



**NOVA WORKFORCE BOARD AGENDA**

**12:00 NOON to 1:00 p.m., WEDNESDAY, May 27, 2020**

**Please Note:** Meeting will be held via videoconference call:

Link: <https://us02web.zoom.us/j/89709387433?pwd=UW1yR2kyYGFUT3lWZHZNK0xDaTIUZz09>

Meeting ID: 897 0938 7433; Password: 515563; Phone #: +1 (669) 900-6833

1. **CALL TO ORDER**
2. **PUBLIC ANNOUNCEMENTS**
3. **APPROVAL OF AGENDA** **Motion**
4. **PUBLIC HEARING**
  - 4A. Approval of Minutes:
    - 4A1. Approval of Minutes of December 4, 2019 Meeting (**Enclosure**) **Motion**
    - 4A2. Approval of Minutes of January 22, 2020 Retreat (**Enclosure**) **Motion**
  - 4B. **GENERAL BUSINESS:**
    - 4B1. Approval of NOVAworks Foundation Board of Directors Members (**Enclosure**) **Motion**
    - 4B2. Demonstration of NOVA Online Services on Zoom **Information**
  - 4C. **DISCUSSION:**
    - 4C1. Opportunity for Dialogue among Board Members and Director: Topic: How are board member companies responding to the COVID-19 pandemic?
  - 4D. **GENERAL INFORMATION:**
    - 4D1. Grant Status/Status of Funds (**Enclosure**) **Information**
5. **ADJOURNMENT**

**SCHEDULED MEETINGS**

NOVA Board Meeting, Wednesday, July 22, 2020 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. Auxiliary aids and services are available upon request to individuals with disabilities. TTY: 711 (CA Relay Service)**



**NOVA Workforce Board**  
**Draft December 4, 2019 Meeting Minutes**

**PRESENT:** M. Alvarado, L. de Maine, R. Foust, E. Hamilton, K. Harasz, B. Knopf, L. Labit, S. Levy, M. Lucero, J. Morrill, S. Porter, C. Springsteel, and A. Switky

**ABSENT:** T. Baity, S. Borgersen, J. Chu, C. Cimino, C. Galy, L. Dalla Betta, V. Dang, B. Field, H. Goodkind, P. Guevara, B. Guidry-Brown, J. Hill, A. Manwani, J. Miner, J. Ruigomez, and J. Sugiyama

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

**1. CALL TO ORDER**

Co-Chairperson J. Morrill called the meeting to order at 12:05 p.m.

**2. PUBLIC ANNOUNCEMENTS**

R. Foust recognized and thanked S. Porter for presenting at the CONNECT19 event designed to engage and educate elected officials and other community leaders about the future of the technology industry. The presentation was very well received.

**3. APPROVAL OF AGENDA**

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

**4. CHAIRPERSON'S REPORT**

4A. Report out on Digital Promise Challenge Institute Event: Digital Promise is an internationally recognized nonprofit that seeks to accelerate innovation in education. Digital Promise invited NOVA to attend its three-day prestigious Challenge Institute and two members of the Board, Co-chairperson J. Morrill and member L. de Maine, attended with NOVA staff and a partner agency. Participants were encouraged to think outside the box and broke into smaller groups to tackle complex issues. The NOVA group, named Mind-Shifters, grappled with how best to educate Silicon Valley leadership about the invaluable skills/assets that workers, who don't have college degrees, can contribute to industry.

4B. January 22, 2020 Board Retreat: NOTE: NEW LOCATION: This year the Board retreat is being held on January 22, 2020 at the UC Santa Cruz Extension Silicon Valley campus in Santa Clara that is easily accessible, has a nice meeting space and offers significant parking. This year the program's focus will be on the Future of Work and the employer perspective and will offer opportunities for interesting discussions. Shortly, you will be receiving the Evite, so please RSVP as soon as possible.

**5. EXECUTIVE DIRECTOR'S REPORT**

5A. Update NOVAworks Foundation: The Foundation now has a formal agreement between the City of Sunnyvale, the Foundation and the NOVA Board that enables the Foundation to solicit donations for future work. Joint Venture's Silicon Valley Talent Partnership is working with the Foundation to develop fundraising strategies and solicited the assistance of loan executives from Oracle to consult on this effort. As a result of this process, Oracle has donated to the Foundation its NetSuite accounting system and donation platform that will provide the management capability necessary to move forward with a fundraising campaign. The Foundation will also be developing collateral materials and a new website in the future.

