



**NOVA WORKFORCE BOARD AGENDA**  
**12:00 NOON to 1:30 p.m., WEDNESDAY, December 4, 2019**  
**LOS ALTOS ROOM, 505 W. OLIVE AVE., SUITE #767, SUNNYVALE, CA**

- 1. CALL TO ORDER**
- 2. PUBLIC ANNOUNCEMENTS**
- 3. APPROVAL OF AGENDA**
- 4. REPORT FROM THE CHAIR** **Motion Information**
  - 4A. Report out on Digital Promise Challenge Institute Event
  - 4B. January 22, 2020 Board Retreat: NOTE: NEW LOCATION
- 5. REPORT FROM THE EXECUTIVE DIRECTOR** **Information**
  - 5A. Update NOVAworks Foundation
  - 5B. Prison2Employment Initiative
  - 5C. Google.org Grant Application
- 6. PUBLIC HEARING**
  - 6A. Approval of Minutes of September 25, 2019 Meeting (**Enclosure**) **Motion**
  - 6B. GENERAL BUSINESS:
    - 6B1. Election of NOVA Workforce Board Officers for Calendar Year 2020 (**Enclosure**) **Motion**
    - 6B2. Approval of NOVAworks Foundation Board Member (**Enclosure**) **Motion**
    - 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 (**Enclosure**) **Motion**
    - 6B4. Approval of State Additional Assistance Grant Application (**Enclosure**) **Motion**
  - 6C. DISCUSSION:
    - 6C1. Opportunity for Dialogue among Board Members and Director
  - 6D. GENERAL INFORMATION:
    - 6D1. Grant Status/Status of Funds (**Enclosure**) **Information**
    - 6D2. 2020 NOVA Board Meeting Schedule (**Enclosure**) **Information**
- 7. ADJOURNMENT**

**SCHEDULED MEETINGS**

NOVA Board Meeting, Wednesday, January 22, 2020 Retreat, all day

**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.**



NOVA Workforce Board  
Draft September 25, 2019 Meeting Minutes

**PRESENT:** M. Alvarado, S. Borgersen, R. Foust, C. Galy, P. Guevara, B. Guidry-Brown, K. Harasz, L. Labit, S. Levy, M. Lucero, J. Miner, S. Porter, C. Springsteel, and A. Switky

**ABSENT:** T. Baity, J. Chu, C. Cimino, L. de Maine, B. Field, L. Dalla Betta, V. Dang, H. Goodkind, E. Hamilton, J. Hill, B. Knopf, A. Manwani, J. Morrill, J. Ruigomez, and J. Sugiyama

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

**1. CALL TO ORDER**

Co-Chairperson C. Galy called the meeting to order at 12:05 p.m.

**2. PUBLIC ANNOUNCEMENTS**

No public announcements.

**3. APPROVAL OF AGENDA**

It was moved by K. Harasz, seconded by R. Foust and carried by voice vote to approve the agenda as submitted.

**4. CHAIRPERSON'S REPORT**

4A. Presentation from Board Member Stacey Porter on Outset Medical, industry trends and the future of work: Highlights of the presentation included:

- S. Porter is Vice President of People Operations for Outset Medical, a medical technology start-up company that produces a portable kidney dialysis machine for patients and medical providers. Today, it employs 200 employees. Previously, she worked at Intuitive Surgical that employed 7,000 employees. She began her career in medical sales, earned her M.S.W, and then moved to Chicago and attended graduate school in organizational psychology. She describes herself as a social introvert, social observer.
- The new workplace is very social, connected and powered by technology. Jobs are dead, but opportunities abound, with traditional job descriptions being phased out because of the rapid pace of change. Now people are hired for an opportunity and when that opportunity is over, they are hired for another opportunity. The movement is toward smart, resourceful generalists rather than niched experts; if don't have the right answer, you know how to get it. Work is always on, which presents challenges to maintaining cognitive flexibility and balance.

- There are five skills that are desperately needed in the future workplace:
  - Cognitive flexibility: important to be able to frequently switch context and this doesn't necessarily require strength or intelligence.
  - Social Intelligence: the ability to move into and between groups of people in an additive way; the ability to listen and speak up when there are opportunities to contribute to the conversation. Social intelligence is more important than quantitative intelligence.
  - Complex Problem-Solving: companies have global reach and decisions have global consequences. Many issues today are novel and have not been solved before. It's important to first ask the question, "What is the problem we are trying to solve?" The education system today focuses more on memorization than problem-solving, so many children don't learn this skill.
  - Creativity: is intelligence having fun. Creativity is the ability to solve problems with relevance and novelty/divergent thinking. It's important not to let rules stand in the way of approaching things differently.
  - Activism: for the team and team members. "If you are free, comfortable, with regular meals, and surrounded by loved ones, your only job is to actively support good in the world." Offer people opportunities to take on something that is different from their usual work. Is it safe enough to take a chance on me?
  
