



NOVAworks WORKFORCE BOARD AGENDA
12:00 Noon to 1:30 p.m., WEDNESDAY, January 25, 2023

Please Note: Meeting will be held via videoconference call:

Link: <https://us02web.zoom.us/j/82791516804?pwd=WIFDS0pBSklERTVZQ1hMbWRTdWdPUT09>

Meeting ID: 827 9151 6804; Passcode: 767939; Phone #: +1 (669) 900-6833

1. CALL TO ORDER

2. PUBLIC ANNOUNCEMENTS

3. CONSENT AGENDA

Motion

All matters listed on the consent agenda are considered routine and will be acted upon by one motion. There will be no separate discussion of these items, unless requested by a Board member or a member of the public.

3A. Approval of Agenda

3B. Approval of Minutes of November 30, 2022 Meeting (**Enclosure**)

3C. Approval of Updated NOVAworks Policies and Procedures for Individual Training Accounts (ITA) and On-the-Job Training (OJT) (**Enclosure**)

4. REPORT FROM THE CHAIR

4A. Welcome New Board Member

4B. Customer Success

4C. Presentation from Board member Michelle Nemits of Biocom California

5. PUBLIC HEARING

5A. GENERAL BUSINESS:

5A1. Approval of WIOA Local and Regional Plan Modifications (**Enclosure**)

5A2. Report from December 2022 Executive Committee Retreat

5A3. Presentation on Regional Layoffs and Rapid Response Activities

**Motion
Information
Information**

6. REPORT FROM THE EXECUTIVE DIRECTOR

7. ADJOURNMENT

SCHEDULED MEETINGS

NOVA Board Meeting, Wednesday, March 22, 2023 at 12:00 p.m.

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)



NOVAworks Workforce Board
Draft November 30, 2022 Meeting Minutes

PRESENT: T. Baity, G. Biggs, D. Bini, R. Brunson, J. Cohen, R. Foust, H. Goodkind, E. Hamilton, N. Leonor, S. Levy, J. Lind, A. Manwani, J. Miner, M. Nemits, J. Morrill, S. Porter, A. Switky, K. Vartan, M. Vittal, and T. Woo

ABSENT: C. Galy, P. Guevara, B. Guidry-Brown, B. Murphy, and N. Williams

ALSO PRESENT: M. Sessions, L. Anders, J. Cheyer, L. Jackson, G. Pham, E. Stanly of NOVAworks staff

Meeting was held remotely via videoconference call.

1. CALL TO ORDER

Co-Chairperson J. Morrill called the meeting to order at 12:03 p.m.

2. PUBLIC ANNOUNCEMENTS

No public announcements.

3. APPROVAL OF AGENDA

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

4. REPORT FROM THE CHAIR

4A. Welcome New Board Member: New Board member Greg Biggs of Vander-Bend Manufacturing was welcomed to the Board.

4B. Customer Success: A video recording of a customer's testimonial was shown that highlighted the customer's job search experience and NOVAworks contributions to her success.

5. PUBLIC HEARING

5A. Approval of September 28, 2022, Meeting Minutes: It was moved by A. Manwani, seconded by T. Woo, and carried by voice vote to approve the minutes as submitted, with abstention from S. Levy.

5B. GENERAL BUSINESS:

5B1. Election of Workforce Board Officers for Calendar Year 2023: The election of Board officers takes place at the last scheduled Board meeting of the calendar year. The slate of prospective candidates for the election of Board officers for 2023 was: Co-chairpersons J. Morrill and A. Switky (both private sector seats), and Vice Chairpersons R. Foust (private sector seat) and P. Guevara (public sector seat). There were no nominations from the floor. It was moved by J. Lind, seconded by R. Brunson, and carried by voice vote to approve the slate of candidates for 2023 Board officers.

5B2. Report-out from Finance/Audit Subcommittee: Acceptance of Year-End Financial Statement: On November 1, the Subcommittee met and reviewed the financial statements and audit and monitoring reports for the past year. This year, in addition to the WIOA formula funding, staff effectively managed funding from 10 different grants from federal, state, and local governments and three different grants on behalf of the regional partners. The Program Year 2021 Year-End Financial Statement was reviewed

with the Board. The City of Sunnyvale audit report and State Equal Employment Opportunity monitoring report had no findings. It was moved by S. Levy, seconded by R. Foust, and carried by voice vote to accept the Program Year 2021 Year-End Financial Statement.

