



NOVAworks WORKFORCE BOARD AGENDA
12:00 Noon to 1:00 p.m., WEDNESDAY, August 9, 2023
Special Meeting

456 WEST OLIVE AVENUE, 1ST FLOOR, CONFERENCE ROOM #154 (ALDER Rm), SUNNYVALE, CA

- 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 May 24, 2023 Meeting (**Enclosure**)
 - 3C. Approval of NOVAworks Policies and Procedures: Incumbent Worker Training Policy; Update to Supportive Services Policy; and Update to On-the-Job Training Policy (**Enclosure**)
- 4. REPORT FROM THE CHAIR**
 - 4A. Customer Success
- 5. PUBLIC HEARING**
 - 5A. GENERAL BUSINESS:
 - 5A1. Approval of Recommendations for WIOA Title I Youth Service Provider in San Mateo and Northern Santa Clara Counties (**Enclosure**) **Motion**
 - 5A2. Expansion of New Partnership with Western Digital (**Enclosure**) **Information**
 - 5B. GENERAL INFORMATION:
 - 5B1. WIOA Section 188 Nondiscrimination and Equal Opportunity Provisions Annual Compliance Monitoring Review Final Report Program Year (PY) 2022-23 (**Enclosure**) **Information**
- 6. REPORT FROM THE EXECUTIVE DIRECTOR**
 - 6A. September 27, 2023 Board Retreat
- 7. ADJOURNMENT**

SCHEDULED MEETINGS

NOVAworks Board Retreat, Wednesday, September 27, 2023, at 9:00 a.m. to 1:30 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 May 24, 2023 Meeting Minutes

PRESENT: T. Baity, C. Berdiansky, R. Brunson, J. Cohen, R. Foust, P. Guevara, N. Leonor, A. Manwani, J. Miner, B. Murphy, M. Nemits, S. Porter, A. Switky, K. Vartan, and M. Vittal

ABSENT: G. Biggs, D. Bini, C. Galy, S. Levy, J. Lind, J. Morrill, N. Williams, and T. Woo

ALSO PRESENT: M. Sessions, G. Pham, J. Cheyer, C. Florence, L. Jackson, and E. Stanly of staff

1. CALL TO ORDER

Co-Chairperson A. Switky called the meeting to order at 12:08 p.m.

2. PUBLIC ANNOUNCEMENTS

Board member J. Miner will be retiring from Foothill-De Anza Community College District and the Board. Director Sessions thanked her for contributions to NOVAworks and the community. NOVAworks manager L. Jackson will be retiring from NOVAworks and was thanked for his contributions as well. Board member K. Vartan announced he will be presenting on Worker-Owned Recovery California at the California Center for Cooperative Development conference in June.

3. CONSENT AGENDA

It was moved by R. Foust, seconded by A. Manwani, and carried by voice vote to approve the consent agenda as submitted. For this meeting, these agenda items included the meeting agenda and March 22, 2023, meeting minutes.

4. REPORT FROM THE CHAIR

4A. Customer Success: A videotaped customer testimonial was shown highlighting their job search experience and participation in the intensive career advising pilot. NOVAworks was thanked for its contributions to their employment success.

4B. Presentation from Board member A. Manwani: Board Member A. Manwani presented on the TiE Silicon Valley network and its recent annual conference. TiE Silicon Valley fosters entrepreneurship through a global network of entrepreneurs, corporate executives, and senior professionals. To view the slides, click here https://novaworks.org/documents/Ongoing/May24NOVABoardMtg_TiE.pdf. With Board members' permission, they will be added to the distribution list to receive future information from TiE Silicon Valley.

Ms. Manwani also presented on her company, reLIMS. Highlights of the presentation included, but were not limited to:

- The labor solution market opportunity is estimated at \$4.2 billion and is growing.
- reLIMS focuses on high growth lab solutions for clinical & cannabis testing markets.
- The company provides Data Analysis: Predictive Costing/Insurance and Collaboration Framework/Multi-functional Research/Projects/Costing. Data analysis includes seasonal infections, population health, predictive medicine, and medication compliance.

- reLIMS partners with the leading global electronic data capture platform to enable seamless integration and provide support services. With extensive experience in implementing the platform for sponsors, reLIMS plays a critical role in helping sponsors manage their business and increase returns on their investments with the platform. reLIMS partners with companies in the areas of revenue cycle management, analysis & reporting, instrumentation & infrastructure, printers, compliance, Ecommerce, B2C, CRM, Logistics, and EMR-EHR.
- reLIMS provides strong product engineering and support capability across the U.S. and India.
- reLIMS' Vision: "Fueling the Marketplace of Services."

