



NOVA Workforce Board  
May 26, 2021 Meeting Minutes

**PRESENT:** L. Dalla Betta, S. Borgersen, R. Brunson, R. Foust, H. Goodkind, P. Guevara, E. Hamilton, S. Levy, A. Manwani, J. Miner, J. Morrill, L. Parris, and A. Switky

**ABSENT:** M. Alvarado, T. Baity, C. Cimino, V. Dang, C. Galy, B. Guidry-Brown, L. Labit, M. Lucero, S. Porter, J. Ruigomez, and J. Sugiyama

**ALSO PRESENT:** K. Stadelman, L. Jackson, C. Stahl, and E. Stanly of NOVA staff; and guests T. Brimacomb and N. Chhay of EDD and K. Vartan of A Slice of New York

Meeting was held remotely via videoconference call.

**1. CALL TO ORDER**

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

**2. PUBLIC ANNOUNCEMENTS**

New guest K. Vartan of Slice of New York was welcomed who had expressed an interest in learning more about the Board.

**3. APPROVAL OF AGENDA**

It was moved by A. Switky, seconded by H. Goodkind and carried by voice vote to approve the agenda as submitted.

**4. REPORT FROM THE CHAIR**

4A. Introduction of New Board members: New Board members R. Brunson of the Santa Clara County Housing Authority and L. Parris of the San Mateo Adult School were introduced to the Board. Board members and staff introduced themselves to the new members.

**5. REPORT FROM THE EXECUTIVE DIRECTOR**

Director K. Stadelman reported out on the following items:

5A. Update on NOVA Job Centers Reopening: Since the pandemic began, NOVA staff have continued to provide services albeit remotely. Most staff are working in the office about 20 hours a week with staggered schedules, with the remaining hours devoted to remote work. Starting mid-June, all staff will be working a minimum of 20 hours a week in the office in preparation for in-person services that are expected to begin July 12. In-person services will be offered by appointment only that will include job center/computer access and career advisor meetings. Most workshops will continue to be offered remotely. The goal of this reopening will be to assist customers gain access to the technology they need to conduct an effective job search. NOVA will also be launching an aggressive recruitment campaign to reach out to those individuals who have become isolated from needed reemployment assistance during the pandemic.

5B. Commissioning Board Task Force for San Mateo County COVID-19 Recovery Initiative: This past year, NOVA received a grant from the County of San Mateo to offer a work experience program during the holiday season and conduct a feasibility study on how best to launch a workforce

development program in 2021. A report with recommendations was presented to the San Mateo County Board of Supervisors where NOVA was granted \$50,000 to launch a new think tank of community leaders charged with creating a workforce development plan. The process will entail hosting a small design team in June who will develop intervention strategies that will be rolled out to a larger community group of stakeholders. A new ad hoc Board task force has been commissioned, expected to convene at the end of June/early July, who will serve as a source of input and guidance on this San Mateo County COVID-19 Recovery Initiative going forward. The Board will be updated on the progress of this endeavor on an ongoing basis.

5C. City of Milpitas COVID-19 Workforce Recovery Program: The City of Milpitas economic development approached NOVA about a new COVID-19 Workforce Recovery Program. With a \$40,000 grant, NOVA will serve job seekers who live or work in the City of Milpitas. The project would be in two phases: 1) conduct interviews and surveys to identify practical solutions for workforce training opportunities; and 2) implement these recommendations. The interview questions and surveys developed for the San Mateo County feasibility study will be leveraged as templates for this project, adapting the tools for the particular needs of Milpitas. Recommendations for a training program could entail utilizing an existing training program, procuring a new program locally or online, or modifying the career navigation tools that NOVA currently uses, such as MyPlan.

5D. Board Member Retirements: As a result of COVID-19, many individuals are reevaluating the work that they do and how they do it. In response, the Board has seen changes in membership over the past year. Several members have either retired, moved out-of-state, or taken on new responsibilities that pose scheduling conflicts with continuing to serve on the Board. To address these departures, two new Board members have just joined the Board replacing retiring members, two additional new members are awaiting appointment from the City Council in mid-June representing labor and EDD, and recruitment is taking place to fill private sector seats.

