



Executive Committee Meeting Agenda
June 19, 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 April 17, 2019 Meeting Minutes (enclosure)

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

1. Extension of Contract Agreements with Central Labor Council Partnership (CLCP) and JobTrain and Award Funding for Services through June 30, 2020 (enclosure)
2. Report-out on Annual NOVAworks Foundation Board Meeting
3. Update AB 1111 Implementation: Breaking Barriers to Employment Initiative
4. Review Draft Agenda for July 24, 2019 Study Session Board Meeting
5. Update Board Committees and Task Forces: Emerging Trends Task Force

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

1. Next Executive Committee Meeting: August 21, 2019 at 12 Noon



NOVA Workforce Board Executive Committee
April 17, 2019 Meeting
Draft Minutes

Executive Committee members present: Carl Cimino, Julian Chu, Dennis Cima, Van Dang, Chris Galy, 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 February 20, 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. Update Regional Prison to Employment (P2E) Initiative:

At the beginning of the planning process for P2E, the State required that each region would need to identify just one grant recipient for this regional funding. NOVA expressed concerns with accepting this grant on behalf of the region and then assuming responsibility and liability for the performance of each of the local boards within the region. As a result of concerns expressed by NOVA and other local workforce boards, the State changed the requirements and now the identified local workforce board regional lead can distribute funding to the other local workforce boards within the region and they will be responsible for their own performance. For the Bay-Peninsula region, NOVA will act as the fiscal agent and work2future will be the program lead so the responsibility for administering this regional grant will be shared. It is expected that the State's revised approach for this regional venture will serve as a template for future regional initiatives.

The funding that the State has awarded for P2E is significantly smaller than previously thought; the Bay-Peninsula region was awarded \$1.8 million for 4 workforce boards over two years (down from \$4 million for four projects that was requested). The State has required a quick turnaround for regions to revise their proposal's scope based on the reduced funding and complete the procurement process for distributing the funds. NOVA will be releasing a Request for Qualification (RFQ) to the community shortly. While the funding that is now available for P2E is disappointing, the award provides NOVA with an opportunity to establish a foothold in serving the formerly incarcerated and to build on the experience that was acquired when NOVA operated a program for this population several years ago. Customers will be referred from other systems such as the County Probation departments and referred to an agency that would conduct skills assessment, skills training (GED, ESL, apprenticeships training) and wrap-around services. A key to successful reemployment will be to identify employers who will be willing to hire someone who was formerly incarcerated.

b. NOVA Foundation: 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 should be finalized in June. One of the responsibilities that is being proposed for the NOVA Workforce Board is to serve as an intermediary between the City and the Foundation with the following charges: appoint NOVA Foundation Board members, approve Foundation bylaws (if the Foundation changes its purpose than it would have to notify the City), and review financial reports through the NOVA Board Finance Committee. The City will declare the Foundation a public benefit that will free up staff to work with the Foundation. This new arrangement will also permit the Foundation Board to fundraise increasing its capacity to support new innovative ventures.

c. Update New Civic Center Facility Space: The details of the new civic center campus are being finalized. A draft schematic of the layout for the NOVA offices was distributed. The planned completion of the new civic center is December 2021, with the demolition of the old city hall to be completed in 2022. NOVA will be located on the first floor and, in addition to its assigned meeting rooms, it will also have access to training rooms assigned to human resources to address its fluctuating customer capacity. The design will also permit public access to NOVA classrooms in the evening.

d. Review Draft Agenda for May 22, 2019 Board Meeting: A draft agenda for the May 22 Board meeting was reviewed. A recommendation was made to add a presentation on the new mobile app that has been developed for Santa Clara County Housing Authority customers. The potential study session topics for the July Board meeting that will be discussed during this meeting may include: education reform (K-12) and the role of higher education to prepare students for adulthood or jobs, retirement crisis in the workforce, the new labor market and the housing crisis. The Board could be divided into two groups for discussion during the study session: one discussing housing and one discussing trade/apprenticeships/credentialing/OJT that could be woven into the retirement issue. A recommendation was made to narrow down the topics which the Executive Committee can assist with, clarify the reason for the discussion with a problem statement and identify how it fits into the Board's work. The July study session is an opportunity to go deeper into a particular area of interest that the Board is unable to accomplish during regular Board meetings.

e. Update Board Committees and Task Forces: Expanding Reach Task Force
At the April 11 Expanding Reach Task Force meeting, the task force reviewed the results of a stakeholders survey to identify partners' needs as NOVA explores opportunities to expand its reach with limited funding. The results were enlightening and dispelled certain assumptions that NOVA thought partners would want. Partners did not feel it was necessary to have additional jobs centers established or for NOVA staff to be co-located at their sites. They were also not interested in utilizing technology, given their sites' limitations and their customers comfort level with technology. What they were interested in was capitalizing on NOVA's expertise and curriculum through a train-the-trainer model with their staff so the value of NOVA's services could be woven into their service models for the benefit of both their staff and customers. In response, two pilot prototypes are being launched with Jefferson Adult School in Daly City where the northern San Mateo County area has been identified as a high need area and with Santa Clara Adult Education with whom NOVA has

partnered for many years. Both pilots will entail the train-the-trainer model with the partners' transition specialists. Skills assessments will be completed first with the partners' staff to determine their current skills-set and skills they would like to develop. Then curriculum will be developed that is customized to the needs of each partner. The unique customers that each partner serves will also be included in the identified approach. This approach has resulted in partners seeing that NOVA is listening and is interested in responding to their needs. In the future, the task force will be developing metrics for these pilots to determine if they have achieved their goals and, if the prototypes are successful, NOVA will explore expanding this approach to the broader adult education consortiums. A recommendation was made to also consider surveying the partners' customers in the future.

4. **Information Items:**

a. The next Executive Committee meeting is scheduled for June 19, 2019 at 12 Noon.

5. **Adjournment**

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

NOVA Workforce Board
Executive Committee Meeting
Date: June 19, 2019

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

NOVA contracts with two organizations in San Mateo County to provide services to adults, dislocated workers and youth under the federal Workforce Innovation and Opportunity Act (WIOA). CLCP operates NOVA's Affiliate Center in the City of San Mateo providing services to adults and dislocated workers. JobTrain, in Menlo Park, operates NOVA's Specialized Job Center for Youth. The original contracts were approved after issuing a Request for Proposals (RFP) in February and April of 2017. The RFP allowed for contracts to be extended for up to three additional years, dependent upon successful performance results and available funding, with a new procurement to be conducted in 2020.

Staff met with both organizations in May 2019 to review current contract performance including participant enrollments and budget. CLCP participant enrollments vs. planned are slightly low as well as their expenditures. This is primarily due to a number of staffing changes since the beginning of the current contract. They have also struggled to meet training expenditures proposed in their contract. CLCP continues to implement NOVA's service delivery model providing career navigation skills to all WIOA eligible customers interested in accessing services. They are meeting or exceeding all WIOA performance measures for PY2018.

JobTrain is on track to meet participant enrollments and expenditures for their current contract. JobTrain offers the full array of WIOA youth services and all youth enrolled have access to vocational training and/or work experience. They are exceeding all WIOA performance measures for PY2018.

NOVA has just completed formal monitoring for both organizations and finds that overall they are meeting grant requirements. It is staff's recommendation that the existing contracts be extended for CLCP and JobTrain to provide services through June 30, 2020. It is planned that the additional funds awarded will be \$800,000 for CLCP and \$420,000 for JobTrain. CLCP and JobTrain have submitted revised budget and participant plans. NOVA's WIOA adult, dislocated worker and youth allocations will cover the additional funding awards.