



**NOVA WORKFORCE BOARD AGENDA**  
**12:00 NOON to 1:30 p.m., WEDNESDAY, March 27, 2019**  
**LOS ALTOS ROOM, 505 W. OLIVE AVE., SUITE #767, SUNNYVALE, CA**

- 1. CALL TO ORDER**
- 2. PUBLIC ANNOUNCEMENTS**
- 3. APPROVAL OF AGENDA**
- 4. REPORT FROM THE CHAIR** **Motion**
  - 4A. Presentation from Board Member Lionel de Maine on Adult Education System **Information**
- 5. REPORT FROM THE EXECUTIVE DIRECTOR** **Information**
  - 5A. Follow-up to Board Retreat
  - 5B. Updates WIOA Implementation and Regionalism
  - 5C. Update San Mateo County Services
  - 5D. Future Topics for Study Session
- 6. PUBLIC HEARING**
  - 6A. Approval of Minutes:
    - 6A1. Approval of Minutes of November 28, 2018 Meeting (**Enclosure**) **Motion**
    - 6A2. Approval of Minutes of January 23, 2019 Retreat (**Enclosure**) **Motion**
  - 6B. GENERAL BUSINESS:
    - 6B1. Approval of WIOA Regional Plan Modification (**Enclosure**) **Motion**
    - 6B2. Approval of Application for WIOA Subsequent Local Area Designation and Local Board Recertification (**Enclosure**) **Motion**
  - 6C. DISCUSSION:
    - 6C1. Opportunity for Dialogue among Board Members and Director
  - 6D. GENERAL INFORMATION:
    - 6D1. Grant Status/Status of Funds (**Enclosure**) **Information**
    - 6D2. 2019 Board Meeting Schedule (**Enclosure**) **Information**
- 7. ADJOURNMENT**

**SCHEDULED MEETINGS**

NOVA Board Meeting, Wednesday, May 22, 2019 at 12 Noon

**Pursuant to the Americans with Disabilities Act, NOVA will make reasonable efforts to accommodate persons with qualified disabilities. If you require special accommodation, please contact NOVA at (408) 730-7240 at least one day in advance of the Workforce Board Meeting.**



**NOVA Workforce Board**  
**Draft November 28, 2018 Meeting Minutes**

**PRESENT:** V. Dang, L. de Maine, R. Foust, C. Galy, P. Guevara, E. Hamilton, K. Harasz, B. Knopf, L. Labit, S. Levy, M. Lucero, and A. Manwani

**ABSENT:** T. Baity, S. Borgersen, J. Chu, C. Cimino, L. Dalla Betta, B. Field, B. Guidry-Brown, H. Goodkind, J. Hill, J. Miner, J. Morrill, S. Porter, J. Ruigomez, J. Sugiyama, and A. Switky

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

**1. CALL TO ORDER**

Co-Chairperson C. Galy called the meeting to order at 12:05 p.m.

**2. PUBLIC ANNOUNCEMENTS**

No public announcements.

**3. APPROVAL OF AGENDA**

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

**4. CHAIRPERSON'S REPORT**

4A. 2019 Board Retreat: This year the Board retreat will be held on Wednesday, January 23, 2019 at the Cupertino Community Hall, which is the same location as with previous retreats. The theme this year will be exploring innovative ideas for promoting access to skill-building opportunities for low-skilled, low-income adults in order to increase their income. Chris Benner will be the keynote luncheon speaker, who recently published a thought-provoking report on income inequality. More information will be coming about the event. Board members were encouraged to attend.

**5. EXECUTIVE DIRECTOR'S REPORT**

Director Kris Stadelman reported out on the following items:

5A. WIOA Regional/Local Plan Modification: WIOA requires that the four-year regional and local plans be modified after two years. As part of this modification process, the State has formed new partnerships with state agencies that have been incorporated into the State Plan modification with the expectation that these partnerships be included in the regional and local plan modifications as well. These new partnerships include: California Department of

Corrections and Rehabilitation re-entry programs; county human service CalFresh programs; Local Child Support Agencies; the Competitive Integrated Employment initiative for persons with disabilities; English Language Learners, the Foreign Born and Refugees; and Multi-Craft Core Curriculum (MC3) pre-apprenticeship partnerships. As part of the modification requirements, NOVA convened a listening session on November 7 with work2future for the partners that both NOVA and work2future share. On November 29, a second listening session will be held at JobTrain for NOVA partners in San Mateo County although partners in Santa Clara County have been invited as well. Drafts of the plans will be released in mid-December for a 30-day public comment review period, with the Board taking action on these plans at its January 23 Board retreat and the Sunnyvale City Council taking action on the plans in February. The plans are due to the State by March 15, 2019.