- Advice for workers:
  - Read/listen/absorb information on a wide range of topics
  - Build connections with unusual suspects, not just usual
  - Sleep, eat well, exercise
  - Stay contemporary with technology, but know how to fix/repair/replace basic things in your home
  - Set one ridiculously hard goal each year, and achieve it
  - Develop depth
  - Ask yourself what is the one skill that would make you successful

One way to look at this is in terms of a growth mindset versus a fixed mindset. Members asked if there was a difference in environments between a start-up company where everyone has to be a generalist to a more established company where workers move into more specialized work. How does one create a start-up environment in a large company? Members expressed interest in this topic but concern about the challenges (and opportunities) of applying this to individuals who have come from disadvantaged backgrounds and are seeking more security and safety to meet their basic needs and to a workplace that has a more heavily regulated environment with government and union requirements.

4B. Report-out on Digital Promise Challenge Institute Event: This agenda item was postponed until the December 4, 2019 Board meeting.

4C. July Study Session: At the July 24 Board meeting, the Board hosted a study session on the topic "Workforce Retirement Crisis." The purpose of these study sessions is not necessarily to take action on something but rather to achieve a 360-degree dialogue with diverse perspectives on a topic that is important to the Board. Members were asked to provide feedback on the session and ideas for future discussion topics. Comments from members included:

- Having the featured guest open up the discussion would have been advantageous to the conversation.
- The Board usually focuses on short-term issues, but the workforce retirement crisis is long-term and, while the Board will not be able to solve this issue, it's important that they become informed about it.
- Companies are exploring avenues to address this retirement crisis by offering workers more flexible work schedules and changes in responsibilities that are less physically demanding.
- Possible Topics for future study sessions:
  - Discuss the cultural divide between the public and private sectors and the challenges confronting the public sector that has to compete with the private sector to recruit workers who can offer high wages and benefits and the chance to work in a creative environment that workers desire.
  - Opportunity Equity: How do we explore opportunities for people, who have come from disadvantaged backgrounds, to access the bigger, more creative and entrepreneurial job prospects? If people have been treated poorly in the past, they will seek out safety and security.

## **5. EXECUTIVE DIRECTOR'S REPORT**

Director Kris Stadelman reported out on the following items:

5A. Update AB 1111 Implementation: Breaking Barriers to Employment Initiative: As a result of the passage of AB 1111, a fund was created, administered by the State Board, that would offer grant opportunities to local community-based organizations to serve individuals with barriers to employment. A Request for Proposals was released and NOVA provided support letters to several local organizations who submitted requests for funding: Goodwill Industries, REDF, JobTrain and Upwardly Global. Grant awards should be announced, shortly.

5B. State Evaluation of Regionalism Activities: The State has hired a consultant, The Corporation for a Skilled Workforce, to evaluate the success of regional activities among the local workforce boards. The consultant will be interviewing local workforce board directors over the next few months with a report to be released next year. The State is also reevaluating the current regional maps and may make changes to the current structure, which may include moving San Benito County to the Monterey regional planning unit.

5C. Extension of Contract Agreements with Central Labor Council Partnership and JobTrain and Award Funding for Services through June 30, 2020: The current contracts with the Central Labor Council Partnership and JobTrain may be extended for another year through June 30, 2020, depending upon performance and available funding, with a new procurement to be conducted in 2020. The contracts were extended for another year with no changes to the current contract amounts, even though NOVA's funding was cut, but no carryover funding.

NOVA would like to thank Board members whose companies are participating in the September 26 Job Fair: S. Borgersen, S. Porter, C. Springsteel, and J. Sugiyama. NOVA would also like to thank those Board members who are assisting with the Emerging Trends Task Force employer interviews, which the Board will be hearing more about in the future: T. Baity, S. Borgersen, C. Cimino, V. Dang, R. Foust, K. Harasz, S. Porter, C. Springsteel, and A. Switky, among others.

## **6. PUBLIC HEARING**

### 6A. Approval of Minutes

6A1: Approval of Minutes of May 22, 2019 Meeting: It was moved by P. Guevara, seconded by K. Harasz and carried by voice vote to approve the May 22, 2019 Board meeting minutes as submitted.

6A2: Approval of Minutes of July 24, 2019 Study Session Meeting: It was moved by A. Switky, seconded by K. Harasz and carried by voice vote to approve the July 24, 2019 Board study session minutes as submitted, with abstention from S. Porter.