5B. Prison2Employment (P2E) Initiative: With funding awarded by the State to serve the formerly incarcerated and justice-involved individuals, NOVA launched a procurement process and has awarded contracts to two providers: JobTrain serving San Mateo County and Center for Employment Opportunities to serve Santa Clara County. P2E is a regional initiative with each local workforce area allocated funding to meet local needs. NOVA is serving as fiscal lead and work2future is serving as project lead, on behalf of the region. Once NOVA's local projects get underway, the providers will be asked to present to the Board on the workforce services they provide to this underserved population and the invaluable skills this population can offer to employers.

5C. Google.org Grant Application: The NOVAworks Foundation applied for a Google.org grant to serve persons with disabilities. While we have not been notified that our application is still under consideration, this was an opportunity to refine the messaging for the Foundation and begin developing a new website.

## **6. PUBLIC HEARING**

6A. Approval of Minutes of September 25, 2019 Meeting: It was moved by R. Foust, seconded by L. de Maine and carried by voice vote to approve the September 25, 2019 meeting minutes as submitted, with abstention from B. Knopf.

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

6B1. Election of NOVA Workforce Board Officers for Calendar Year 2020: The Board Bylaws stipulate that the election of Board officers shall take place at the last scheduled Board meeting of the calendar year. The Executive Committee determined the need for two chairperson seats for 2020 because of the challenges and opportunities facing the Board in the coming year. Board officer seats include: two Co-chairperson seats that must represent business as stipulated by WIOA, and two Vice Chairperson seats with one representing business and one representing the public sector as stipulated by the Board Bylaws. The proposed slate of prospective candidates for the election of Board officers for 2020: Co-Chairpersons J. Morrill and A. Switky and Vice Chairpersons R. Foust (representing business) and P. Guevara (representing the public sector). There were no nominations from the floor. It was moved by B. Knopf, seconded by M. Lucero and carried by voice vote to approve the proposed slate of Board officers for Calendar Year 2020.

6B2. Approval of NOVAworks Foundation Board Member: At the September 25 Board meeting, the Board approved the new agreement between the City of Sunnyvale, NOVAworks Foundation Board of Directors and the NOVA Workforce Board. As part of this new agreement, the NOVA Board appoints Board members to the NOVAworks Foundation Board of Directors. Current Board member B. Knopf will be retiring from the County of Santa Clara and NOVA Workforce Board. Given his extensive experience and expertise with

NOVA's service-delivery system and economic development and job creation in this community, NOVA staff is recommending B. Knopf's appointment to the NOVAworks Foundation Board. It was moved by K. Harasz, seconded by E. Hamilton and carried by voice vote to appoint B. Knopf to the NOVAworks Foundation Board of Directors, with abstention from B. Knopf. B. Knopf was also thanked for his service on the NOVA Workforce Board.

6B3. Report-out from Finance/Audit Subcommittee: Acceptance of Year-End Financial Statement and Resolution to Acknowledge Staff for High Achievement on WIOA Performance Goals: On November 7, the Finance/Audit Subcommittee met and reviewed the financial and performance data and monitoring reports for the past year, as well as new developments with the NOVAworks Foundation. NOVA staff continues to effectively manage multiple funding sources and consistently achieves WIOA performance goals. The Program Year (PY) 2018 year-end financial statement and the results of PY2018 WIOA performance goals were reviewed. This past year, NOVA exceeded all of its performance goals. Finally, the NOVAworks Foundation will be launching a new fundraising campaign to generate new sources of revenue. The Subcommittee is recommending acceptance of the PY2018 Year-End Financial Statement and resolution to acknowledge staff for high achievement on PY2018 WIOA performance goals. It was moved by R. Foust, seconded by B. Knopf and carried by voice vote to accept the PY2018 Year-End Financial Statement. It was moved by A. Switky, seconded by M. Alvarado and carried by voice vote to accept the resolution to acknowledge staff for high achievement on PY2018 WIOA performance goals. Board members thanked staff for their service to the community. A recommendation was made to share the resolution with elected officials representing the NOVA consortium.

