provider in San Mateo County: NOVA manager Cindy Stahl reported out on this agenda item. Currently, there are two WIOA youth service providers in San Mateo County, specifically, JobTrain and Jefferson Union High School District, with contracts due to expire on June 30, 2017. A Request for Proposals was issued in February for WIOA youth workforce development services in San Mateo County. Two proposals were received and both proposals were from the current service providers.

Proposals were reviewed by staff for minimum qualifications, and were then forwarded to a review committee comprised of staff, a NOVA Board member and a representative from Job Corps. The review committee recommended JobTrain for funding. The NOVA Board Youth Committee met and reviewed this committee's recommendation and concurred with the review committee. Jefferson Union High School District was not recommended for funding, but the current contract with this provider will be extended until September to allow time to transition the youth currently served by them. Since the Executive Committee already approved JobTrain as the WIOA youth service provider in San Mateo County at its April 19 meeting, in lieu of a Board meeting, this item is being forwarded to the Board as an information item.

6B4. Approval of One-Stop Operator for NOVA Local Workforce Development Area: Director Kris Stadelman reported out on this agenda item. WIOA requires that the One-Stop Operator for the local workforce development system must be procured. While WIOA provides a list of possible duties that the One-Stop Operator can and cannot do, the State has simplified this list to include assisting with the coordination of service delivery activities of the AJCC required partners and service providers and ensuring the effective delivery of services to shared customers. NOVA issued a Request for Qualifications (RFQ) in February for a One-Stop Operator that will coordinate the service delivery activities of the NOVA AJCC required partners and service providers by convening and facilitating quarterly partner meetings to ensure effective delivery of services. Desired qualifications included past facilitation experience and familiarity with workforce development partners in San Mateo County to ensure this community is represented at meetings. No proposals were received for this first RFQ. The RFQ was re-issued and three proposals were received, which were then reviewed by a review team consisting of staff and one board member. The committee recommended Hilary Goodkind dba Centri Group LLC to be the One-Stop Operator. Ms. Goodkind is currently a member-at-large (non-voting) on the NOVA Workforce Board and will comply with all conflict of interest requirements. Since the Executive Committee already approved of Hilary Goodkind dba Centri Group as the One-Stop Operator at its April 19 meeting, in lieu of a Board meeting, this item is being forwarded to the Board as an information item.

6C. DISCUSSION

6C1. Opportunity for Dialogue among Board Members and Director: Responses from the Retreat to the question: Why we are here?: Over the past several years, NOVA has been awarded a series of smaller grants rather than the larger grants of years past. All of these grants require administrative oversight, so staffing capacity is limited in tackling new tasks. NOVA is also cautious about hiring additional staff given the limitations of these short-term grants and the importance of preventing the need for future layoffs. With this in mind, NOVA staff wants to ensure that it is maximizing its efforts to best meet the interest and needs of the Board and is seeking input from the Board on its priorities. The Board responses from the retreat to the question of Why we are here? were reviewed. Comments from the discussion that followed included:

- Interested in pursuing topics that are critical to workforce development and the

economy including: housing, transportation, immigration/DACA, English Language Learners, and early childhood education. This can be achieved by forming new Board subcommittees or linking Board members to workgroups in the community that are tackling these issues.

- Create a Google hangout group to provide a forum to discuss issues of importance.
- Create an alert system to notify the Board of any pending legislation/policies impacting workforce development that they or their organizations may wish to take action on as individuals.
- Explore developing a human capital plan to prepare for changing staffing needs.

NOVA staff will convene a committee to flesh out these ideas further and present options to the Board.

6D. GENERAL INFORMATION

6D1. Grant Status/Status of Funds: This is a standard agenda item. The report was included in the Board meeting packet and Board members were invited to contact the Director with any questions.

6D2. Correspondence/News Article/Publications: A copy of the letter from the State regarding conditional approval of the WIOA local plan was included in the Board member packet. The State has since issued final approval of the plan.

7. ADJOURNMENT

Co- Chairperson C. Galy adjourned the meeting at 1:39 p.m.

Respectfully Submitted by: Eileen Stanly