### 6B. GENERAL BUSINESS:

6B1. Approval of NOVAworks Foundation Amended Bylaws and Board of Directors: The NOVA Foundation as formed in 1989 to extend the reach of NOVA services through an incorporated 501c3 nonprofit. The Foundation received very few funds and existed through an informal agreement with the City of Sunnyvale. With the award of a substantial grant from Google.org in 2017 that required extensive tracking and reporting, it was determined that a more formal agreement was needed with the City of Sunnyvale. In response, a new agreement was developed and approved by the Sunnyvale City Council and Foundation Board in June. With this new agreement, the Bylaws were amended to reflect that the Foundation is a supporting organization of the City and clarified the connection with the NOVA Workforce Board. The Bylaws call for the Foundation to have a minimum of six directors: three current Workforce Board members and three individuals from the community, with the Workforce Board responsible for making appointments to the Foundation Board. The current Foundation Board members are: P. Guevara, C. Cimino, Frank Benest, Dennis Cima, and Laura Stefanski. In the future, the Board will be recruiting another Workforce Board member to fill the third Workforce Board seat. This new agreement will also provide the Foundation with the ability to fundraise. Joint Venture Silicon Valley is working with the Foundation to develop a fundraising plan with the assistance of several loaned executives from Oracle. It was moved by P. Guevara, seconded by S. Borgersen and approved by voice vote to approve the NOVAworks Foundation amended Bylaws and Board of Directors.

### 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: NOVA serves as the fiscal agent, on behalf of the Bay-Peninsula region. As fiscal lead, NOVA will be reporting out expenditures for the region to the Board. The report has separated out regional funding from funding specific to NOVA and, at the Board's recommendation, broken out regional expenditures for each workforce board in the region.

## **7. ADJOURNMENT**

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



**Date:** December 4, 2019  
**To:** NOVA Workforce Board  
**From:** NOVA Workforce Board Nominating Committee  
**Subject:** **Election of NOVA Workforce Board Officers for Calendar Year 2020**

### **INTRODUCTION:**

The NOVA Workforce Board Bylaws stipulates that the election of Board officers shall occur at the last scheduled Board meeting of the calendar year. This year, the election of Board officers for Calendar Year 2020 will take place at the December 4, 2019 Board meeting.

### **DISCUSSION:**

As stipulated in the NOVA Workforce Board Bylaws, prior to the end of the calendar year, the Executive Committee must determine the need for one or two chairperson seats, with recommendations incorporated into the election of board officers. In 2020, the NOVA Board faces many challenges and opportunities, including: the continued implementation of the federal Workforce Innovation and Opportunity Act; increased demands 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 continued transition of San Mateo County to the NOVA consortium with the current service provider contracts expected to be procured in the coming year; and the ongoing volatility in federal funding. Given these challenges and opportunities ahead, at the October 16, 2019 Executive Committee meeting, the Committee approved the staff recommendation to continue with the expanded leadership capacity of two Board chairperson seats for the NOVA Board in 2020.

The Board Bylaws also stipulate that the election of Board officers shall occur at the last scheduled Board meeting of the calendar year. As such, the election of Board officers for 2020 shall take place at the December 4, 2019 Board meeting, as follows: two Co-Chairpersons (WIOA requires that they represent business) and two Vice Chairpersons. The officers' terms of office are for one year, although individuals currently holding an office may run again.

The slate of prospective candidates for the election of board officers for 2020 is as follows:  
Co-Chairpersons: Jennifer Morrill and Andy Switky,  
Vice Chairpersons: Rosanne Foust (private sector seat) and Poncho Guevara (public sector seat).

At the December 4, 2019 Board meeting, there will be a report-out on the above candidates interested in the four offices; nominations will also be taken from the floor at this meeting.

### **ALIGNMENT WITH STRATEGIC PLAN:**

This is in alignment with the NOVA Workforce Board Vision, Mission and Purpose Statement.

**RECOMMENDATION:**

The NOVA Workforce Board Nominating Committee recommends that the NOVA Workforce Board, at its December 4, 2019 meeting, conduct an election of Board officers in compliance with its Bylaws.

Prepared by: Eileen Stanly  
Eileen Stanly, Analyst

Reviewed and Approved by: Kris Stadelman  
Kris Stadelman, Director



**Date:** December 4, 2019  
**To:** NOVA Workforce Board  
**From:** NOVA Staff  
**Subject:** **Approval of NOVAworks Foundation Board Member**

**INTRODUCTION:**

Effective July 1, 2019, the NOVAworks Foundation Board of Directors and Sunnyvale City Council approved an agreement between the Foundation and City that entailed amendments to the Articles of Incorporation, Conflict of Interest policy and Foundation Bylaws that included a new role for the NOVA Workforce Board in appointing the Foundation Board of Directors. At the September 25 NOVA Board meeting, the Board approved of these changes to the Foundation Bylaws and the current Board of Directors.