6B4. Approval of State Additional Assistance Grant (AAG) Application: NOVA does not receive sufficient WIOA formula funding allocations to address the high demand for services. Even with the lowest unemployment rate, NOVA received the second highest number of impacted individuals through WARN notices in the State, which is indicative of a technology-driven economy and resulting churn. In response to this dichotomy, NOVA staff is requesting approval to apply for an AAG from the State in the amount of \$2.5 million to serve an additional approximately 678 dislocated workers. The period of service is for 18 months beginning March 1, 2020. It was moved by L. de Maine, seconded by B. Knopf and carried by voice vote to approve the AAG application for submission, with abstention from M. Lucero. It was recommended that the impact the Silicon Valley economy has on its workers and the importance of this assistance to mitigate this impact should be conveyed to the State.

#### 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.

6D2. 2020 NOVA Board Meeting Schedule: The Board meeting schedule for 2020 was included in the Board meeting packet. Members were encouraged to mark their calendars.

## 7. ADJOURNMENT

The meeting was adjourned at 1:30 p.m.



NOVA Workforce Board Retreat  
Draft January 22, 2020 Meeting Minutes

Present: M. Alvarado, T. Baity, S. Borgersen, L. de Maine, B. Field, R. Foust, C. Galy, H. Goodkind, P. Guevara, B. Guidry-Brown, E. Hamilton, K. Harasz, J. Hill, L. Labit, S. Levy, M. Lucero, J. Morrill, S. Porter, and A. Switky

Absent: J. Chu, C. Cimino, L. Dalla Betta, V. Dang, A. Manwani, J. Miner, J. Ruigomez, C. Springsteel, and J. Sugiyama

Also Present: special guests F. Benest, J. Burt, and K. Wolff; and NOVA staff: K. Stadelman, L. Anders, L. Jackson, T. Johnson, J. Langdell, C. Stahl, and E. Stanly

1. Call to Order: Welcome Remarks from P.K. Agarwal, Dean, UC Santa Cruz Extension Silicon Valley

The retreat was called to order at 8:35 a.m. P.K. Agarwal, Dean of UC Santa Cruz Silicon Valley Extension, welcomed participants and thanked NOVA for its important partnership with UC Santa Cruz Extension. What lies ahead for the future of work are machines supplementing what we do to some extent and Artificial Intelligence (AI) requiring machine learning that we will need to build upon. Following the horse-and-buggy era, a large portion of the world experienced job displacement. We are entering a similar transformation and need to ask ourselves what was asked before, “Are we in the horse business or horsepower business?” Success and the concentration of wealth will be with those who take risks and inequality will come with that. There are five senses that define a human being and if AI can do all of them then there will be efforts to replace human beings in the functional work environment. The economy is always growing and disruptive. For example, research has identified the top 10 jobs that didn’t exist ten years ago. Disruption of existing jobs will speed up and the key will be getting people to transition from one disruption to the next. To prepare people to be successful, they will need knowledge and soft skills and the role of industry will be paramount to this effort. Education institutions such as UC Santa Cruz will need to think not only outside the box, but to forget about the box all together. It will be important to try out new things with the understanding that some things won’t work but we’ll need to keep experimenting.

2. Framing the Day and Expectations

Board Co-chairs J. Morrill and A. Switky welcomed participants to the annual Board Retreat and provided an overview about what members can expect over the course of the day’s activities. The theme of this year’s retreat is on the “future of work” and the significant shift the emerging world of work is undergoing and its impact on the economy and NOVA’s work. Instead of hearing about the job seeker perspective as in previous retreats, the focus will be on the employer perspective and what they are seeing in the labor market and the challenges they face finding talent.

3. Public Announcements

Board Co-chair J. Morrill asked if there were any public announcements. No public announcements given.

4. Approval of the Agenda

Board Co-chair J. Morrill called for a motion to approve the agenda. The motion was moved by R. Foust, seconded by K. Harasz and passed by voice vote.