5B. Regional Initiatives: More and more funding for initiatives is being allocated to the region and not directly to the individual local workforce boards within the region, with examples including the Slingshot initiative and the State Prison-to-Employment (P2E) program that will distribute \$37 million statewide for workforce development. The concern is that there is no regional entity in place to receive this funding that can assume the responsibility and liability for the performance of the individual local boards within the region. This is of particular concern for nonWIOA-funded programs such as the P2E program and has been echoed among local boards, statewide. Members expressed an interest in sending a letter to State decision-makers, on behalf of the Board, outlining these concerns.

5C. Post-Election Debrief: While a partial shutdown of government is looming in Congress, this will not impact the Labor/Health and Human Service funding, because the funding for the U.S. Department of Labor has already been approved; however, appropriations next year for workforce development may be at risk. With the Democrats assuming the majority in the U.S. House of Representatives, there is expected to be more support for workforce development funding in the coming year.

5D. Updates Board Roster: Former Board member Micah Merrick has accepted a new position with Foothill College and needed to resign from the Board because another Board member already represents the college district. New Board member Stacey Porter recently joined the Board, who previously worked for Intuitive Surgical and is now Vice President of People Operations at Outset Medical, a manufacturer of a mobile dialysis product. Board members will have an opportunity to meet Ms. Porter at the Board retreat.

## **6. PUBLIC HEARING**

6A. Approval of Minutes of September 26, 2018 Meeting: It was moved by L. de Maine, seconded by A. Manwani and carried by voice vote to approve the September 26 Board meeting minutes as submitted, with abstentions from V. Dang, P. Guevara, S. Levy and M. Lucero.

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

6B1. Election of NOVA Workforce Board Officers for Calendar Year 2019: Nominating Committee member E. Hamilton reported out on the election of Board officers for calendar year 2019. Board bylaws state that the election of Board officers shall take place at the last

scheduled Board meeting of the calendar year, so the election is taking place at this meeting for 2019. The Executive Committee determined the need for two chairperson seats at its October meeting because of the challenges and opportunities facing the Board in the coming year. The Board officer seats are as follows: two Co-chairperson seats that WIOA requires must represent business and two Vice Chairperson seats that the Board bylaws specify one must represent business and one must represent the public sector. The term of office is for one year, although individuals currently holding an office may run again. The slate of prospective candidates for the election of board officers for 2019 is as follows: Co-Chairpersons: C. Galy and J. Morrill and Vice Chairpersons: J. Chu representing the private sector and P. Guevara representing the public sector. A request was made for any nominations from the floor, with none submitted. It was moved by K. Harasz, seconded by R. Foust and carried by voice vote approval of the slate of candidates for board officers for calendar year 2019: Co-Chairpersons: C. Galy and J. Morrill and Vice Chairpersons: J. Chu and P. Guevara.

6B2. Approval of State Workforce Accelerator Fund Working Scholars Grant Application: The Lumina Foundation has estimated that the difference in earnings between an individual with a bachelor's degree and one with an high school diploma is \$32,000 more per year. However, for many, achieving a bachelor's degree is all but impossible because of the high cost and other competing family and job demands that make the time commitment prohibitive. Study.com, based in Mountain View, is a new model where students are able to earn college credit through online course curriculum via video. Study.com has now expanded this program by creating a nonprofit called, Working Scholars that offers an online bachelor's degree at no cost to participants. About 75% of the degree is achieved through Study.com and the remaining 25% is achieved through an online accredited university, Thomas Edison University or Golden Gate University, where participants earn their degree. Through the State Workforce Accelerator Fund, NOVA is applying to partner with Study.com and these colleges to pilot a tuition-free opportunity for ten lower-income working individuals who will be working toward their bachelor's degree. Partnerships with public colleges will also be explored. Referrals to this program would come from Building Skills Partnership, Upwardly Global, Silicon Valley Children's Fund for foster youth and NOVA, where students would be assessed regarding their readiness for this program that includes having earned some college credits already. It was moved by E. Hamilton, seconded by S. Levy and carried by voice vote to approve submission of this grant application.

6B3. Approval of Slingshot Tech Apprenticeships Grant Application: Employers are looking for workers with diverse backgrounds to participate in tech apprenticeships. There are several successful apprenticeship models from the building and construction trades and the Swiss model that Charleston, South Carolina is partially implementing that immerses students from the K-12 age group in apprenticeships that results in options for youth when they graduate to either enter the workforce or pursue a bachelor's degree. Through the State Slingshot grant opportunity, NOVA is applying to create a regional network of tech apprenticeships and best practices that can be replicated and scalable locally and nationwide. Partners will include K-12 school districts, community colleges, adult education, training providers, employers and industry partners. It was moved by R. Foust, seconded by L. de Maine and carried by voice vote to approve submission of this grant application.