5. PUBLIC HEARING

5A. GENERAL BUSINESS:

5A1. Presentation on Customer Satisfaction Survey Results: NOVAworks manager J. Cheyer presented on the semiannual customer satisfaction survey results. To view the results, click here https://novaworks.org/documents/Ongoing/May24NOVABoardMtg_CustomerSatisfactionSurvey.pdf.

5A2. Status of Extension of Contract Agreement for WIOA-funded Services through June 30, 2024: In 2022, the Board approved providers for WIOA Title I adult, dislocated worker, and youth services in San Mateo County. The contract term was for one year that could be extended for up to three additional years, depending on performance results and available funding. NOVAworks staff recommended that the current contract with the Central Labor Council Partnership (CLCP) for adult and dislocated worker services be extended for another year through June 30, 2024. Through mutual agreement, the youth services provider, JobTrain, elected to discontinue providing youth services effective July 1, 2023. In response, a Request for Proposals (RFP) will be released to reprocur youth services. The Executive Committee discussed and concurred with staff's recommendations at its April 26 meeting.

5A3. Approval of Local Area Subsequent Designation and Local Board Recertification Application for PY 23-25: Every two years, WIOA and the State EDD require local boards to reapply for Local Area subsequent designation and Local Board recertification to confirm they are meeting federal and state requirements. Given the tight submission deadline and in lieu of a Board meeting, the Executive Committee approved this application, on behalf of the Board, at its April 26 meeting. It complies with all application and statutory requirements.

5A4. Approval of High Performing Board Application and Business Services Plan: Every three years, Local Boards can apply to the State Board for High Performing Board certification. Certification is based on a comprehensive criterion that includes 30% of funding is spent on training. NOVAworks met all the requirements except for the training expenditure requirement. This was due to the pandemic, historic shift in unemployment rates, fewer requests for occupational training, and NOVAworks' nimble approach to meeting customer needs "in real time" that is in sync with labor market demand. At its April 26 meeting, the Executive Committee approved the application, on behalf of the Board.

5A5. Approval of New Partnership with Western Digital: NOVAworks is partnering with Western Digital to recruit, train and retain workers in the high demand semiconductor industry. The pilot project will target incumbent employees and incoming employees, including individuals from underrepresented groups in the STEM fields and the armed services. At the April 26 Executive Committee meeting, the Committee approved this project with up to \$300,000 in funding, on behalf of the Board.

6. REPORT FROM THE EXECUTIVE DIRECTOR

Highlights of Director Sessions' report included:

- Procurement of WIOA Young Adult Services: A Request for Proposals (RFP) for youth services will be released on June 12. This is an opportunity to reimagine young adult services in San Mateo and northern Santa Clara counties and will include both WIOA funding and private NOVAworks Foundation funding. Board members will be sent the RFP and are encouraged to share it with their networks.
- Roadtrip Nation: Roadtrip Nation has interviewed several Board members to support the online platform with profiles of community leaders' career journeys. Board members were thanked for their participation.
- The Sunnyvale City Council held its annual budget workshop, and the Director was asked to present on local trends and their impact on the region.
- Local Boards received their annual WIOA allocations and NOVAworks received a 12% cut to its funding allocations. This will not significantly impact operations.
- The Director was invited to attend a special event on May 22 at Applied Materials with Vice President Harris. At this event, Applied Materials announced a \$4 billion investment in a research and development center in Sunnyvale for the semiconductor industry. This coincides with the Administration's investment in semiconductors through the CHIPS and Science Act.

7. **ADJOURNMENT**

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



Date: August 9, 2023

To: NOVAworks Workforce Board

From: NOVAworks staff

Subject: **Approval of NOVAworks Policies and Procedures: Incumbent Worker Training Policy; Update to Supportive Services Policy; and Update to On-the-Job Training (OJT) Policy**

INTRODUCTION:

In accordance with federal Workforce Innovation and Opportunity Act (WIOA) regulations, local workforce boards are required to have policies regarding Incumbent Worker Training, Supportive Services, and On-the-Job Training (OJT). Incumbent worker training is designed to increase the competitiveness of the employee and employer. It is to ensure that employees gain the skills necessary to retain employment and advance within a company thereby averting layoffs. Supportive Services are intended to provide individuals with the necessary support that will enable them to fully participate in career services and training activities. OJT is offered to employers (or registered apprenticeship program sponsors) through contracts to deliver occupational training to an eligible participant. It is provided in exchange for reimbursement for the cost of providing training and supervision. Work-based training has often provided a glidepath for transitioning into employment following training.