5. Introduction of Board Members

Facilitator Board member H. Goodkind recognized new Board member M. Alvarado who was attending the retreat for the first time and thanked retiring Board member J. Hill for his contributions to the Board's work. Board members then introduced themselves that was followed by an icebreaker exercise. Members were asked to complete an index card with answers to the following two questions: "When you were 12 years old, what did you want to be when you grew up?" and "What did you not want to be?" The responses were collected and read to members who were asked to guess the author.

6. Looking Back at 2019 and Board Accomplishments; Looking Ahead to 2020

Director Kris Stadelman presented on the past year's accomplishments and expectations for 2020. To view her slide presentation, please click here: <https://novaworks.org/documents/2023q2/KrisStadelmanPresentation.pdf>.

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/2023q2/SteveLevyNOVA%20Retreat%202020.pdf>.

8. Panel Presentation from Employers about the Future of Work

Four panelists presented on the future of work and the talent challenges they face. Panelists included: Yvonne French, Director, Talent & Workforce Planning, Cisco; Bill Graham, President, Dignity Health Sequoia Hospital; Katherine Harasz, Executive Director, Santa Clara County Housing Authority; and Paul Humphries, Group President, High Reliability Solutions, Flex. Highlights of the presentation and discussion included (but were not limited to):

- The package of benefits that will attract candidates may differ from industry to industry and company to company. If you can't offer competitive high wages then a company will offer other things that may be important to a candidate. Examples include: a pension, call to mission, desirable culture, work/life balance, flexible workplace and schedule, commitment to diversity of perspective and work where there is one company and many careers, collaborative teams, stability, sustainability, and community engagement. The company needs to communicate the value proposition/brand that it can offer and ask candidates about what they are looking for. The high housing costs create challenges with recruitment and one company is piloting an innovative approach by offering groups of employees within the company the opportunity to move together to another part of the country that is less expensive and work together there.

- In the past, companies have utilized recruitment strategies where candidates were recruited from out of the area/state, but today the focus is on growing talent locally.
- It's important to have different partners. You need to partner with community colleges to grow talent, Labor organizations to better align with the newer workforce's needs that differ from the baby boomer generation, and with networking academies in high school and at San Jose State to help them understand what kind of talent is needed (a three/four-year degree may not be it.) It's important to identify new funnels of talent through partnerships.
- In recruitment, the domain-specific skills are important but do not pose a challenge in finding qualified talent. The problem is finding talent with the other (intangible) skills.
- Recommendations for ways a candidate can signal that they have the right soft skills a company is looking for include: through the interview they show they have learned from their mistakes, can resolve conflict and that their past jobs and experiences on their resume show growth and ability to manage change (growth mindset); through stories and examples during the team interview, they communicate how they have worked in environments, demonstrated intellectual curiosity, identified situations where they needed to adapt, and can convey insights into what drives them, what are their fears and how they manage change (adaptability and flexibility); they tell a story during the team interview that focuses on how the work gets done (accountability); during the interview, the company conveys to the candidate the importance of disruption and determines how they will adapt and whether they will fit (comfortable with ambiguity and uncertainty). The candidate also needs to be able to tell their story on the resume and replace what the cover letter had achieved in the past.
- Emotional intelligence can be defined as empathy and putting yourself in another person's place, being able to moderate personal and political biases or tribal DNA, and demonstrating compassion. Emotional intelligence is also manifested in the relate-ability factor that is front of mind and in those who are social justice-minded. Allowing people to fail is providing an environment for emotional intelligence. You can't change your personality but you can change your behavior and through the performance appraisal process the company can help someone to modify their behavior. The behavior can also be addressed through "clearing the air" and putting the issue on the table. Emotional intelligence is ascertained in candidates through the interview by establishing a dialogue with the individual, watching behaviors during the exchange, asking them how they build a team, asking them how they came to a solution (by telling colleagues what to do or asking them for input) and in their treatment of frontline staff when they come into the office for the interview.
- Candidates, who do not have all of the skills and experience desired by the company, can still be hired but are often brought in initially on a project-specific/contractor basis or through apprenticeships. In today's customized online recruitment process where the relationship has gone away and candidates, who do not have the exact qualifications requested, can be quickly screened out, a job seeker should reach out to someone in human resources and make that connection first. So when a job opportunity arises, a personal relationship has been established which can lead to an interview.