6B4. Report-out from Finance/Audit Subcommittee: The Finance/Audit Subcommittee chairperson E. Hamilton reported out on the Finance/Audit Subcommittee, as follows:

- The Finance/Audit Subcommittee of the Executive Committee is charged with reviewing the organization's financial statements to ensure fiscal accountability and make recommendations, as appropriate, to ensure the sound fiscal health and sustainability of the organization.
- On November 6, 2018 the committee met and reviewed the financial and performance data and monitoring reports for the past year. Every year, the challenge for staff is spending 100% of funds without under spending or over spending, while managing multiple funding sources and achieving WIOA performance goals and goals for each of the individual grants that NOVA receives which have their own set of unique requirements. This has been consistently achieved every year including this past year.
- For PY2017, NOVA met or exceeded all of its WIOA performance goals. This was the first year that the WIOA performance goal of credential attainment rate was measured for youth. While many local boards did not focus on achieving this goal because it was considered a baseline year, NOVA viewed this first year as an opportunity to determine the best way to measure this goal and achieved a 165.6% success rate.

NOVA staff reviewed the Year End Financial Statement with the Board that was included in the Board report and handed out at the meeting. The Grant Status/Status of Funds report was also reviewed with the Board.

A request was made for volunteers to join the committee and A. Manwani expressed interest in becoming a member.

#### 6C. DISCUSSION

6C1. Opportunity for Dialogue among Board Members and Director: There were no topics identified for discussion at this meeting.

#### 6D. GENERAL INFORMATION

6D1. Grant Status/Status of Funds: The report was included in the Board meeting packet and discussed during the report-out from the Finance/Audit Subcommittee.

6D2. 2019 NOVA Board Meeting Schedule: The 2019 Board meeting schedule was included in the Board meeting packet. Members were encouraged to mark their calendars.

### 7. ADJOURNMENT

The meeting was adjourned at 1:35 p.m.



## NOVA Workforce Board Retreat Draft January 23, 2019 Meeting Minutes

Present: Tom Baity, Julian Chu, Carl Cimino, Ladan Dalla Betta, Lionel de Maine, Rosanne Foust, Chris Galy, Hilary Goodkind, Brenda Guidry-Brown, Elaine Hamilton, Katherine Harasz, Jim Hill, Bruce Knopf, Linda Labit, Steve Levy, Maria Lucero, Anita Manwani, Judy Miner, Jennifer Morrill, Stacey Porter, and Andy Switky

Absent: Sinéad Borgersen, Van Dang, Ben Field, Poncho Guevara, James Ruigomez, and Judy Sugiyama

Also Present: special guest Dr. Chris Benner; NOVA staff: Kris Stadelman, Jennifer Cheyer, Debbie Gamble, Luther Jackson, Jeanette Langdell, Cindy Stahl, Eileen Stanly and Lisa Wepfer; and guest Amelia Klawon from Moves the Needle

### 1. Call to Order: Welcome, Framing the Morning and Expectations

The retreat was called to order at 8:40 a.m. Board Co-chairs Chris Galy and Jennifer Morrill welcomed participants to the annual Board Retreat and provided an overview of what members can expect over the course of the day's activities. The focus of this year's retreat is to explore innovative ideas for promoting access to skill-building opportunities for low-skilled, low-income adults in order to increase their income.

### 2. Public Announcements

Board Co-chair C. Galy asked if there were any public announcements. No public announcements given.

### 3. Approval of the Agenda

Board Co-chair C. Galy called for a motion to approve the agenda. The motion was moved by L. de Maine, seconded by C. Cimino and passed by voice vote.

### 4. Approval of Modification to NOVA Strategic Local Workforce Development Plan

NOVA staff provided an overview of NOVA's Workforce Innovation and Opportunity Act (WIOA) Local Plan modification. WIOA requires local workforce development boards to submit a comprehensive four-year strategic plan to the California Workforce Development Board. The Local Plan must support the State Plan goals in addition to meeting WIOA requirements. NOVA's current Strategic Local Plan covers program years 2017–2020. Under WIOA, a biennial update of the Local Plan is required to ensure plans remain current. The Regional Plan for the Bay-Peninsula region that includes NOVA will also be required to be modified, which is expected to be agendized for Board approval at the March Board meeting. The State Board requires that local boards focus on the following priorities in their Local and Regional Plan modifications (the last bullet will be included in the Regional Plan modification):

- Partnerships with county human service CalFresh programs.

- Partnerships with Local Child Support Agencies to provide workforce services to non-custodial parents.
- Partnerships with programs that serve individuals with disabilities, including strategies to implement Competitive Integrated Employment.
- Services for English language learners, the foreign born, and refugees.
- Aligning, coordinating, and integrating reentry and workforce services to the formerly incarcerated and other justice-involved individuals.

NOVA met with many of the new partners and included their input in the Local and Regional Plan modifications. As a result of this modification process, NOVA hopes to engage these partners in future collaborations and already many have joined the NOVA stakeholders group. Nearly 200 required partners and stakeholders were invited to attend two public convenings to obtain input from the community on the draft plans, with a draft of the Local Plan modification later posted on the website for comment. It was moved by R. Foust, seconded by C. Cimino and passed by voice vote to approve the WIOA Local Plan modification for NOVA.

