



Executive Committee Meeting Agenda
October 21, 2020 at 12 Noon

Please Note: Meeting will be held via videoconference call:

Link: <https://us02web.zoom.us/j/82964784005?pwd=UIFFMU9ycHlVWDV6VXZMYUVIb2FmZz09>

Meeting ID: 829 6478 4005; Password: 094714; Phone #: +1 (669) 900-6833

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 June 17 Meeting Minutes (enclosure)
2. Recommendation to Select the Option of Two Board Chairperson Seats for 2021 (enclosure)

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

1. Update NOVA Services and Funding During COVID-19 Pandemic
2. Upcoming 2021 WIOA Regulatory Requirements
3. State High Road Training Partnership Grant
4. Report-out from NOVAworks Foundation September 21, 2020 Board Meeting
5. Review Draft Agenda for December 2, 2020 Board Meeting

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

1. Next Executive Committee Meeting: December 16, 2020 at 12 Noon



NOVA Workforce Board Executive Committee
June 17, 2020 Meeting
Draft Minutes

Executive Committee members present: D. Cima, C. Cimino, V. Dang, K. Harasz, J. Morrill, and A. Switky

NOVA staff: K. Stadelman, D. Gamble, J. Langdell, and E. Stanly

Meeting was held remotely via videoconference call.

1. **Call to Order:**

The meeting was called to order at 12:05 p.m.

2. **Action Items:**

a. Approval of February 19 Meeting Minutes: It was moved by K. Harasz, seconded by J. Morrill and carried by voice vote approval of the February 19 meeting minutes as submitted.

b. Approval of April 15 Meeting Minutes: It was moved by C. Cimino, seconded by K. Harasz and carried by voice vote approval of the April 15 meeting minutes as submitted.

3. **Discussion Items:**

a. Extension of Contract Agreements with Central Labor Council Partnership (CLCP) and JobTrain and Award of Funding for Services through June 30, 2021: NOVA contracts with two organizations — Central Labor Council Partnership (CLCP) and JobTrain — to provide federal Workforce Innovation and Opportunity Act-funded services to adults and dislocated workers (CLCP) and youth (JobTrain) in San Mateo County. The original contracts, approved following a competitive procurement, started in July of 2017 and are eligible to be extended for up to three additional years, dependent on successful performance and available funding. Both providers have performed well, have adopted NOVA's curriculum and business model in the services provided, and are actively involved with the NOVA stakeholders' group. Following the recently completed monitoring of these organizations, several areas for improvement were identified, specifically, for CLCP to increase training referrals and for JobTrain to increase work experience opportunities. Both organizations will be developing corrective action plans: NOVA is recommending extending contracts with CLCP in the amount of \$750,000 and JobTrain in the amount of \$378,000 through June 30, 2021 and competitively procuring these services in the spring of 2021. It is expected that services provided this year during the pandemic are different from services that will be offered next year, which will be a more optimal time for procurement.

b. Contract with Working Partnerships USA to Administer Supportive Services Payments for COVID-19 Impacted Individuals: In order to act swiftly to help workers impacted financially by COVID-19, the California Employment Development Department released funding to provide supportive services, such as rent and utility assistance, with an emphasis on serving the underserved populations. NOVA was awarded \$180,000 for supportive services, with up to \$400 per person in one-time distributions, through September 30, 2020. NOVA has collaborated with Working Partnerships USA, a San Jose-based community organization, for many years. Given that Working Partnerships,

through Local 19, has the infrastructure in place to quickly identify individuals needing supportive services and administer a payment system for service providers, NOVA has determined that contracting with Working Partnerships to administer these funds will be the best approach to serve those most in need. A concern was expressed that given the enormous need in this community now and the insufficient funding available that there should be more coordination across the different funding streams and among the diverse organizations involved in this effort.