- An issue that has arisen with young workers newly entering the workforce is that they have never had a job before. There should be more opportunities for young people to work during high school or college so they may acquire basic work skills. Volunteer jobs could also be an option.

A videotape of the panel presentation can be viewed by going to: <https://youtu.be/FaB7SppgZs4>.

9. Luncheon Speaker: Kristin Wolff, Senior Associate, Social Policy Research Associates

Kristin Wolff of Social Policy Research Associates presented on the “Future of Work.” Highlights of her presentation included (but were not limited to):

- The 4<sup>th</sup> industrial revolution will be different from past revolutions because it will impact higher-wage workers, rather than blue-collar workers during previous transitions.
- The future of work will mean robotics, artificial intelligence, automation, machine learning, and deep learning and there is concern about what jobs losses will occur as a result of this. For example, Amazon has launched cash-only retailers. However, robots are transforming factory floors but are not replacing workers and instead workers are being retrained for tech jobs with higher wages that robotics has created. The workforce will become more digital and mobile and, as a result, office support jobs will be eliminated, while other jobs will just change (perhaps for the better.)
- Women will overtake men in the workplace as the majority, which will change the way we think about work. The idea of work has been male gender-based and now that is changing.
- Education will change as educational institutions will no longer be self-contained. People will take courses from multiple institutions, but from whom will they receive their Bachelor’s Degree?
- The rise of the Gig Economy will impact the workforce. Achieving the American Dream (e.g. jobs with good wages, benefits, and security) for the next generation will be difficult to achieve.
- We will need to change the way we look at skill development, specifically, from training that leads to a job to lifelong learning and work as the new organizational ecosystem.
- Equity and inclusion will be the driver of the “future of work.”
- There is optimism about the future and creative solutions to address these problems: Workforce experience should be for everyone. Apprenticeships will address many challenges in the development of relevant and soft skills in the workplace. With the silver tsunami, it will be important to pass on knowledge from one generation to the next. There also needs to be opportunities for people who are not in college to be able to acquire new networks that they would have developed if they were attending college. Need to rethink



career education. With more two-parent households in the workforce, there will be a growing emphasis on safety nets and worker supports.

To view her slide presentation, please click here:

[https://novaworks.org/documents/2023q2/KristinWolff\\_FutureofWork\\_Nova01.21.20.pdf](https://novaworks.org/documents/2023q2/KristinWolff_FutureofWork_Nova01.21.20.pdf)

#### 10. Afternoon Breakout Group Session

Members were asked to break into two small groups to discuss the following topics:

Group 1: Chaired by Co-chair A. Switky: Discuss the themes and issues that were raised during the morning and lunch discussions and some of the preliminary results from the emerging trends employer interviews. Do you see issues that weren't identified? How would you prioritize these topics for recommendation to the Emerging Trends Task Force for possible prototyping? (A handout was distributed to participants that contained high-level findings from the emerging trends employer interviews, as reference.)

Group 2: Chaired by Vice Chair P. Guevara: What priorities should the NOVAworks Foundation fundraising campaign focus on to help with the NOVA Workforce Board's work? Are there services, target groups, and/or research questions that you would recommend to the Foundation Board for fundraising? (A handout was distributed to participants that contained examples of items that NOVA can't do because of funding restrictions and staff's wish list, as reference.)

Following the discussion, each group reported out on the conversation. Highlights of the discussion and report-outs included (but were not limited to):

#### Group 1:

- The group was working on an agenda that addresses both supply and demand
- There is value in the cover letter and should explore how best to capture this in a different format (electronic applications/resumes, LinkedIn profile, etc.)
- The burden is on the candidate to prove they have the right skills for the job; they also need to demonstrate why they want to work for that particular company
- There are vertical and horizontal skills (T-skills) that represent the combination of skills and interactions.
- Train candidates on how to tell a story that connects skills more deeply to the job and put their story on their resume and LinkedIn profile; train them to think like a recruiter
- Two-minute funny videos (a series of 5) from the worst interview performance to the best
- Video about what to do and what not to do during the interview
- Pilot the military model for recruitment that limits bias with public agencies. The model looks at skills, puts the candidates through training and sends them to units that do not get to select candidates. It is a more strategic decision. U.S. Census Bureau hiring similarly.
- Need to advise companies how to screen-in talent, rather than screening them out
- One pilot gives two job seekers two different blazers-black/grey, which boosts self-esteem, improves interview performance and provides a sense of identity/belonging
- Pilots should also include the nonprofit and government sectors
- Anonymous resumes with no name, city, college
- NOVA should educate employers about the supply side and value-add of job seekers
- Talent recruitment challenges have not changed much and continue to be important