## **6. PUBLIC HEARING**

6A. Approval of Minutes of March 24, 2021 Meeting: It was moved by L. Dalla Betta, seconded by A. Manwani and carried by voice vote to approve the March 24, 2021 Board meeting minutes as submitted.

### **6B. GENERAL BUSINESS:**

6B1. Approval of State Additional Assistance Grant Application for up to \$900,000 to Serve Dislocated Workers from COVID-19 Economically Impacted Industries: The State applied for a National Dislocated Worker Grant (NDWG) to serve airport workers that included a request from NOVA and was declined funding in January by the previous administration. The State was encouraged to reapply by the new administration, but first needed to spend down its large unexpended funding balance. As such, NOVA is applying to the State for an Additional Assistance Grant (AAG) to serve dislocated workers impacted by the economic effects of COVID-19 on the airport/travel industry, as well as on other industries decimated by the pandemic such as hospitality and food services. As part of this project, NOVA intends to partner with several organizations representing the workforce to provide outreach and recruitment for those who may be disconnected from NOVA services and other resources. This funding will also be used to continue to serve dislocated workers laid off from the tech industry. When the State decides to reapply for an NDWG grant, NOVA will have laid the foundation and positioned itself for a larger funding request through this NDWG grant. Given the time sensitive nature of this request and in lieu of a Board meeting, the Executive Committee approved the AAG grant application on behalf of the Board.

6B2. Selection of Current Service Providers through Sole Source Procurement For One Program Year: NOVA currently contracts out services in San Mateo to two service providers that have performed successfully over the years: Central Labor Council Partnership (CLCP) operates the San Mateo Job Center and JobTrain operates a young adult program in Menlo Park. This year, the current contracts will end June 30, 2021 and were due to be competitively procured. Given the impacts of the pandemic on the service-delivery system, NOVA will need time to determine the best model for delivering services going forward. With that in mind, NOVA has requested and been granted permission by the City of Sunnyvale and the State to postpone the competitive procurement for another year and secure a sole source contract, based on exigency, with CLCP and JobTrain for one year only, at level funding, without the option of renewal. A competitive Request for Proposal procurement would then be released next spring. Given the time sensitive nature of this request and in lieu of a Board meeting, the Executive Committee, on behalf of the Board, approved the selection of CLCP and JobTrain, through sole source procurement, to provide career services at the San Mateo Job Center (CLCP) and operate a young adult program in Menlo Park (JobTrain) for one program year, at level funding.

6B3. Briefing on Regional Plan Implementation Grants: The Regional Plan Implementation (RPI) grants were created by the State to support the work of the State-designated Regional Planning Units in implementing their respective regional plans. The State has distributed four RPI grants to date. Because these grants are distributed for regional projects, the individual local workforce boards within the region have less control over these endeavors and are dependent on consensus achieved among the regional partners. The Bay-Peninsula Regional Planning Unit, of which NOVA is a partner, received four RPI grants to promote regional economic prosperity, accelerate income mobility and enhance career opportunities for underrepresented populations. This was achieved through a variety of ways that included: promoting a shared business engagement strategy to more effectively meet the talent needs of the region's employers; creating apprenticeships to train workers, who have worked in underpaid jobs, with earn-and-learn opportunities that will lead to better jobs; and the current skills-based hiring initiative that will train employers to base hiring decisions on proven skills as opposed to credentials and pedigree, providing greater access for all workers. Through these RPI grants, the local workforce boards have also learned to work better together and to appreciate the benefits that each can bring to the regional planning effort.

#### 6C. DISCUSSION:

6C1. Opportunity for Dialogue among Board Members and Director: No topics were identified.

#### 6D. GENERAL INFORMATION:

6D1. Grant Status/Status of Funds: The reports were included in the meeting packet. The reports include both expenditures for NOVA programs, as well as for the regional programs for which NOVA serves as the fiscal lead. This report is also shared with the other two workforce boards as part of the Bay-Peninsula Regional Planning Unit.

## 7. ADJOURNMENT

The meeting was adjourned at 1:20 p.m.