5B3. WIOA Local and Regional Plan Modification Process: WIOA services are guided by four-year regional and local plans. Two years after the plan release, local workforce boards must modify the plans to reflect changing economic conditions and the State's priorities. Modifications to the local and regional plans are due to the State by March 31, 2023. NOVAworks is seeking initial input from the Board and Stakeholders' Group through a four-question online survey. The plan modifications will be released for public review on December 16, 2022, with comments due by January 16, 2023. The Board will be asked to approve the plans at its January 25, 2023, meeting.

5B4. NAWB President and CEO Ron Painter: Post-Election Workforce Landscape: As a result of the midterm election, Republicans will represent the majority party in the U.S. House of Representatives, with Democrats losing about 9 seats. Democrats will keep the majority in the U.S. Senate and may gain one seat. House Democratic leadership will be changing to more junior members with Rep. Hakeem Jeffries (NY) assuming the minority leader position. The current ranking Republican Rep. Kevin McCarthy (CA) may face opposition to the House Speaker position. The House Education and Workforce Committee chair may change. The Senate Health, Education, Labor, and Pensions (HELP) Committee chair will change as the current longstanding chair becomes the Appropriations Committee chair. In the coming year, the topics of interest for Congress will be on technology, cybersecurity, data analytics, labor market shortages, immigration reform, and education proficiency.

5B5. Board Member Steve Levy: Regional Prosperity, Upward Mobility and Helping Low-Wage Workers: Concepts and Connections: S. Levy presented on the state of the region's workforce and strategies for addressing the dual mandate of meeting the needs of both employers and low and moderate wage workers. To view the slide presentation, click here, https://novaworks.org/documents/Ongoing/RegionalProsperity_UpwardMobility_HelpingLowWageWorkers.pdf.

5C. GENERAL INFORMATION:

5C1. Quarterly Update: Performance of WIOA Title I Adult, Dislocated Worker, and Youth Services: This new report was included in the meeting packet that captures customer served by NOVAworks and its two current service provider subcontractors in San Mateo County. Updated information will be included in future meeting packets.

5C2. Grant Status/Status of Funds: The reports were included in the meeting packet.

5C3. 2023 NOVAworks Board Meeting Schedule: 2023 schedule was included in the meeting packet.

6. **REPORT FROM THE EXECUTIVE DIRECTOR**

Due to insufficient time, the Executive Director report was forwarded to the Board after the meeting: Board members L. Dalla Betta and B. Guidry-Brown retired from their organizations and the Board; Board member S. Porter was thanked for arranging for customers to attend her company's leadership training; Board Vice Chair R. Foust and members J. Lind and J. Cohen were thanked for assisting with the hospitality industry initiative; K. Vartan is working with staff on a worker cooperative event for the spring; and the Executive Committee will be holding a December retreat.

7. **ADJOURNMENT**

The meeting was adjourned at 1:10 p.m.



Date: January 25, 2023

To: NOVAworks Workforce Board

From: NOVAworks staff

Subject: **Approval of Updated NOVAworks Policies and Procedures for Individual Training Accounts (ITA) and On-the-Job Training (OJT)**

INTRODUCTION:

In accordance with federal Workforce Innovation and Opportunity Act (WIOA) regulations, local workforce boards are required to have policies regarding the establishment of Individual Training Accounts (ITAs) and for On-the-Job Training (OJT). ITAs finance classroom-training services for eligible individuals from State approved, eligible training providers. OJTs are offered employers (or registered apprenticeship program sponsors) through contracts to deliver occupational training to an eligible participant in exchange for reimbursement for the cost of providing training and supervision.

NOVAworks currently has policies for both Individual Training Accounts (ITAs) and On-the-Job Training (OJT). Periodically, these policies (and others) are reviewed to ensure they remain current, comply with any changes in regulations if applicable, and continue to meet the needs of the programs. The ITA and OJT policies have been reviewed and only minor edits have been made that do not substantially change the programs' operations.

The Board is being asked to approve the updated policies and procedures documents for ITAs and OJT. Given these minor changes, this request is considered routine and has been placed on the Consent Agenda.