The amended Foundation Bylaws state that the Foundation Board of Directors shall have a minimum of six directors, consisting of three current NOVA Workforce Board members and three individuals, who are not Board members, all appointed by the NOVA Workforce Board. Mr. Bruce Knopf is retiring from the NOVA Workforce Board in December. NOVA staff is recommending approval of Mr. Knopf to the NOVAworks Foundation Board representing a non-Board member seat.

**DISCUSSION:**

The NOVAworks Foundation is a 501(c)(3) tax-exempt nonprofit, public benefit corporation, created in 1989 to enhance workforce development services provided by NOVA for the residents and businesses of the NOVA local workforce development area. The Foundation exists to fill gaps in services that promote economic sustainability, gain a better understanding of the current labor market, and advance innovation and best practices that can benefit customers and the service-delivery system.

Effective July 1, 2019, the Foundation Board of Directors and Sunnyvale City Council approved an agreement that entailed changes to the Articles of Incorporation, Conflict of Interest policy and Foundation Bylaws that called for the NOVA Workforce Board to appoint the Foundation Board of Directors. The Board of Directors consists of a minimum of six directors: three representing the current NOVA Workforce Board and three representing individuals who are not current Board members. The current Foundation Board consists of: President-Poncho Guevara (current Board member), Vice President-Carl Cimino (current Board member), Frank Benest (non-Board member), Dennis Cima (non-Board member), and Laura Stefanski (non-Board member). At the September 25 NOVA Board meeting, the Board approved the amended Foundation Bylaws and the current Foundation Board of Directors.



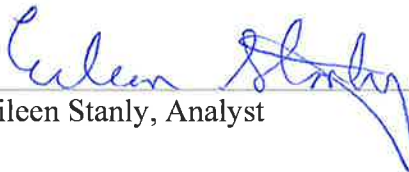
Mr. Bruce Knopf will be retiring from the NOVA Workforce Board in December. Given his extensive experience and expertise with NOVA's service-delivery system and economic development and job-creation in this community, NOVA staff is recommending Mr. Knopf's appointment to the NOVAworks Foundation Board of Directors in a non-Board member seat. The current vacancy on the Foundation Board of Directors representing a current NOVA Board member is expected to be filled at the March Board meeting.

**ALIGNMENT WITH STRATEGIC PLAN:**

This is in alignment with the NOVA Workforce Board Vision, Mission and Purpose Statement.

**RECOMMENDATION:**

The NOVA staff is recommending to the NOVA Workforce Board, at its December 4, 2019, approval of retiring NOVA Board member Bruce Knopf to the NOVAworks Foundation Board of Directors.

Prepared by:   
Eileen Stanly, Analyst

Reviewed and Approved by:   
Kris Stadelman, Director



**Date:** December 4, 2019

**To:** NOVA Workforce Board

**From:** NOVA Workforce Board Finance/Audit Subcommittee

**Subject:** **Report-Out from Finance/Audit Subcommittee: Acceptance of Year-End Financial Statement and Resolution to Acknowledge Staff for High Achievement on WIOA Performance Goals**

### **INTRODUCTION:**

The NOVA Workforce Board Finance/Audit Subcommittee met on November 7, 2019. At the meeting, the Subcommittee reviewed the PY2018 Year-End Financial Statement and first quarter PY2019 Financial Statement for NOVA and the Bay-Peninsula Regional Planning Unit. In addition, the Subcommittee reviewed the results of the federal Workforce Innovation and Opportunity Act (WIOA) performance measures for PY2018 and first quarter PY2019, with NOVA's success rate over 100% for all measures in PY2018. Finally, the Subcommittee discussed the NOVAworks Foundation future fundraising plans and reviewed the State monitoring reports.

The Finance/Audit Subcommittee is asking the Board to accept the PY2018 Year-End Financial Statement and the resolution to acknowledge NOVA staff for their high achievement on WIOA performance goals. Applicable documents have been attached to this report for review.

### **DISCUSSION:**

With the ongoing volatility of WIOA funding, the Finance/Audit Subcommittee of the Executive Committee is charged with reviewing the organization's financial statements to ensure fiscal accountability and make recommendations, as appropriate, to ensure the sound fiscal health and sustainability of the organization. The subcommittee meets biannually, as needed.

