



Executive Committee Meeting Agenda  
October 16, 2019 at 12 Noon  
Sunnyvale Room, NOVA, Suite 620

**General Information/Charter:** The Executive Committee is responsible for overseeing the planning, execution and evaluation of the Strategic Plan goals and actions for the NOVA Workforce Board. This includes identifying work assignments for the committees and shaping the agenda for the general Board meeting. The Executive Committee is also responsible for appointing a nominating committee for election of Board officers to be conducted at the last scheduled Board meeting of the calendar year. The Executive Committee has the authority to act on behalf of the full Board, and the responsibility of reporting those actions to the full Board at its next meeting. Membership on the Executive Committee includes the past Chairperson (1), Chairpersons (2), Vice Chairpersons (2), chairs of the committees, and other Board members appointed by the Chairs to complement the designated seats. A majority of the members represent the private sector, reflective of the full Board.

**Action Items:** *(Items that require formal Committee action and vote)*

1. Approval of June 19, 2019 Meeting Minutes (enclosure)
2. Recommendation to Select the Option of Two Board Chairperson Seats for 2020 (enclosure)

**Discussion Items:** *(Items that need Committee assistance, feedback and help)*

1. Planning for January 22, 2020 Board Retreat
2. State Additional Assistance Grant Proposal
3. Results from Tech Job Fair
4. Updates Board Committees and Task Forces: Emerging Trends Task Force Employer Interviews
5. Review Draft Agenda for December 4 Board Meeting

**Information Items:** *(Items that Committee needs to know about)*

1. AB 1111 Grant Awards
2. Next Executive Committee Meeting: December 18, 2019 at 12 Noon



NOVA Workforce Board Executive Committee  
June 19, 2019 Meeting  
Draft Minutes

Executive Committee members present: Carl Cimino, Dennis Cima, Poncho Guevara, Elaine Hamilton, 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 p.m.

**2. Action Items:**

a. Approval of the April, 17, 2019 Meeting Minutes: It was moved by C. Cimino, seconded by A. Switky and approved by voice vote the meeting minutes as submitted.

**3. Discussion Items:**

a. Extension of Contract Agreements with Central Labor Council Partnership (CLCP) and JobTrain and Award Funding for Services through June 30, 2020:

In 2017, the original contracts for WIOA-funded services were approved for CLCP for adult services and JobTrain for youth services following a Request for Proposal (RFP) procurement. The RFP allowed for the contracts to be extended for up to three additional years, depending upon performance results and available funding, with a new procurement to be conducted in 2020. A review of CLCP's and JobTrain's performance was conducted in the spring and found that the providers had met or exceeded all of their WIOA performance measures for PY2018; although, CLCP is slightly below expectations in enrollments and training expenditures due to past staff turnover/vacancies that has been addressed and can be attributed to a good economy with many competitive opportunities available. As a result, contracts for CLCP and JobTrain will be extended through June 30, 2020, with \$800,000 and \$420,000 awarded, respectively.

b. Report-out on Annual NOVAworks Foundation Board Meeting:

Given the increased donations received for the Foundation over the past few years and the Foundation Board's expressed interest in launching a fundraising campaign, the City of Sunnyvale was approached with formalizing a relationship between the City and the Foundation. The City has hired an outside attorney to develop a written agreement between the City and Foundation that was approved by the Foundation Board at its June 19 meeting. This new agreement will provide a solid infrastructure for the operation of the Foundation going forward, with highlights of the changes including: while the Foundation will continue to be a 501c3, it will be designated a "public purpose corporation" that will provide certain tax advantages; there will be three NOVA Board member seats (up from two) serving on the Foundation Board with NOVA Board members serving as officers on the Board; and the NOVA Board will act as intermediary between the Foundation Board and the City of Sunnyvale appointing Foundation Board members, approving the Foundation bylaws and

reviewing financial statements through the Board Finance Subcommittee. The Foundation agreement, bylaws and Board appointments will be agendaized for approval at the September NOVA Board meeting. It was recommended that at that meeting, a presentation about the Foundation be provided, with a handout distributed that NOVA Board members may use in approaching colleagues for contributions to the Foundation. The Foundation Board will be launching a fundraising campaign and one possible approach will be to form an adhoc committee of the Foundation to identify fundraising strategies with input from fundraising experts and ProMatch alumni.

c. Update AB 1111 Implementation: Breaking Barriers to Employment Initiative:

In 2017, AB 1111 (Eduardo Garcia) was chaptered that would enact the Removing Barriers to Employment Act through grants administered by the California Workforce Development Board (CWDB). While some local workforce boards expressed concerns with this legislation that would create categorical funding for target populations, \$15 million was allocated in grant funding, over a three-year period, for programs that would serve those with barriers to employment. There were delays in implementing the program last year, due to administrative challenges expressed by the CWDB. During this year's budget deliberations, the CWDB requested and was granted \$3.3 million (or 22 percent) from the \$15 million allocated to administer the grant process and provide technical assistance to its grantees, which leaves significantly less funding available for services in the community. The new implementation plan identified by the CWDB is that interested community-based organizations have been asked to submit a letter of intent to the State by June 24, with support from the local workforce board, with a Request for Applications to be released in the coming months. Three local community organizations from the NOVA workforce area have expressed an interest in pursuing this grant opportunity.

d. Review Draft Agenda for July 24, 2019 Board Meeting:

At the July 24 Board meeting, the Board will be hosting a study session. A draft agenda was distributed to the committee members with the proposed topic: Workforce Retirement Crisis. Questions that the Board will be asked to consider as part of the discussion include: Considering the aging of the present workforce, how might we turn the coming retirement wave into an opportunity? How might we enable the effective transfer of knowledge from mature workers to the remaining workforce? Could we encourage later retirement or a blend of work/retirement (a middle step)? Is there a model for partnering experience with new labor market entrants (master/apprentice)? Given his expertise on this topic, Board member Steve Levy will be introducing this topic at the meeting. A recommendation was made to ask Board members to bring to the meeting stories from their colleagues who are working in the larger, more established companies that may be experiencing the retirement crisis firsthand.

e. Update Board Committees and Task Forces: Emerging Trends Task Force:

The Emerging Trends Task Force met on May 6, 2019. Over the past few meetings, the task force has discussed the debate that is taking place across the workforce development community and among employers regarding worker qualifications: credentials versus degrees and micro-credentials versus degrees. A hub and spokes model was conceptualized, with the hub representing core or key skills that every worker must possess to succeed and the spokes representing domain or sector-specific skills. Apprenticeships will provide a great opportunity for workers to gain the skills necessary to access and advance along their career paths. At the May meeting, the task force discussed the need to collect data and information about what employers are

doing, what they need and what they see as workforce issues, which could be accomplished through hosting employer conversations. One idea, as a first conversation, was to show a video, produced by Intelligent Lives, highlighting the business case and value of hiring workers with intellectual disabilities. A recommendation was made by a committee member to explore further an initiative that the County of Santa Clara is pursuing that may present future opportunities for collaboration. Other ideas discussed by the task force for employer conversations included: the semi-work, semi-retirement issue and creating deliberate pathways to address this; getting employers to address entry-level, mid-level and end of career workers and the different needs associated with each segment; and quantifying the trend toward utilizing staffing agencies to hire more contract workers/contingent workforce and its impact on workers. Because K-12 education is already being discussed in many forums, the task force decided not to pursue this area as part of their work.

Given the challenges facing the working poor in this community that are at-risk for homelessness, a recommendation was made to have a presentation at a future Board meeting about a new pilot project from Sacred Heart Community Service that is targeting the homeless population. Vulnerable populations include foster youth aging out of the foster care system, veterans, persons with disabilities and other low-income populations living in poverty.

**4. Information Items:**

a. The next Executive Committee meeting is scheduled for August 21, 2019 at 12 Noon.

**5. Adjournment**

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

NOVA Workforce Board  
Executive Committee Meeting  
Date: October 16, 2019

SUBJECT: ACTION ITEM: Recommendation to Select the Option of Two Board Chairperson Seats for 2020

The NOVA Workforce Board Bylaws provides the Board with the option of one or two chairpersons for any given year. The Bylaws also stipulate, "Prior to the end of the calendar year, the Executive Committee will determine the need for one or two Chairperson(s) for the coming year and direct the Nominating Committee in its recruitment activities, accordingly." As per the federal Workforce Innovation and Opportunity Act, Board chairperson(s) must represent the private sector. Election of Board officers shall occur at the last Board meeting of the calendar year. This year, the last Board meeting of the calendar year is scheduled for December 4, 2019.

In 2020, the NOVA Workforce Board will face many challenges and opportunities, including: the continued implementation of the federal Workforce Innovation and Opportunity Act; increased demands from the State regarding regional initiatives under the new regional structure with NOVA assuming a leadership role and fiscal administrative responsibilities on behalf of the Bay-Peninsula region; the continued transition of San Mateo County to the NOVA consortium with the current service provider contracts expected to be procured in the coming year; and the ongoing volatility in federal funding. Given these challenges and opportunities ahead, NOVA staff is recommending that the Executive Committee approve an expanded leadership capacity of two Board chairpersons in 2020.

Following Executive Committee approval of two chairperson seats for 2020, the Executive Committee will direct the Nominating Committee to develop a slate of officers for the election of Board officers for 2020 that will include two chairpersons.