Group 2:

- Funders want focus — need to identify a program or initiative (versus general funding)
- Separate out what to ask for from companies versus foundations
- Need an organizational infrastructure (Netsuite, including donor database, will help with this)
- Labor Market Research and studies that target subpopulations
- Boot Camps for Entrepreneurs: not venture capital-attractive companies but job-creating firms (e.g. Green Jobs space)
- A free staffing agency (database of workers and skills) for business and job seeker customers
- Help to prepare specific populations for green jobs (pre-apprenticeships)
  - Finding employers/opportunities
- Social-Enterprise: What would business pay for? career development services, placements, upskilling
- Identify the benefits/value-add to employers and to the local economy and use it to attract funders. What can we generate passion around?
- Earned income models — support other needs
- Focus on target populations and barriers — in-school youth populations
- Advocacy for portable benefits
- Be prepared for change from federal dollars to public/private partnerships
- Are we filling gaps for WIOA or are we creating a social enterprise model that would generate enough funding to support other things?

11. Wrap-up, Evaluation and Adjournment

Director K. Stadelman and facilitator H. Goodkind wrapped up the afternoon discussion. Information from the small group discussions will be forwarded to the Emerging Trends Task Force and Foundation Board to tackle going forward. Participants were thanked for attending and reminded to complete their evaluation forms.

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



**Date:** May 27, 2020  
**To:** NOVA Workforce Board  
**From:** NOVA Staff  
**Subject:** **Approval of NOVAworks Foundation Board of Directors Members**

**INTRODUCTION:**

At the September 25, 2019 Board meeting, the Board approved the NOVAworks Foundation amended bylaws that called for the NOVAworks Foundation Board of Directors to have a minimum of six directors, consisting of three current NOVA Workforce Board members and three other individuals. In addition, the bylaws called for the NOVA Workforce Board to appoint members to the Foundation Board of Directors. At the September Board meeting, the Board also approved the current Foundation Board of Directors: President – Poncho Guevara, Vice President – Carl Cimino, and Frank Benest, Dennis Cima, and Laura Stefanski. At the December 4, 2019 meeting, the Board appointed retiring NOVA Board member Bruce Knopf to the Foundation Board. This left one vacancy remaining on the Foundation Board representing a current NOVA Workforce Board member.

Recently, one of the current NOVAworks Foundation Board members, representing the NOVA Workforce Board on the Foundation, retired from the Foundation Board creating a second vacancy on the Foundation Board representing current NOVA Workforce Board members. NOVA staff is seeking approval from the Board to fill these two vacancies on the NOVAworks Foundation Board by appointing Jennifer Morrill and Stephen Levy to the Foundation Board of Directors.

**DISCUSSION:**

The NOVAworks Foundation is a non-profit, public benefit corporation. It has been granted 501(c)(3) tax-exempt status by the Internal Revenue Service. The Foundation was created in 1989 to enhance workforce development services provided by NOVA for the residents and businesses of the NOVA local workforce development area under the Workforce Innovation and Opportunity Act (WIOA). Most of NOVA's funding is provided through WIOA and may be used only for specific activities defined under WIOA and to serve participants eligible under WIOA regulations. The Foundation exists to support and extend the reach of NOVA services, fill gaps in services that promote economic sustainability, seek innovative approaches to workforce development services and gain a better understanding of the current labor market. The Foundation is a supporting organization of the City of Sunnyvale, in accordance with Section 509(a)(3) of the Internal Revenue Code, and the Foundation's charitable purpose furthers the public purposes of the City.