#### 5. Introduction of Board Members

Facilitator Board member H. Goodkind asked Board members to introduce themselves. An icebreaker exercise was then introduced. Members were asked to complete an index card with answers to the following three questions: What is the best gift that you ever purchased for yourself?, What was your childhood nickname?, and All time favorite movie or television villain? that were then collected and read with members asked to guess the person's identity. New Board member Stacey Porter was recognized, as this was her first Board meeting.

#### 6. Looking Back at 2018 and Board Accomplishments; Looking Ahead to 2019

Director Kris Stadelman presented on the past year's accomplishments and expectations for 2019. To view her slide presentation, please click here:

[https://novaworks.org/documents/2020q1/WB-Retreat\\_KStadelman\\_2019\\_v2.pdf](https://novaworks.org/documents/2020q1/WB-Retreat_KStadelman_2019_v2.pdf)

The director also introduced NOVA staff to the Board and their responsibilities and contributions to the organization.

#### 7. Economic Landscape in California

Board member Steve Levy presented on the economic landscape for California. To view his slide presentation, please click here:

[https://novaworks.org/documents/2020q1/SteveLevyNOVA%20Retreat%202019%20\(1\).pdf](https://novaworks.org/documents/2020q1/SteveLevyNOVA%20Retreat%202019%20(1).pdf)

#### 8. Panel of NOVA Career Advisors

NOVA career advisors, Lisa Gonzales, Grace Hays and Sharadon Smith, shared their customers' experiences with their job search and the challenges they face overcoming barriers to employment. These individuals are low-income/low-skilled and are often the hardest to serve. NOVA manager Luther Jackson moderated the discussion. Highlights of the panel presentation included:

- Even in a good economy, NOVA continues to see a high demand from customers that have been laid off due to the innovation-driven economy, but at the same time, employers

are hiring. While mature workers and the long-term unemployed may need new skills to be competitive, they are also benefiting from this hiring surge.

- Still there are many customers who are challenged to find work because of the barriers they face that include: English as a Second Language, mental health issues, the formerly incarcerated, the long-term unemployed with obsolete skills, no formal degrees and/or certifications, limited access to transportation, childcare needs, housing instability, and social dysfunction. Similar to Maslow's Hierarchy of Need, in situations where a customer can't get his/her basic needs met, he will have difficulties finding work. There is also a psychological impact for those unemployed in a robust economy. In order to respond to these diverse challenges, career advisors have to meet each person where they are and often serve as an "ambassador of hope".
- Training that will lead to a better job is not always feasible for these customers because many trainings are yearlong and these customers need a job now due to financial constraints. Financial security needs to be considered in making referrals for training.
- Solutions to address the challenges facing low-income customers are varied and require creativity. For example, customers without a college degree pursuing jobs that require a degree often utilize networking because they will have trouble getting past the initial screening. Training opportunities that are short-term and/or offer opportunities for a stipend/paid internships are explored for those who are financially insecure. Examples of customers that achieved success include a mature worker who had difficulties continuing to work in the construction industry because of his age and transitioned into the culinary arts given his interests in organic gardening and by leveraging his volunteer work. Through supportive networks at her training school and with family, another customer was placed in a paid internship that led to permanent full-time job.
- Wish list (if there were no limits): in-house wraparound services with access to mental health services (on-site therapist) and transportation services; less limitations for training providers on the ETPL; more apprenticeships especially in tech for upskilling and to gain income while in training; more receptive employers to hire individuals with barriers to employment and a way to continue to coach customers after they are hired to help them balance the challenges in their life (customers with barriers may need more time to adjust); call-in services; basic computer skills training; more on-the-job training because NOVA pays part of the employee's wage mitigating the risk to employers.

During the discussion several comments/recommendations were made as follows:

- Approach employers about utilizing hours from their under-utilized Employee Assistance Programs (EAPs) for mental health resources; utilize training slots that are not used.
- Through the NOVA's stakeholders group, wraparound services are being explored.
- Employers may be more willing to take a risk with employees with barriers if NOVA offered an insurance policy and/or phone or text-based help. Show a video to an employer of a customer displaying dysfunctional barriers and then what the customer is capable of offering the employer that outweighs the risks.
- The County has a wraparound service facility. NOVA should explore opportunities to tap into this resource that could include placing staff there or having a phone connection.
- The nonprofit sector should also be explored for potential jobs for these customers.



