



NOVA Workforce Board Executive Committee
February 20, 2019 Meeting
Minutes

Executive Committee members present: Van Dang, Elaine Hamilton, Katherine Harasz and Andy Switky

NOVA staff: Kris Stadelman 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 December 19, 2018 Meeting Minutes: It was moved by A. Switky, seconded by V. Dang and approved by voice vote the meeting minutes as submitted.

3. **Discussion Items:**

a. Board Retreat Debrief: The goal of the retreat was to understand the needs and challenges facing the low-skilled, low-income adults that NOVA serves and to explore innovative ideas for promoting access to skill-building opportunities in order to increase their income. The consensus among participants was that this was achieved.

Several ideas that came out of the retreat are already being explored that include utilizing under-utilized Employee Assistance Programs (EAPs) that companies offer to their employees so that NOVA customers, who need these services, can benefit from this program. Unfortunately, most companies' EAPs are based on company headcount, so NOVA customers (outside of the company) would not be able to access this resource. Another idea expressed at the retreat was asking companies to save unfilled seats in their training classes for NOVA customers. The City of Sunnyvale has been approached with allowing NOVA customers to use seats not filled in the training classes offered to its employees. While online trainings are affordable and a good resource, the ETPL that contains the approved list of training providers has not yet approved online training providers. Innovative opportunities for training will be referred to the Emerging Trends Task Force for further exploration. In the future, the NOVA Foundation could play a role in fundraising for training resources.

b. Update San Mateo County Services: In order to maintain a physical presence in the northern San Mateo County area where needs have been identified, NOVA staff has been providing job seeker services at Skyline College in San Bruno one day a week. Unfortunately, very few prospective customers have utilized services at this site. In response, NOVA will no longer be providing services at Skyline College and is now exploring expanding its reach through two new prototypes that entail partnerships with local agencies in northern San Mateo County and in Santa Clara County to ensure residents throughout the region are able to access services. These ventures would leverage resources with no additional funding. This will be discussed further with the

Expanding Reach Task Force. In the meantime, customers are being referred to the NOVA Job Centers in San Mateo and Sunnyvale.

c. Update Regionalism: At the December Board and Executive Committee meetings, concerns were expressed about the State's intent to allocate funding for regional initiatives to a regional entity that will be expected to assume responsibility and liability for the performance of local boards within the region. This new regional approach was described further in the State's Prison to Employment Initiative (P2E) draft directive. Board members expressed interest in sending a letter to the State Board about concerns regarding this approach. The letter was sent and later distributed to the Executive Committee at its last meeting. In response, the State has further clarified that it will not usurp the local workforce boards' authority to administer its own funding and will not require the establishment of a regional entity to accept funding for regional initiatives. In addition, within a region, local workforce boards may perform different roles, for example, project lead and fiscal agent. For the P2E initiative, work2future will serve as the project lead and NOVA will serve as the fiscal agent. This region will also be developing guiding principles for how the four local workforce boards will interact with each other.

d. Review Draft Agenda for March 27, 2019 Board Meeting: A draft agenda for the March 27 Board meeting was distributed and reviewed. Under the Report from the Executive Director, future topics for a prospective study session will be explored. One idea for a topic is education reform. Given the complexity of this topic, a recommendation was made to further articulate the context for this issue prior to the study session. Another possible topic raised previously by Board member Steve Levy is the growing trend with worker retirements that will create a future gap for skilled workers to fill these replacement jobs and the potential role immigrants could play in filling these gaps. The purpose of these study sessions is not necessarily to identify specific solutions or action items but rather to provide a forum for topics that touch on workforce development so the Board will be in a better position to weigh in on workforce development issues in the future.

4. **Information Items:**

- a. The next Executive Committee meeting is scheduled for April 17, 2019 at 12 Noon.
- b. The 2019 Executive Committee meeting schedule was distributed.

5. **Adjournment**

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