The City of Sunnyvale has acted as fiscal agent to accept, track, and report funds. Last year, with increased funding received in recent years for the Foundation, it became apparent that an agreement was necessary to formalize the relationship and set forth roles and responsibilities. It was also

desirable to clarify the role of the NOVA Workforce Board with respect to the NOVAworks Foundation. In June 2019, the Foundation Board of Directors and the Sunnyvale City Council approved an agreement between the Foundation and the City, effective July 1, 2019. The agreement necessitated changes in the Foundation Bylaws, Articles of Incorporation, and Conflict of Interest policy to clarify that the Foundation is a supporting organization of the City and to state the role of the NOVA Workforce Board in appointing Foundation directors. The Foundation Board shall have a minimum of six directors, consisting of three current NOVA Workforce Board members and three other individuals. At the September 25, 2019 Board meeting, the Board approved of the NOVAworks Foundation amended bylaws that included the role of the NOVA Workforce Board in appointing Foundation directors. At this meeting, the Board also approved the current NOVAworks Foundation Board of Directors. At the December 4, 2019 meeting, the NOVA Board approved of an additional member to the Foundation Board.

Currently, there are two vacancies on the NOVAworks Foundation Board of Directors representing current NOVA Workforce Board members. Given the NOVA Workforce Board's responsibility of approving vacancies on the Foundation Board, as stated in the amended Foundation Bylaws, NOVA staff is requesting approval of two new Foundation Board members representing the NOVA Workforce Board: Jennifer Morrill and Stephen Levy. These individuals bring to the Foundation Board a deep knowledge of the NOVA Workforce Board vision, mission and activities that will provide important alignment with the work of the Foundation. In addition, these individuals possess a talent and passion for innovative approaches to workforce services in the community that will add value to the Foundation. This will be particularly important as the Foundation launches a new strategic planning initiative.

**ALIGNMENT WITH STRATEGIC PLAN:**

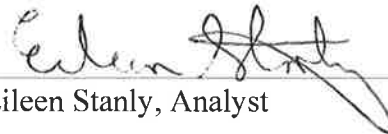
The mission of the NOVAworks Foundation supports the NOVA Workforce Board's mission to provide strategic leadership to continuously improve the workforce investment system as well as its purpose to support workforce mobility by easing workers' transitions from opportunity to opportunity throughout their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

**RECOMMENDATION:**

Staff recommends that the NOVA Workforce Board approve two new NOVAworks Foundation Board of Directors that represent the NOVA Workforce Board: Jennifer Morrill and Stephen Levy.

Prepared by: \_\_\_\_\_

Eileen Stanly, Analyst



Approved by: \_\_\_\_\_

Kris Stadelman, Director



NOVA Grant Status Report

NOVA Grant Status Report									
For the Period from July 1, 2019 thru March 31, 2020									
Source	Title	Period of Performance From To	PY19 Avail Total	PY19 Avail Spend - Plan	Accounting Period 9 PTD Spend Actual	75% Act/Plan	Balance of Plan		
WIOA	Adult	07/19 06/21	1,922,212	1,683,324	887,301	53%	796,023		
WIOA	Dislocated Worker	07/19 06/21	2,620,408	2,265,688	1,519,647	67%	746,041		
WIOA	Youth	04/19 06/21	1,765,524	1,530,654	895,539	59%	635,116		
WIOA	Rapid Response	07/19 06/21	1,259,112	1,259,112	743,458	59%	515,654		
WIOA	RR Layoff Aversion	07/19 06/21	298,028	298,028	178,707	60%	119,321		
	<i>Allocation Subtotal</i>		<i>7,865,284</i>	<i>7,036,806</i>	<i>4,224,652</i>		<i>2,812,154</i>		
DOL NDWG	Silicon Valley DW	01/16 9/20	1,074,536	950,000	805,046	85%	144,954		
State NDWG	DW Trade & Economic Transition	10/18 09/20	848,993	745,000	563,760	76%	181,240		
*WIOA	25% Additional Assistance - SV Dislocated Worker	3/20 9/21	2,500,000	100,000	-	0%	100,000		
H1-b	Ready-to-Work	11/14 10/19	170,137	170,137	170,137	100%	-		
CEC	Prospect SV - VTA Project	10/17 12/20	40,471	30,000	9,844	33%	20,156		
	<i>NOVA Subtotal (includes Allocation subtotal)</i>		<i>12,499,422</i>	<i>9,031,943</i>	<i>5,773,438</i>		<i>3,258,505</i>		
	**RPU Funding - NOVA Allotment only								
RPU / WIOA	Regional Plan Imp	01/18 06/19	4,974	4,974	4,974	100%	-		
RPU / CDCR	Prison to Employment	10/18 03/20	23,328	23,328	23,328	100%	-		
RPU / WIOA	Reg Organizer / Reg Training	04/19 09/20	31,390	28,000	9,318	33%	18,682		
RPU / WIOA	Slingshot 2.0 Regional Plan Imp	04/19 09/20	51,394	48,000	12,305	26%	35,695		
RPU / CDCR	P2E Direct Services (IDS)	12/19 03/22	264,433	7,000	1,295	19%	5,705		
RPU / CDCR	P2E Supp Service / Earn & Learn (SSEL)	12/19 03/22	399,167	7,000	1,477	21%	5,523		
RPU / WIOA	Slingshot 3.0 Regional Plan Imp	04/20 09/21	<i>Budget in progress</i>						
	<i>RPU Subtotal</i>		<i>774,686</i>	<i>118,302</i>	<i>52,697</i>	<i>45%</i>	<i>65,605</i>		
	TOTAL		13,274,108	9,150,245	5,826,135	64%	3,324,110		
	Budget w City			10,441,805					
	***NOVA Foundation		191,425	**tbd	11,338		180,087		