In the past, NOVAworks has not utilized incumbent worker training and, as such, does not currently have an Incumbent Worker Training Policy. NOVAworks currently has policies for Supportive Services and On-the-Job Training (OJT). However, periodically, these policies 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 Board is being asked to approve the policy for Incumbent Worker Training, and updated policies for Supportive Services and OJT. Given the nature of these procedural activities, this request is considered routine and has been placed on the Consent Agenda.

DISCUSSION:

Incumbent worker training is viewed as part of a comprehensive regional sector pathways program and strategy for developing a skilled workforce and income mobility. It provides workers and employers with the opportunity to build and maintain a quality workforce and increase both participants' and employers' competitiveness. This work-based training increases the skill levels of employees so they can be promoted within the company that can also prevent future layoffs. An added benefit to this approach is that as employees advance within the company, it creates opportunities at the entry level for future employees, from nontraditional backgrounds, interested in gaining access to a desired company/industry. An example of this is NOVAworks' new partnership with Western

Digital that seeks to develop and retain diverse talent within the growing high-wage semiconductor industry. Given the advantages of incumbent worker training, a new policy has been developed for future opportunities. The Incumbent Worker Training Policy complies with the federal Workforce Innovation and Opportunity Act (WIOA) requirements regarding eligibility for employers and workers, the variety of venues where training can be provided, and the procedures for implementing this program. To review the Incumbent Worker Training Policy & Procedures, please click here, <https://novaworks.org/documents/Ongoing/Incumbent Worker Policy8 2023.pdf>.

NOVAworks staff reviewed the current Supportive Services and OJT policies and procedures to ensure they are still relevant to NOVAworks' current program operations. In reviewing the Supportive Services Policy, changes were made to Attachment A: Supportive Services Matrix and to Attachment B: Travel Assistance. Given the continued rising cost of services, the cost limits were raised in Attachment A for clothing for work, textbooks, childcare, and equipment/supplies/technology for employment and training. In addition, new allowable supportive services categories were added for reasonable accommodations to purchase equipment to access services and gain employment and for housing to defray costs while engaged in job search and training. For Attachment B, the mileage reimbursement was increased. To review the updated Supportive Services Policy & Procedures, please [click here,](https://novaworks.org/documents/Ongoing/SupportiveServicesPolicy_Procedures8 2023.pdf) https://novaworks.org/documents/Ongoing/SupportiveServicesPolicy_Procedures8 2023.pdf

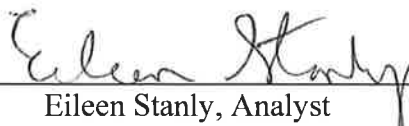
In reviewing the OJT Policy & Procedures document, several changes were made. Given the value of the variety of apprenticeship models that can be funded through WIOA, a paragraph was added on page two regarding registered apprenticeship training programs. In addition, in order to streamline work-based opportunities and better prepare employers, career advisors and customers for this process, more step-by-step instructions and worksheets were added to the procedure's component of the OJT Policy & Procedures document. To simplify this format, this document has now been divided into two separate documents, with the Board being asked to approve the policy document only. To review the updated OJT Policy, please click here, <https://novaworks.org/documents/Ongoing/OJT Policy8 2023.pdf>

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 Incumbent Worker Training Policy and updates to the Supportive Services and OJT policies/procedures documents as part of the Consent Agenda.

Prepared by: 
Eileen Stanly, Analyst

Approved by: 
Marléna Sessions, Director



Date: August 9, 2023

To: NOVAworks Workforce Board

From: NOVAworks staff

Subject: **Approval of Recommendations for WIOA Title I Youth Service Provider in San Mateo and Northern Santa Clara Counties**

INTRODUCTION:

On June 12, NOVAworks issued a Request for Proposals (RFP) to solicit workforce development service providers to deliver federal Workforce Innovation and Opportunity Act (WIOA) Title I Youth Services in San Mateo and northern Santa Clara Counties. Two proposals were received by the due date.

A Proposal Review Committee, consisting of representatives from Board members, City of Sunnyvale leadership, NOVAworks staff and statewide workforce development experts, was convened. After an in-depth discussion, NOVAworks staff is recommending that no contract award be made through this RFP procurement process. In addition, it is recommending that NOVAworks directly provide youth services in San Mateo and northern Santa Clara Counties. At this meeting, the Board is being asked to approve these recommendations.

DISCUSSION:

For many years, NOVAworks has contracted out WIOA youth services in San Mateo County and directly delivered youth services in northern Santa Clara County.