9. Special Guest Speaker: Dr. Chris Benner, Dorothy E. Everett Chair in Global Information and Social Entrepreneurship and Professor of Environmental Studies and Sociology at UC Santa Cruz

Dr. Benner presented on his report, "Still Walking the Lifelong Tightrope: Technology, Insecurity and the Future of Work" and the widening inequity gap, the importance of building strong and diverse networks and a proposed tech dividend that could be modeled after the Alaska Permanent Fund created from benefits derived from the oil industry. Link to report:

<http://www.everettprogram.org/still-walking-lifelong-tightrope-technology-insecurity-future-work/>. To view Dr. Benner's slide presentation, please click here: [https://novaworks.org/documents/2020q1/Benner\\_NOVA\\_Economy&Equity.pdf](https://novaworks.org/documents/2020q1/Benner_NOVA_Economy&Equity.pdf)

10. Afternoon Breakout Group Session

NOVA Director K. Stadelman introduced the afternoon breakout group session. Several Board members, K. Harasz, L. de Maine and B. Guidry-Brown, were asked to share the challenges facing the customers their organizations serve. Members were asked to break into their assigned small groups and design a pilot program that provides access to skill-building opportunities for low-skilled, low-income adults in order to increase their income. As part of their discussions, they were asked to answer the following questions: Who is the target group? What are the intervention strategies? What are the desired outcomes? and What would you expect to be the rough estimate of cost/time to launch pilot?

Following the small group discussions, each group reported out, with highlights that included:

Group #1: chaired by Co-chair J. Morrill: The target population includes those employed needing to skill-up in order to advance that may include janitors (facilities), the mature worker, those with an education gap (lack of base credential), and those out of the workforce for more than a year. The first pilot would entail charting a career path for janitors with small incremental advances through on-the-job certifications, specifically, moving from cleaning to maintenance crew to repair. The pilot would include a skills certification checklist of what is needed to move up into a higher position that demonstrates progression on the job, assistance to help individuals build a portfolio, reaching out to employers/industry organizations regarding their certification requirements, skills curriculum with industry-recognized certification, selling companies on vendors that include this curriculum, employer evaluation of task mastery, facilitators on-site to roam floor and help with language/soft skills, a "buddy system" where workers are paired with those with more skills/revolving mentorships, and a feedback loop or sit-down with worker and employer to promote action learning. The pilot is expected to take two years from conceptualization through beta testing to final launch. A model for this pilot can be found at the San Francisco Airport that brought its cleaning services in-house and now do their own training.

Group #2: chaired by Board member K. Harasz: The target population is low-income youth, ages 18-24, who lack a formal education. Year Up, which has more employers than participants, will be the model for this pilot, specifically, supportive apprenticeships. The cost for Year Up is \$30,000 per person that is supported by donations and entails 6 months of skill building followed by a 6-month internship. Foothill College provides credits for this skill building training toward an AA degree. On average, participants make \$24/hour upon graduation. The pilot, named "Moving Up", would expand upon the 6-month skill-building programs offered, increase the per capita cost as needed to include stipends during training and support services, go beyond the small office support that currently exists, look at medium-sized companies where there is staff to

deliver OJT, include other age groups, add peer and alumni support, increase donations and ask employers to subscribe to the program, and emphasize to employers that they will be given technical assistance to help support their trainees during the 6-month internship. Additional support/resources/referrals for this program that may be needed by participants include housing assistance, childcare subsidies, health and dental care (may qualify under the Affordable Care Act for subsidies), transportation (VTA bus passes), and food assistance (SparkPoint and SNAP).

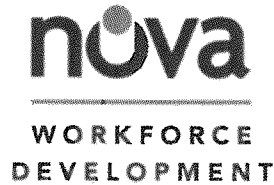
Group #3: chaired by Co-chair C. Galy: The target population is low-income, low-skilled adults with a priority, during the first cohort, for those who are low risk and have a higher probability for success. The desired outcome is increased income. A staffing agency will help build the pilot and serve as a channel for other companies participating. The pilot will be built around existing labor shortage that is in alignment with employment growth opportunities, develop skills that serve multiple companies/multiple industries, utilize existing career paths/skill ladders, jobs have a realistic opportunity for entry, and target companies who are inclined toward formal/informal apprenticeships/on-the-job training. Initially, the program will be able to accommodate those with barriers that include: childcare/eldercare needs, homelessness, lack of social skills, mature workers, time for job preparation/ready to start is short, appearance/clothing, and insufficient resume writing, networking and computer skills, among others. Once the first cohort is completed and resources are secured, the program will be able to serve participants who present greater risk with barriers such as: drug/alcohol abuse, mental health issues, transportation issues, immigration issues and the formerly incarcerated, among others. The program is expected to cost \$50,000/person and require \$500,000 in support.

Group #4: chaired by Board member L. de Maine: The target population is adults, ages 18-40, with literacy/language barriers. The pilot program will include: employment skills inventory; industry-specific Toastmasters; add literacy to trade apprenticeships; IBest model that adds language mentor to automotive program/bilingual instruction; financial support that includes funding for training and a stipend so participants can afford to participate; access to online learning tools; partnerships with manufacturing for language tools/exams; direct interaction to build language skills/peer coaching; and wraparound support that includes creating awareness, exploring how undocumented individuals can access services, partnering with existing agencies and programs that can provide wraparound services, retention/motivation support, and a resource navigator. The desired outcomes for this pilot include employment, confidence in ability to target/communicate with identified industry, improved earnings, access to more responsible roles and responsibilities and access to lifelong learning. The timeline for this program is accelerated and consistent learning needed to get into the system.