Notes:

- \*New - WIOA 25% Additional Assistance Grant (AAG) - Silicon Valley Dislocated Worker Project \$ 2,500,000 Awarded March 2020
- \*\*RPU designates funding received on behalf of 4 WIBs. See attached RPU Grant Status Report for full details
- \*\*\*NOVA Foundation fundraising and spend strategy tbd

PENDING Funding: COVID-19 Related

WIOA COVID-19 Related Supportive Services \$ 180,000 Awarded April 2020

WIOA COVID-19 Employment Recovery NDWG \$ 410,000 Awarded May 2020

COVID-19 Related

Bay - Peninsula Regional Planning Unit (RPU) Grant Status Report						
Grant Expenditures thru March 31, 2020						
Source	Title	Period of Performance From	To	Budget	GTD Spend Actual	Balance of Plan
RPU / CDCR	Prison to Employment Planning NOVA - Fiscal Lead San Benito San Francisco San Jose Racy Ming Assoc	10/18	03/20	142,500 38,811 24,563 24,563 24,563 30,000	142,500 38,811 24,563 24,563 24,563 30,000	- - - - - -
RPU / WIOA	Reg Organizer / Reg Training NOVA - Fiscal Lead San Benito San Francisco San Jose Racy Ming Assoc	04/19	09/20	163,900 31,390 15,000 15,000 15,000 87,510	87,372 19,344 6,757 15,000 5,644 40,627	76,528 12,046 8,243 - 9,356 46,883
RPU / WIOA	Slingshot 2.0 Regional Plan Imp NOVA - Fiscal Lead San Benito San Francisco - Project Lead San Jose	04/19	09/20	250,000 51,394 10,421 176,532 11,653	136,150 34,833 10,421 90,255 641	113,850 16,561 - 86,277 11,012
RPU / CDCR	P2E Direct Services (IDS) NOVA - Fiscal Lead San Benito San Francisco San Jose - Project Lead	12/19	03/22	1,056,580 264,433 41,586 231,431 519,130	13,578 1,295 4,141 7,483 659	1,043,002 263,138 37,446 223,948 518,471
RPU / CDCR	P2E Supp Service / Earn & Learn (SSEL) NOVA - Fiscal Lead San Benito San Francisco San Jose - Project Lead	12/19	03/22	740,738 399,167 43,243 155,674 142,654	1,477 1,477 - - -	739,261 397,690 43,243 155,674 142,654
RPU / WIOA	Slingshot 3.0 Regional Plan Imp Budget in progress	04/20	09/21	400,000		400,000
	<b>TOTAL</b>			\$ 2,753,718	\$ 381,077	\$ 2,372,641