c. Modification of Regional Plan Implementation (RPI) Grant: When the Bay-Peninsula Regional Planning Unit (RPU) first submitted its Regional Plan Implementation (RPI) 3.0 application for funding from the California Workforce Development Board (CWDB), it proposed to scale a water treatment training program operating in San Benito County, with the San Benito County Workforce Development Board serving as the project lead. As a result of the COVID-19 disruption and proposed membership change in the Bay-Peninsula RPU with San Benito County workforce board planned move to the Monterey RPU, the Bay-Peninsula RPU requested a modification to change the scope of the project. The proposal was to replace the water treatment program with an enhanced initiative to scale tech and high-skill apprenticeships throughout the region that would build upon and leverage the work achieved during the RPI 2.0 grant. Apprenticeships will take place primarily in the technology and manufacturing sectors, with partnering companies including IBM, Amazon Web Services and Equinox, among others. CWDB has approved of the modification requested and extended training through March 2022. The San Francisco Workforce Development Board will serve as project lead, with support from the other workforce development boards in the region.

d. Update NOVA Services During COVID-19 Pandemic: There is very little that NOVA used to do before the pandemic that isn't being done today. The only difference is that it is now being done in new and different ways using a virtual platform. A new service that NOVA staff may add to the virtual portfolio is conducting job fairs remotely that would resemble employer panel presentations. NOVA is also fortunate that it had been using an alternative connection for accessing CalJOBS before the pandemic and has not been experiencing the same issues that the State is now encountering with CalJOBS.

e. Update NOVA Funding: Update on NOVA funding was reported to the Board at the May Board meeting.

f. Report-out from NOVAworks Foundation June 15, 2020 Board Meeting: At the June 15 meeting, the Board elected new officers to the Board: President: C. Cimino and Vice President: D. Cima. NOVA Director K. Stadelman will continue to serve as Secretary/Treasurer. During the meeting, the Board also reviewed the financial statements that represent the highest net assets to date. The Board expects to meet more frequently on a quarterly basis and will be launching a new fundraising initiative.

g. Review Draft Agenda for July 22, 2020 Board Meeting: In recent years, the Board has hosted a study session at the July meeting. With an emphasis on recovery efforts following the COVID-19 pandemic, NOVA will be hosting future discussions on how it can prepare for the post-pandemic era that presents an opportunity to be better and stronger, more inclusive and cleaner/greener. As such, at the July 22 meeting, NOVA will be hosting a guest presenter, Justine Burt, Founder and CEO of Apprancel, to discuss the future green economy. Ms. Burt attended the NOVA Board retreat as a guest in

January. Board Co-chair A. Switky will be chairing the meeting and will work with staff to design the agenda and topics for breakout group discussions.

4. **Information Items:**

- a. The next Executive Committee meeting is scheduled for August 19, 2020 at 12 Noon.
- b. A concern was expressed about the challenges facing recent college graduates in finding work during the COVID-19 pandemic. A recommendation was made to refer graduates to NOVA where they can benefit from the online adult curriculum and workshops that are being offered.

5. **Adjournment**

The meeting was adjourned at 1:00 p.m.

NOVA Workforce Board
Executive Committee Meeting
Date: October 21, 2020

SUBJECT: ACTION ITEM: Recommendation to Select the Option of Two Board Chairperson Seats for 2021

The NOVA Workforce Board Bylaws provides the Board with the option of one or two chairpersons for any given year. The Bylaws also stipulates, “Prior to the end of the calendar year, the Executive Committee will determine the need for one or two Chairperson(s) for the coming year and direct the Nominating Committee in its recruitment activities, accordingly.” As per the federal Workforce Innovation and Opportunity Act, the Board chairperson(s) must represent the private sector. Election of Board officers shall occur at the last Board meeting of the calendar year. This year, the last Board meeting of the calendar year is scheduled for December 2, 2020.

In 2021, the NOVA Workforce Board will face many challenges and opportunities, including: the impacts of COVID-19 and significant economic downturn coupled with the technological transformation that is taking place across industries and the workforce; the continued regulatory demands with implementation of the federal Workforce Innovation and Opportunity Act; increased expectations from the State regarding regional initiatives under the new regional structure with NOVA assuming a leadership role and fiscal administrative responsibilities on behalf of the Bay-Peninsula region; the current service provider contracts in San Mateo County that are expected to be procured in the coming year; and the ongoing volatility in federal funding that may be more vulnerable in the current political climate. Given these challenges and opportunities ahead, NOVA staff is recommending that the Executive Committee approve an expanded leadership capacity of two Board chairpersons in 2021.

Following Executive Committee approval of two chairperson seats for 2021, the Committee will direct the Nominating Committee to develop a slate of officers for the election of Board officers for 2021 that will include two chairpersons.