On November 7, 2019, the Finance/Audit Subcommittee met with highlights of the meeting including:

- Every year, the challenge for staff is managing multiple funding sources and achieving WIOA performance goals and goals for each of the individual grants that NOVA receives which have their own set of unique requirements. This has been consistently achieved every year including this past year. A summary of the PY2018 Year-End Financial Statement included: PY18 available funding total for NOVA was \$14.473 million; spending to date actual was \$9.601 million; and the balance of funds was \$4.871 million.
- Local boards must achieve a success rate of at least 80% of their WIOA performance goals in order to have met their goals and achieve a success rate of over 100% in order to have exceeded their goals. For PY2018, NOVA exceeded all of its performance goals that included: 102.4% and 117.46% on employed quarter four for adults and dislocated workers, respectively;

137.6% and 140% on median earnings for adults and dislocated workers, respectively; 112.2% and 110.8% on credential attainment for adults and dislocated workers, respectively; and 156.8% and 299.59% on measurable skill gains for adults and dislocated workers, respectively. For youth, NOVA achieved a success rate of 119.5% on employed quarter four, 138.9% on credential attainment, and 167.22% on measurable skill gains.

- A new agreement has been established between the NOVAworks Foundation, the Sunnyvale City Council and the NOVA Workforce Board. This agreement will provide the Foundation with the ability to fundraise. Through the Joint Venture Silicon Valley Talent Partnership Initiative, volunteer executives from Oracle have been working with staff to develop a fundraising plan with the goal to generate other sources of revenue for innovative practices to better serve job seekers and employers in the NOVA workforce area. A new website for the Foundation is also being developed.
  
- The State Monitoring Reports for program review and fiscal and procurement were reviewed with no significant findings.

The PY2018 Year-End Financial Statement and PY2018 WIOA Performance report have been attached for the Board's review. In addition, in recognition of the staff's exceptional accomplishments on this past year's WIOA performance measures, the Finance/Audit Subcommittee wished to express their appreciation through a resolution that is also attached.

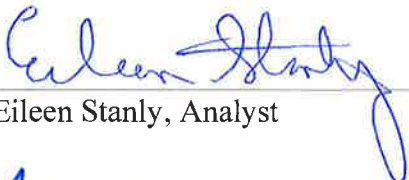
The Finance/Audit Subcommittee is asking that the Board accept the attached PY2018 Year-End Financial Statement and resolution to acknowledge NOVA staff for their high achievement on WIOA performance goals.

**ALIGNMENT WITH STRATEGIC PLAN:**

This is in alignment with the NOVA Workforce Board Vision, Mission and Purpose Statement.

**RECOMMENDATION:**

The Finance/Audit Subcommittee is asking that the Board accept the attached PY2018 Year-End Financial Statement and resolution to acknowledge NOVA staff for their high achievement on PY2018 WIOA performance goals.

Prepared by:   
Eileen Stanly, Analyst

Reviewed and Approved by:   
Kris Stadelman, Director

Attachments: PY2018 Year-End Financial Statement  
PY2018 WIOA Performance  
Resolution to acknowledge NOVA staff for high achievement on WIOA performance goals

NOVA Grant Status Report						
For the Period from July 1, 2018 thru June 30, 2019						
Source	Title	Period of Performance From To	PY18 Avail Total	PTD Spend Actual	Balance of Funds	
WIOA	Adult	07/18 06/20	1,897,015	1,169,241	727,774	
WIOA	Dislocated Worker	07/18 06/20	2,254,142	1,407,334	846,808	
WIOA	Youth	04/18 06/20	1,821,672	1,230,498	591,174	
WIOA	Rapid Response	07/18 06/19	1,646,957	1,646,957	-	
WIOA	RR Layoff Aversion	07/18 06/19	366,094	366,094	-	
	<i>Allocation Subtotal</i>		7,985,880			
WIOA	25% Addtnl Assist-SV Network	03/18 02/19	1,249,468	1,249,468	-	
DOL NDWG	Silicon Valley DW	01/16 12/19	1,727,410	652,874	1,074,536	
NDWG	DW Trade & Economic Transition	10/18 09/20	1,000,000	151,007	848,993	
H1-b	Ready-to-Work	11/14 10/19	720,562	550,425	170,137	
RPU / CDCR	Prison to Employment	10/18 03/20	142,500	85,765	56,735	
Private	LinkedIn for Good	06/17 05/20	55,727	18,656	37,071	
Private	Google	06/17 03/19	73,408	73,408	-	
CWDB	Slingshot Addtnl Grant	06/17 12/18	69,733	69,733	-	
CEC	Prospect SV - VTA Project	10/17 12/20	47,526	7,054	40,472	
CWDB	ELL Navigator	06/17 03/19	183,584	183,584	-	
Prop 39	SMC-TIP	01/17 12/18	1,860	1,860	-	
RPU / WIOA	Regional Organizer	03/17 03/19	49,159	49,159	-	
RPU / WIOA	Regional Plan Imp	01/18 07/19	669,223	665,026	4,197	
RPU / WIOA	Slingshot 2.0	04/19 09/20	250,000	53	249,947	
RPU / WIOA	RegOrg/Trng Funds/RTC	04/19 09/20	163,900	13,748	150,152	
	<b>SUBTOTAL</b>		14,389,940	9,591,945	4,797,995	
	NOVA Foundation		83,188	9,342	73,845	
	<b>Total NOVA</b>		14,473,127	9,601,287	4,871,840	
<b>Budget w City</b>						

