



**NOVA Workforce Board Executive Committee  
April 18, 2018 Meeting  
Minutes**

Executive Committee members present: Dennis Cima, Carl Cimino, Van Dang, Chris Galy, Poncho Guevara, Katherine Harasz, and Andy Switky

NOVA staff: Kris Stadelman, Cindy Stahl and Eileen Stanly

**1. Call to Order**

The meeting was called to order at 12:05 pm.

**2. Action Items:**

- a. Approval of February 21, 2018 Meeting Minutes: It was moved by C. Cimino, seconded by A. Switky and approved by voice vote the meeting minutes as submitted.
- b. Approval of Transitioning Skyline College (San Mateo County Community College District) Contract to In-House Services: Last May, the Board approved the selection of the San Mateo County Community College District (SMCCCD), through Skyline College, as one of two Workforce Innovation and Opportunity Act (WIOA)-funded service providers for adult and dislocated worker services in San Mateo County. The preparation and start-up of the services at Skyline took much longer than anticipated and through subsequent meetings and discussions over the past few months it became apparent that the proposed service model developed was not the best way to accomplish the goal of serving customers in northern San Mateo County. With mutual consent, NOVA and the SMCCCD have agreed to terminate the agreement, effective April 30, 2018. To ensure that this termination has no negative impact on current customers enrolled in the program, NOVA and Skyline College are exploring different alternatives. One of NOVA's career advisors will provide career services at Skyline one day/week, customers will have access to the NOVA advice line five days/week and several workshops will be offered at Skyline. Some customers will also be referred to CLCP (the other service provider in San Mateo County) and the NOVA Job Center in Sunnyvale for additional services. The creative use of technology will be explored as well. It was moved by V. Dang, seconded by K. Harasz and approved by voice vote staff's recommendation to transition the SMCCCD contract to in-house services.

**3. Discussion Items:**

- a. Updates WIOA AJCC Hallmarks of Excellence Certification and AJCC Operator: The AJCC Hallmarks of Excellence certification is more in-depth than the Baseline certification, comprised of eight categories requiring a ranking of at least 3 (out of 5) in each category for certification. NOVA staff has begun preparing for the Hallmarks of Excellence certification of the NOVA Job Center in Sunnyvale by conducting a self-evaluation that has entailed collecting extensive documentation and identifying areas for continuous improvement. The regional organizer for this region will be conducting NOVA's evaluation, with the results agendized for Board approval at the May Board meeting. AJCC Operator: As discussed previously, the current AJCC Operator consultant can no longer continue to provide the services requested due to other competing commitments. As a result, NOVA intends to apply to be the AJCC Operator through sole source procurement, which will require approval from the Board, Sunnyvale City Council and the State. This item will also be agendized for Board approval at the May Board meeting.
- b. 2018 Board Committee and Task Force Assignments: Board members were asked to identify which committees and/or task forces they wish to participate in this year. Board members' interests and the needs of the committees' and task forces' work were considered in making the assignments for 2018. The assignments will be forwarded to the Board shortly and Board members will have an opportunity to review them and make any changes they would like.
- c. Update New Civic Center Facility Space: Plans for the construction of the new Sunnyvale civic center were reviewed, which is expected to break ground in 2020. NOVA will be on the first floor with easy access for NOVA customers and the community. The challenge will be how best to utilize the space throughout the week to meet the needs of the wide range of services offered. It was recommended that the Board present to the Sunnyvale City Council at a future meeting, when the center nears completion, to thank the Council for including NOVA in the new civic center.
- d. Review Draft Agenda for May 23 Board Meeting: The draft agenda for the upcoming May 23 meeting was reviewed. A recommendation was made to agendize a presentation of the Foothill-De Anza Community College District Community Outreach Initiative at this meeting.

**4. Information Items:**

The next Executive Committee meeting is scheduled for June 20, 2018 at 12 Noon.

**5. Adjournment**

The meeting was adjourned at 1:15 p.m.