#### 11. Wrap-up, Evaluation and Adjournment

NOVA Director K. Stadelman and facilitator H. Goodkind wrapped up the afternoon discussion. Participants were thanked for attending and reminded to complete their evaluation forms.

#### 12. Meeting adjourned at 4:00 p.m.



**Date:** March 27, 2019

**To:** NOVA Workforce Board

**From:** NOVA Staff

**Subject:** **Approval of WIOA Regional Plan Modification**

**REPORT IN BRIEF:**

The Workforce Innovation and Opportunity Act (WIOA) requires Regional Planning Units (RPUs) to submit a comprehensive four-year strategic WIOA plan to the California Workforce Development Board. The Plan must support the State Plan goals in addition to meeting WIOA requirements. The Bay-Peninsula RPU current WIOA Regional Plan covers programs years 2017–2020. Under WIOA, a biennial update of the Regional Plan is required to ensure plans remain current. This report provides a summary of the Regional Plan modification as well as the update process. It is recommended by staff that the NOVA Workforce Board approve the modification to the PY 2017–20 Regional WIOA Plan.

**BACKGROUND:**

WIOA requires local boards in a planning region (Regional Planning Unit or RPU) to engage in a regional planning process resulting in the preparation and submission of a single regional plan that describes workforce development activities and service strategies and that incorporates local plans for each of the local areas within the planning region. The Bay-Peninsula RPU includes the workforce development boards (WDBs) located in the counties of Santa Clara, San Mateo, San Benito, and San Francisco.

The State Plan is the controlling policy document for regional and local plans. It sets the State's policy direction for these plans and serves as a conceptual map for local boards and their partners as they jointly develop the regional and local plans. The State Plan also designates required regional partners, including industry sector leaders, economic development, community colleges, adult education, and the Department of Rehabilitation. The Plan encourages the participation of other organizations including community-based organizations and nonprofits. The primary purpose of the local plans and partnerships is to facilitate access to services at the local level.

The State issued guidance for preparation of the modifications to the regional and local plans with a specific framework and content required. The local plans must be submitted concurrently with the regional plan; both the regional and local plans were due March 15, 2019.

**DISCUSSION:**

The California Workforce Development Board (CWDB) has made changes to the State Plan which require that RPUs and local boards update their Plans to be consistent with the State's policy direction. The State Board is requiring local boards to focus on the following priorities in their Local Plan modifications:

- Partnerships with county human service CalFresh programs.
- Partnerships with Local Child Support Agencies to provide workforce services to non-custodial parents.
- Partnerships with programs that serve individuals with disabilities, including strategies to implement Competitive Integrated Employment.
- Services for English language learners, the foreign born, and refugees.

The Regional Plan modification is required to be focused on:

- Aligning, coordinating, and integrating reentry and workforce services to the formerly incarcerated and other justice-involved individuals.

The four WDBs in the Bay-Peninsula RPU worked closely together in coordinating their stakeholder engagement process, developing strategies to strengthen the system of reentry and workforce services for formerly incarcerated and other justice-involved individuals, and planning for the successful deployment of upcoming Prison to Employment resources. The Regional Plan includes an assessment of services needed and regional alignment of services, current programming and programming in development, coordination with partners, the role of employers, and the importance of supportive services to assist with overcoming barriers to success.

Extensive and robust community and stakeholder engagement was conducted as part of the development of the regional plan modification. In addition to required partners, meeting invitations were sent to in excess of 1,000 additional stakeholders and partners across the region. Listening sessions open to all partners and members of the general public were held in all four counties both during and after business hours to provide the opportunity for input on the topics required for the local and regional plans. Public meeting notices were posted in job centers as well as online and on the CWDB website.

The RPU WDBs also held smaller stakeholder sessions with the planning partners who work most closely with justice-involved individuals. These planning partners include members of local Community Corrections Partnerships including County Probation Departments, County Sheriffs, Parole Units and California Department of Corrections and Rehabilitation representatives, community-based organizations that serve justice involved individuals both in custody and post release, and core WIOA partners. No state prisons are located within the RPU.

The NOVA Workforce Board approved NOVA's Local Plan modification at its January 23 meeting. On January 30, NOVA released the draft Regional Plan modification for public input and comment to customers, partners, stakeholders, and the broader community, with comments due February 28. Both the local and regional plan modifications are available on NOVA's website at

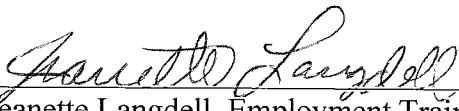
<https://novaworks.org/about/plans>. NOVA is required to provide a summary of public comments received that disagree with the plans and how the input was considered. There were no comments that disagreed with the plan modifications.