Notes:



## WIOA Performance PY2018

<b>Adult Performance All NOVA</b>	<b>Exit Timeframe</b>	<b># of Participants</b>	<b>PY 18/19 Actuals</b>	<b>PY 18/19 Goals</b>	<b>Success Rate</b>
Employment Q2	7/1/17 - 6/30/18	<u>825</u> 1391	59.3%	58.0%	102.3%
Employed Q4	1/1/17 - 12/31/17	<u>815</u> 1349	60.4%	59.0%	102.4%
Median Earnings	7/1/17 - 6/30/18		\$ 9,909	\$ 7,200	137.6%
Credential Attainment Rate	1/1/17 - 12/31/17	<u>16</u> 23	69.6%	62.0%	112.2%
Measurable Skill Gains*	7/1/18 - 6/30/19	<u>29</u> 185	15.7%	10.0%	156.8%
<b>Dislocated Worker Performance All NOVA</b>	<b>Exit Timeframe</b>	<b># of Participants</b>	<b>PY 18/19 Actuals</b>	<b>PY 18/19 Goals</b>	<b>Success Rate</b>
Employment Q2	7/1/16 - 6/30/17	<u>824</u> 1253	65.76%	64.0%	102.75%
Employed Q4	7/1/16 - 12/31/16	<u>834</u> 1164	71.65%	61.0%	117.46%
Median Earnings	7/1/16 - 6/30/17		\$ 18,894	\$ 13,500	140.0%
Credential Attainment Rate	7/1/16 - 12/31/16	<u>79</u> 115	68.70%	62.0%	110.80%
Measurable Skill Gains*	7/1/17 - 6/30/18	<u>174</u> 363	47.93%	16.0%	299.59%
<b>Youth Performance All NOVA</b>	<b>Exit Timeframe</b>	<b># of Participants</b>	<b>PY 18/19 Actuals</b>	<b>PY 18/19 Goals</b>	<b>Success Rate</b>
Employment Q2	7/1/17 - 6/30/18	<u>98</u> 120	81.7%	65.4%	124.9%
Employed Q4	1/1/17 - 12/31/17	<u>97</u> 123	78.9%	66.0%	119.5%
Median Earnings	7/1/17 - 6/30/18		\$ 4,628	baseline	
Credential Attainment Rate	1/1/17 - 12/31/17	<u>45</u> 54	83.3%	60.0%	138.9%
Measurable Skill Gains*	7/1/18 - 6/30/19	<u>20</u> 52	38.5%	23.0%	167.22%

\*Measurable Skill Gains -To encourage the alignment of skill attainment with the vision of the State Plan, local areas were required to propose regional MSG goals for Adult, DW & Youth programs. Local areas will not be held accountable for this baseline indicator.



## NOVA Workforce Board Resolution

**WHEREAS**, NOVA is a high achieving workforce development organization providing exceptional services to job seekers and business in an eight-jurisdiction consortium comprised of the cities of Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara and Sunnyvale and the county of San Mateo;

**WHEREAS**, Local workforce development boards must achieve a success rate of at least 80% of their federally mandated performance goals, under the Workforce Innovation and Opportunity Act, to meet their goals and a success rate of over 100% to exceed their goals;

**WHEREAS**, Since its inception in 1983, NOVA has met or exceeded all federally mandated performance goals;

**WHEREAS**, For Program Year (PY) 2018, NOVA exceeded all Workforce Innovation and Opportunity Act performance goals;

**WHEREAS**, For PY2018, NOVA achieved a success rate of 102.4% and 117.46% on employed quarter four for adults and dislocated workers, respectively; a success rate of 137.6% and 140.0% on median earnings for adults and dislocated workers, respectively; a success rate of 112.2% and 110.80% on credential attainment for adults and dislocated workers, respectively; and a success rate of 156.8% and 299.59% on measurable skill gains for adults and dislocated workers, respectively;

**WHEREAS**, NOVA achieved a success rate of 119.5% on employed quarter four, 138.9% on credential attainment, and 167.22% on measurable skill gains for youth; and

**WHEREAS**, The Board Finance/Audit Subcommittee is recommending to the NOVA Workforce Board a resolution acknowledging NOVA staff for high achievement on PY2018 performance goals; now, therefore, be it

**RESOLVED BY THE NOVA WORKFORCE BOARD** That NOVA staff be acknowledged and commended for their outstanding accomplishments and high achievement on PY2018 Workforce Innovation and Opportunity Act performance goals.