DISCUSSION:

NOVAworks staff reviewed the current ITA and OJT policy documents to ensure they are still relevant to NOVAworks' current program operations. In reviewing the ITA policies and procedures, the only changes made were primarily to reflect current terminology and for clarity and consistency. In addition, to address the increased cost of training over the past few years, the maximum ITA amount was raised from not to exceed \$6,000 to \$7,500 per customer. To review the updated ITA policies and procedures document, please click here, https://novaworks.org/documents/Ongoing/WIOA_ITA_Policies_Procedures.pdf.

In reviewing the OJT policies and procedures manual, as with the ITA policies, the only changes made were primarily to reflect current terminology, create a more user-friendly format, and for clarity and consistency. In addition, to address the increased cost of living over the past few years, trainee wages were raised from at least \$15 per hour to at least \$20 per hour and equal to other employees in

the same occupation with similar experience. The maximum reimbursement amount was also increased from \$6,000 to \$7,500, mirroring the ITA policies, which includes up to 50% of the trainee earned wages. Monitoring the progress of the trainee and contract was further strengthened from quarterly to monthly site visits and weekly contacts to provide additional support and guidance. To review the updated OJT policies and procedures manual document, please click here, https://novaworks.org/documents/Ongoing/WIOA_OJT_Policies_Procedures_Manual.pdf.

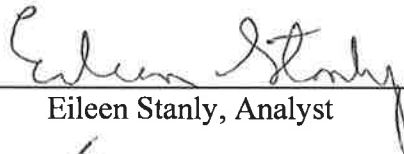
Other key policies and procedures will also be reviewed and, if updates are required, will be forwarded to the Board for approval at future meetings.


ALIGNMENT WITH STRATEGIC PLAN:

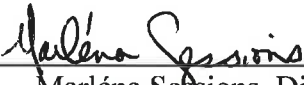
This is in alignment with the NOVAworks Board’s Vision, Mission, and Purpose Statement.

RECOMMENDATION:

The NOVAworks Workforce Board is being asked to approve the ITA and OJT updated policies and procedures documents as part of the Consent Agenda.

Prepared by: 
Eileen Stanly, Analyst

Reviewed by: 
Giang Pham, Business Operations Manager

Approved by: 
Marléna Sessions, Director



Date: January 25, 2023
To: NOVAworks Workforce Board
From: NOVAworks staff
Subject: **Approval of WIOA Local and Regional Plan Modifications**

INTRODUCTION:

The Workforce Innovation and Opportunity Act (WIOA) requires workforce boards to submit a comprehensive four-year local strategic plan to the California Workforce Development Board (CWDB). WIOA also requires that local regions submit a four-year regional plan to the CWDB. Two years after the plans' release, local boards must modify the plans to reflect changing economic conditions and the State's priorities. The NOVAworks Workforce Board is being asked to approve the WIOA Local and Regional Plan modifications for PY 2021-24. The submission deadline is March 31, 2023.

DISCUSSION:

WIOA requires local boards in a planning region (Regional Planning Unit or RPU) to engage in a regional planning process resulting in the development and submission of a single regional plan that describes workforce development activities and service strategies. The Bay-Peninsula RPU represents NOVAworks, the San Francisco Office of Economic and Workforce Development (OEWD), and work2future in San Jose. WIOA also requires that each local board in the RPU develop a local plan that is attached to the regional plan as part of the submission.

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 as they develop their plans. The Regional Plan focuses on aligning investments and resources to meet specific outcomes within the state's 15 RPUs. The Local Plan operationalizes the Regional Plan and describes how individuals access services through the America's Job Center of California (AJCC) system.

The NOVAworks Local Plan and Bay-Peninsula RPU Regional Plan for PY 2021-24 was approved by the State in August 2021. The State requires these plans be modified two years after their release.

The State released Workforce Services Directive WSD22-05 on October 27, 2022. It stipulated the required framework and content for the regional and local plan modifications for PY 2021-24, based on the State Plan. The State Plan set out three basic policy objectives: 1) Fostering demand-driven skill attainment through programs such as apprenticeships and other "earn and learn" models. 2) Enabling upward mobility for all Californians by providing greater access to workforce and education programs for all residents, particularly populations with barriers to employment. 3) Aligning,

coordinating and integrating programs and services with a focus on promoting greater equity and efficiency among all agencies offering workforce services.