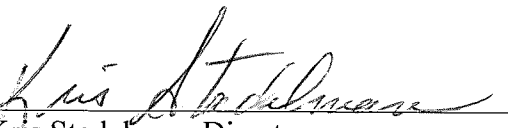
**ALIGNMENT WITH STRATEGIC PLAN:**

The WIOA Regional Plan supports the NOVA Workforce Board's mission to provide strategic leadership to continuously improve the workforce investment system as well as its purpose to support workforce mobility by easing workers' transitions from opportunity to opportunity throughout their career cycles.

**RECOMMENDATION:**

Staff recommends that the NOVA Workforce Board approve the modification to the PY 2017–20 Bay-Peninsula Regional Planning Unit WIOA Plan.

Prepared by:   
Jeanette Langdell, Employment Training Manager

Approved by:   
Kris Stadelman, Director



**Date:** March 27, 2019

**To:** NOVA Workforce Board

**From:** NOVA Staff

**Subject:** **Approval of Application for WIOA Subsequent Local Area Designation and Local Board Recertification**

### **INTRODUCTION:**

As part of the federal Workforce Innovation and Opportunity Act (WIOA), the California Workforce Development Board and California Employment Development Department require that local boards apply for local area designation and local board certification, which the NOVA Workforce Board has complied with in previous years. In 2019, the State released Draft Directive WSDD-196 that stipulates that local boards must reapply for subsequent local area designation and local Board recertification, effective July 1, 2019 through June 30, 2021.

NOVA staff is asking for Board approval to apply for WIOA Subsequent Local Area Designation and Local Board Recertification with no changes to the NOVA Workforce Area that currently includes eight jurisdictions: San Mateo County and seven cities (Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara and Sunnyvale) in northern Santa Clara County. This application complies with all requirements stipulated by WIOA and the State.

### **DISCUSSION:**

#### **Subsequent Local Area Designation**

WIOA Section 106 requires that Local Workforce Areas apply for initial designation as a local area and then for subsequent designation, thereafter. The State's criteria for subsequent local area designation is based on the following factors: the area performed successfully defined as negotiated PY 18-19 and PY 19-20 performance goals within the Regional Planning Unit; engaged in the regional planning process; sustained fiscal integrity defined by final determination of significant findings from audits, evaluations or other reviews conducted by government agencies, gross negligence, and failure to observe accepted standards of administration; and adheres to "Local Area Assurances." "Local Area Assurances" specifies compliance with WIOA requirements and other federal and state laws, regulations and guidance according to: applicable uniform administrative requirements, cost principles and audit requirements; financial reporting; expenditure of funds; competitive procurement of AJCC Operator unless granted a waiver; participant database collection and management; nondiscrimination provisions; regional planning implementation; regional performance

negotiations; State Board policies, guidelines and legislative mandates; and priority of service to veterans, recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient.

In 2015, with the transition from the former federal Workforce Investment Act (WIA) to WIOA, the State requested that Local Workforce Boards and Chief Elected Officials (CEO) apply for Local Area Designation under WIOA. The NOVA Workforce Board and Sunnyvale City Council (CEO) applied for a Modified Local Area Designation that included eight jurisdictions: the current seven-city consortium (Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara and Sunnyvale) in northern Santa Clara County and the addition of San Mateo County. The State approved of the newly modified NOVA Workforce Area that was effective for two Program Years (PY) 2016-2018. In 2019, State Draft Directive WSDD-196 was released stipulating that Local Areas must apply for subsequent local area designation that will be effective for a two-year period, July 1, 2019 through June 30, 2021.

#### Local Board Recertification

WIOA Section 107 requires that Local Boards apply for recertification every two years, with the criteria based on the following factors: compliance with WIOA membership requirements; met or exceeded WIOA performance accountability measures; and has achieved sustained fiscal integrity. The WIOA membership requirements include: majority of members represent business that include small business with the Board chair representing business; 20 percent represents organized Labor, registered apprenticeship programs, and community-based organizations that serve the employment needs of individuals with barriers to employment; representatives from adult education and higher education; and representatives from economic and community development that include the State employment service and rehabilitation programs.

In 2015, as part of the transition from WIA to WIOA, the State requested that Local Boards must apply for recertification for PY 2015-2016. In 2016, Local Boards were asked to submit another application for recertification for PY 2016-2018. The State approved both applications for recertification of the NOVA Workforce Board. In 2019, State Draft Directive WSDD-196 stipulates that the Local Boards must again reapply for Board recertification as part of the Subsequent Local Area Designation application that will also be effective for a two-year period, July 1, 2019 through June 30, 2021.

NOVA staff is asking for Board approval to submit the required application for WIOA Subsequent Local Area Designation and Local Board Recertification. In the application, there are no changes to the current NOVA Workforce Area that includes eight jurisdictions: San Mateo County and seven cities (Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara and Sunnyvale) in northern Santa Clara County. The regional planning engagement activities requested in the application include: NOVA has taken the lead, on behalf of the four local workforce boards in the Bay-Peninsula region, for the past two years; participated in the development of a regional plan and regional plan modifications; successfully negotiated WIOA performance measures as a region; participated in the development of regional sector-based initiatives that include the Business Services Engagement and Tech Apprenticeship initiatives; and contributed to regular meetings with other workforce board directors in the region to create a cohesive regional service-delivery system. The Board composition comprises representation from all of the required WIOA membership categories, has met or exceeded all performance measures, and sustained fiscal integrity. The application complies with all requirements outlined

in the directive and application for WIOA subsequent local area designation and Board recertification.