---

Christopher Galy  
Board Co-Chairperson

---

Jennifer Dorrill  
Board Co-Chairperson



**Date:** December 4, 2019  
**To:** NOVA Workforce Board  
**From:** NOVA Staff  
**Subject:** **Approval of State Additional Assistance Grant Application**

**INTRODUCTION:**

Given the continued high demand for job seeker services and declining federal funding through the Workforce Innovation and Opportunity Act (WIOA), NOVA requests approval to apply for an Additional Assistance Grant from the State. This request is for \$2.5 million in State funding that will allow NOVA to provide comprehensive services to approximately 678 dislocated workers. The project period of performance is for 18 months beginning March 1, 2020. Proposed activities include the full range of NOVA services including assessment, career navigation, coaching, training for in-demand skills, and ProMatch.

It is recommended by NOVA staff that the NOVA Workforce Board approve submission of the State Additional Assistance Grant application.

**DISCUSSION:**

The Silicon Valley economy is characterized by an ever-changing demand for skills which results in “churn” in the labor market where employees with “stale” skills are laid off while the same employer is frantically recruiting for the latest cutting-edge ability. This is the dichotomy of the local labor market, with a low unemployment rate driving a low WIOA formula allocation combined with a very high number of WARN notices to laid off workers. While the NOVA Local Workforce Development Area (LWDA) currently has the lowest unemployment rate in the state, for calendar year 2019 through November 11, there were 112 WARN notices in the NOVA LWDA, impacting 6,727 individuals, the second highest in the state (*CalJOBS*). This is already almost double the notices (60) and affected individuals (4,157) for the entire 2018 year.

Large layoffs in the NOVA workforce area for calendar 2019 to date (*CalJOBS, 11/11/19*) include (a representative but not a comprehensive sample):

AbbVie Stemcentrx	178
Apple Inc.	190
Bay City Flower Co.	195
Futurewei Technologies	202
Oracle America	411
SAP	179
Symantec	240
Verity Health Systems	1424

According to EDD’s data for the program year ending June 30, 2019, NOVA suffered 8% of California’s WARN events impacting 6.6% of WARN individuals, even though the region

represents only 4.1% of the labor force and receives only 2% of the state's dislocated worker funding. Comparing NOVA's dislocated worker formula allocation for the current program year with the WARN notices for the past year, NOVA received \$366.90 per WARN individual when the statewide average totaled \$1,213.94. This is due, in part, to this area's net in-flow of workers (+38% net increase in daytime population; *US Census Bureau, 2017*) whereby out-of-area workers commute in to the NOVA region for work, get laid off, receive NOVA rapid response services, and access the NOVA job centers in order to find new work in the high-tech region that NOVA serves.

But WARN numbers are only part of the picture. The even darker side of this story is the cost of living, the cost of housing, and the cost of providing services in this environment. The average monthly rent for a two-bedroom apartment in Santa Clara County is \$2,975, compared to \$1,495 in Sacramento (*zillow.com, 6/19*). The median home sale price is \$1.074 million in our region, three times as high as in Sacramento (*Zillow, 9/19*). A dislocated worker in this region may quickly be faced with a crisis situation when employment is lost. The steady, constant demand for services far outstrips our ability to respond with solely allocated funding.

For this grant, NOVA will employ its proven strategy of delivering customer-driven services and training according to the individual needs of each dislocated worker. Once a job seeker has registered and NOVA has determined eligibility, the customer meets with a career advisor in a small-group setting to begin developing their job-search plan. Thereafter, customers may consult with career advisors wherever they are in their job search—whether it is the process of determining a career goal, developing an effective resume, using social media in job search, strategies for accessing both visible and hidden job leads, targeting companies, preparing for interviews, or negotiating offers. Career advisors assist in problem-solving, make recommendations from the service menu, and provide ongoing support and encouragement as a customer moves towards employment.

All services at NOVA are offered to all customers with each individual making their own choices and "owning" their own job search. Through NOVA's two career centers in Sunnyvale and San Mateo, in addition to access to career advisors, customers choose to participate in a wide range of workshops on job search and career navigation topics. Career exploration and subsidized training are utilized to evaluate and enhance skills that have become obsolete, which is often a primary factor in layoffs.

#### **ALIGNMENT WITH STRATEGIC PLAN:**

This grant application is in alignment with the Board's vision, mission and purpose and all ten of the priority strategies.

#### **RECOMMENDATION:**

It is recommended by NOVA staff that the NOVA Workforce Board approve the submission of a grant application to the State for Additional Assistance Grant funding in the amount of \$2.5 million.