The Bay-Peninsula RPU's Regional Plan modification addresses the State Plan's policy objectives as well as includes an analysis of employment, demographic, and unemployment data. It also examines industries and occupations with emerging demand for talent. The regional economy is a dichotomous one, with a high median household income and a large percentage of residents living below the self-sufficiency standard. While the region has enjoyed a low unemployment rate that continues to decline, there are many challenges that may hinder this momentum. In addition, recent job cuts could portend signs of trouble ahead. Regional leaders differ on the impact these recent layoffs, especially from the tech sector, will have on the economy. Several Board members are quoted in this plan. The Regional Plan modification also reflects the RPU's goal of employing multiple resources and processes to ensure that all residents have equal access to the educational tools, supportive services, and social capital to fully participate in the economy. To review the Regional Plan modification, please click [here, https://novaworks.org/documents/Ongoing/WIOABPRPRegionalPlanModification_Draft.pdf](https://novaworks.org/documents/Ongoing/WIOABPRPRegionalPlanModification_Draft.pdf)

The NOVAworks Local Plan modification illustrates NOVAworks' operational alignment with the Regional Plan modification and coordination with WIOA core and required partners and State strategic partners. It also provides detailed strategies for staff training and professional development, rapid response activities and services for adults, dislocated workers and youth, delivery of supportive services, and prioritizing services for low-income individuals and those with basic skills deficiencies. In addition, NOVAworks is leveraging resources to enhance digital fluency and cultural competencies in serving communities of color. To review the Local Plan modification, please click [here, https://novaworks.org/documents/Ongoing/WIOALocalPlanModification_Draft.pdf](https://novaworks.org/documents/Ongoing/WIOALocalPlanModification_Draft.pdf).

WIOA core and required partners include organizations providing services for the following: adult education and literacy, California Employment Development Department (EDD) Wagner-Peyser, vocational rehabilitation, career technical education, migrant seasonal farmworkers, veterans, housing, older workers, and Temporary Assistance for Needy Families/CalWORKs. State strategic partners include county health and human services agencies, local child support agencies, organizations serving individuals with developmental and intellectual disabilities, and community-based organizations that serve individuals who are English language learners, foreign born and/or refugees.

Community engagement is an important component in the development of the regional and local plan modifications. NOVAworks convened a virtual community roundtable of its stakeholders on November 9, 2022, to obtain input, which was followed by a four-question online survey. The plans were also discussed with the Board at the October 19, 2022, Executive Committee meeting and the November 30, 2022, Board meeting, and through a four-question online survey. In addition, the work2future and San Francisco workforce boards participated in public engagement activities for their local plan modifications and for the Regional Plan modification. Those activities are highlighted in the Regional Plan modification.

On December 16, 2022, NOVAworks released the Local and Regional Plan modifications for public comment to partners, stakeholders, businesses, and the broader community, totaling over 200 contacts. Comments were due by January 16, 2023. Particular attention was given to ensuring private sector representation, as recommended by the Board. The plan modifications were also available on

NOVAworks' website. NOVAworks is required to provide a summary of public comments received that disagree with the local and regional plan modifications. As of the January 16, 2023, deadline, NOVAworks had not received any comments that disagree with the plans. In addition, as of January 16, 2023, the two RPU partners had not received any comments that disagree with the Regional Plan modification. The two RPU partners distributed the Regional Plan modification for comment on different schedules than NOVAworks. Any substantive comments from the San Francisco workforce board that disagree with the Regional Plan modification will be discussed at the board meeting. Any substantive comments from work2future that disagree with the Regional Plan modification will be communicated by email with the board.

Following Board approval, the Regional and Local Plan modifications will be forwarded to the Sunnyvale City Council in March for approval. Following Council approval, the plans will be submitted to the State by the March 31, 2023, deadline.


ALIGNMENT WITH STRATEGIC PLAN:

This is in alignment with the NOVAworks Workforce Board's mission to continuously improve the workforce investment system and its purpose to support workforce mobility by easing workers' transitions from opportunity to opportunity throughout their career cycles.

RECOMMENDATION:

The NOVAworks Workforce Board is being asked to approve the WIOA Local and Bay-Peninsula RPU Regional Plan modifications for PY 2021-24.


Prepared by: _____


Eileen Stanly, Analyst

Reviewed by: _____


Luther Jackson, Program Manager

Approved by: _____


Marléna Sessions, Director