The deadline for submitting the application to the State is May 31, 2019. Following Board approval, this request will be forwarded to the Sunnyvale City Council (Chief Elected Official) for approval.

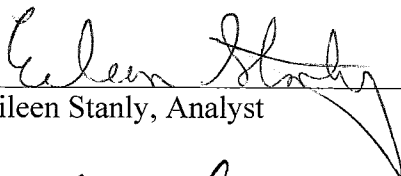
**ALIGNMENT WITH STRATEGIC PLAN:**

This is in alignment with the NOVA Board's vision, mission and purpose statement and all ten of the priority strategies from its 2017-2020 Strategic Plan and proposed modifications.

**RECOMMENDATION:**

NOVA staff is asking for Board approval to submit an application to the State for WIOA Subsequent Local Area Designation and Local Board Recertification.

Prepared by:

  
Eileen Stanly, Analyst

Reviewed and Approved by:

  
Kris Stadelman, Director



NOVA Grant Status Report							
For the Period from July 1, 2018 thru February 09, 2019				Accounting Period 8 62% of year			
Source	Title	Period of Performance From To	PY18 Avail Total	PY18 Avail Spend - Plan	PTD Spend Actual	% Act/Plan	Balance of Plan
WIOA	*Adult	07/18 06/20	1,893,678	1,272,678	720,942	57%	551,736
WIOA	*Dislocated Worker	07/18 06/20	2,249,503	1,636,503	682,767	42%	953,736
WIOA	*Youth	04/18 06/20	1,817,712	1,202,712	731,081	61%	471,631
WIOA	Rapid Response	07/18 06/19	1,646,957	1,646,957	791,932	48%	855,025
WIOA	RR Layoff Aversion	07/18 06/19	366,094	366,094	142,019	39%	224,075
	<i>Allocation Subtotal</i>		<i>7,973,944</i>				
WIOA	25% Addtnl Assist-SV Network	03/18 03/19	1,249,468	1,249,468	1,165,277	93%	84,191
DOL NDWG	Silicon Valley DW	01/16 12/19	1,727,410	700,000	271,399	39%	428,601
NDWG	DW Trade & Economic Transition	10/18 09/20	1,000,000	226,932	18,774	8%	208,158
H1-b	Ready-to-Work	11/14 10/19	720,562	400,000	339,359	85%	60,641
CWDB	Prison to Employment	10/18 03/20	142,500	40,000	17,022	43%	22,978
Private	LinkedIn for Good	06/17 05/20	55,727	15,000	8,273	55%	6,727
Private	Google	06/17 03/19	73,408	73,408	38,561	53%	34,847
CWDB	Slingshot Addtnl Grant	06/17 12/18	69,733	69,733	69,733	100%	-
CEC	Prospect SV - VTA Project	10/17 12/20	47,526	10,000	2,315	23%	7,685
CWDB	ELL Navigator	06/17 03/19	183,584	183,584	143,387	78%	40,197
Prop 39	SMC-TIP	01/17 12/18	1,860	1,860	1,860	100%	-
WIOA	Regional Organizer	03/17 03/19	49,159	49,159	38,020	77%	11,139
WIOA	Regional Plan Imp	01/18 06/19	669,223	669,223	263,186	39%	406,037
	<b>SUBTOTAL</b>		<b>13,964,104</b>	<b>9,813,311</b>	<b>5,445,907</b>	<b>55%</b>	<b>4,367,404</b>
	NOVA Foundation		50,907	10,000	7,983	80%	2,017
	Total NOVA		14,015,011	9,823,311	5,453,890	56%	4,369,421
<b>Budget w City</b>				<b>10,554,530</b>			

Notes:

\* Expenditure obligations for WIOA PY18 Allocations (Adult, Dislocated Worker, Youth) are deducted from spend plan.



## **2019 NOVA WORKFORCE BOARD MEETING SCHEDULE**

Wednesday NOVA Workforce Board Retreat	January 23, 2019	All Day
Wednesday	March 27, 2019	12:00 — 1:30 p.m.
Wednesday	May 22, 2019	12:00 — 1:30 p.m.
Wednesday	July 24, 2019	12:00 — 1:30 p.m.
Wednesday	September 25, 2019	12:00 — 1:30 p.m.
Wednesday	December 4, 2019	12:00 — 1:30 p.m.
Wednesday NOVA Workforce Board Retreat	January 22, 2020	All Day

With the exception of the Board Retreats, which are held offsite, all Board meetings are held on the NOVA campus in the Los Altos Room, Suite #767.