Prepared by:   
Jeanette Langdell, Employment Training Manager

Approved by:   
Kris Stadelman, Director



NOVA Grant Status Report									
For the Period from July 1, 2019 thru October 31, 2019									
Source	Title	Period of Performance		PY19 Avail Total	PY19 Avail Spend - Plan	Accounting Period 4		17% of year	
		From	To			PTD Spend Actual	% Act/Plan	Balance of Plan	
WIOA	Adult	07/19	06/21	1,922,212	1,683,324	342,461	20%	1,340,863	
WIOA	Dislocated Worker	07/19	06/21	2,620,408	2,265,688	647,454	29%	1,618,234	
WIOA	Youth	04/19	06/21	1,765,524	1,530,654	411,536	27%	1,119,118	
WIOA	Rapid Response	07/19	06/20	1,259,112	1,259,112	280,366	22%	978,746	
WIOA	RR Layoff Aversion	07/19	06/20	298,028	298,028	70,917	24%	227,111	
	<i>Allocation Subtotal</i>			<i>7,865,284</i>	<i>7,036,806</i>	<i>1,752,734</i>		<i>5,284,072</i>	
*DOL NDWG	*Silicon Valley DW	01/16	12/19	1,074,536	950,000	438,967	46%	511,033	
State NDWG	DW Trade & Economic Transition	10/18	09/20	848,993	745,000	169,532	23%	575,468	
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	2,066	7%	27,934	
	<i>NOVA Subtotal (includes Allocation subtotal)</i>			<i>9,999,422</i>	<i>8,931,943</i>	<i>2,533,436</i>		<i>6,398,507</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	9,301	40%	14,027	
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	
	<i>RPU Subtotal</i>			<i>111,086</i>	<i>104,302</i>	<i>35,898</i>	<i>34%</i>	<i>68,404</i>	
	TOTAL			10,110,508	9,036,245	2,569,335	28%	6,466,910	
	Budget w City				10,441,805				
	***NOVA Foundation			176,194	***tbd	3,873		172,321	

Notes:

\*DOL NDWG - requested grant extension thru 9/30/2020.

\*\*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 RPU Funding:

CDCR: Prison to Employment Direct Services

CDCR: Prison to Employment Earn & Learn/Support Services

RPU Funding	NOVA Allotment
\$ 1,056,580	\$ 264,433
\$ 740,738	\$ 399,698
\$ 1,797,318	\$ 664,131

Regional Planning Unit (RPU) Grant Status Report						
For the Period from July 1, 2019 thru October 31, 2019						
Source	Title	Period of Performance		PY19 Avail	PTD Spend	Balance
		From	To	Total	Actual	of Plan
RPU / WIOA	Regional Plan Imp 1.0 NOVA	01/18	07/19	4,974	4,974	-
				4,974	4,974	-
RPU / CDCR	Prison to Employment Planning NOVA - Fiscal Lead San Benito San Francisco San Jose	10/18	03/20	56,734	35,368	21,366
				23,328	9,301	14,027
				18,000	15,063	2,937
				6,128	5,596	532
				9,278	5,408	3,870
RPU / WIOA	Reg Organizer / Reg Training NOVA - Fiscal Lead San Benito San Francisco San Jose Racy Ming Assoc	04/19	09/20	150,152	35,675	114,477
				31,390	9,318	22,072
				15,000	4,939	10,061
				15,000	15,000	-
				15,000	-	15,000
				73,762	6,419	67,343
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	50,349	199,651
				51,394	12,305	39,089
				10,421	3,070	7,351
				176,532	34,974	141,558
				11,653		11,653
	<b>TOTAL</b>			<b>461,860</b>	<b>126,367</b>	<b>335,493</b>

**Notes:**

*RPU designates funding received on behalf of 4 WIBs.*

PENDING RPU Funding

CDCR: Prison to Employment Direct Services

CDCR: Prison to Employment Earn & Learn/Support Services

	RPU Funding	NOVA Allotment
	\$ 1,056,580	\$ 264,433
	\$ 740,738	\$ 399,698
	\$ 1,797,318	\$ 664,131



## 2020 NOVA WORKFORCE BOARD MEETING SCHEDULE

Wednesday NOVA Workforce Board Retreat	January 22, 2020	All Day
Wednesday	March 25, 2020	12:00 — 1:30 p.m.
Wednesday	May 27, 2020	12:00 — 1:30 p.m.
Wednesday	July 22, 2020	12:00 — 1:30 p.m.
Wednesday	September 23, 2020	12:00 — 1:30 p.m.
Wednesday	December 2, 2020	12:00 — 1:30 p.m.
Wednesday NOVA Workforce Board Retreat	January 27, 2021	All Day

With the exception of the Board Retreats, which are held offsite, all Board meetings are held on the NOVA campus in the Los Altos Room, Suite #767.