Federal regulations require that WIOA services be competitively procured every four years. On Feb. 28, 2022, NOVAworks released an RFP to solicit service providers to deliver youth services in San Mateo County. The Board approved the selection of a provider, with a contract term for one year that could be extended for up to three additional years, depending upon successful performance results and available funding. Through mutual agreement, the current service provider will not be continuing. In response, WIOA youth services in both San Mateo County and northern Santa Clara County were competitively procured.

In preparation for this solicitation, NOVAworks launched a planning process to reimagine young adult services in the NOVAworks region. This plan would seek to outreach and engage close to 12,000 youth that are disconnected to two of the more significant economic stabilizing influences: education and early work experience. In addition, located in the heart of Silicon Valley, this region is a vast geographic area and home to low-income and disadvantaged communities. Providing disenfranchised youth in these underserved areas with access to education and employment would benefit youth, families, communities, and the regional economy. Strategic priorities would include making connections with education partners to increase information flow and awareness of NOVAworks services; transforming systems by coordinating services, codifying best practices, driving systems change, and expanding resources; including the youth voice to inform system change; and engaging industry and labor partners to provide entry points to quality careers. At the end of this process, the visioning document, *NOVAworks Young Adult Services Strategy and Action Plan*, was produced with input from Board members.

Following this planning process, NOVAworks released a Request for Proposals (RFPs) on June 12 to solicit service providers to deliver WIOA youth services in San Mateo County and northern Santa Clara County. An extensive outreach campaign was launched to notify the community regarding its release. The RFP was directly issued to nearly 400 organizations and networks, to Board members and their contacts, through the City of Sunnyvale procurement platform with an extensive distribution list and was posted on the NOVAworks website and with news publications. The focus of the RFP was to solicit

innovative program designs that meet the employment and training needs of our community's at-risk youth, the mandated WIOA performance outcomes, and the priorities of the Workforce Board (WB). The mission of the NOVAworks young adult program is to deliver year-round programs offering a wide variety of career services, including paid work experience, to young adults throughout the NOVAworks region. The vision is to provide young adults with opportunities to develop skills and networks needed for economic mobility by building upon and leveraging community and industry partners. The *NOVAworks Young Adult Services Strategy and Action Plan* was included in this RFP as guidance. A mandatory Bidders Conference was held on June 22, with proposals due by July 17.

Two proposals were received by the due date. Proposals were then forwarded to the Proposal Review Committee, consisting of representatives from Board members, City of Sunnyvale leadership, NOVAworks staff and statewide workforce development experts, for review. After review and scoring, the Committee met on July 27 to discuss recommendations. After an in-depth discussion, NOVAworks staff is recommending that no contract award be made through this RFP procurement process. In addition, it is recommending that NOVAworks directly provide youth services in San Mateo County and northern Santa Clara County. There is no other organization that can truly realize the vision of the newly reimagined youth services in the NOVA region. The recommendation to not award a contract is permitted under this RFP: "This RFP does not commit NOVAworks to award a contract, to pay any costs incurred in the preparation of a proposal to this request, or to procure or contract for services or supplies. NOVAworks reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified sources, or to cancel in part or in its entirety, with or without cause, this Request for Proposal if it is in the best interest of NOVAworks to do so..."

NOVAworks is fully committed to launching a youth services program in San Mateo County and northern Santa Clara County. The planning process for this endeavor will begin immediately follow the Board's approval.

ALIGNMENT WITH STRATEGIC PLAN:

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

RECOMMENDATION:

NOVAworks Workforce Board is being asked to approve the recommendations to not award a contract through this RFP procurement process and approve NOVAworks directly providing youth services in San Mateo County and northern Santa Clara County.

Prepared by: Eileen Stanly
Eileen Stanly, Analyst

Reviewed by: Giang Pham
Giang Pham, Business Operations Manager

Approved by: Marlena Sessions
Marlena Sessions, Director



For Information Only

Date: August 9, 2023
To: NOVAworks Workforce Board
From: NOVAworks staff
Subject: **Expansion of New Partnership with Western Digital**

INTRODUCTION:

NOVAworks is launching a new partnership with Western Digital to train and retain workers for the semiconductor industry. The focus is on the company's head wafer fabrication facilities' operations, systems, engineering and maintenance, and process engineering areas. This pilot project would target both incumbent employees and incoming employees, including individuals from underrepresented groups in the STEM fields and armed services. On April 26, the Executive Committee approved this project, on behalf of the Board, with a cost of up to \$300,000. This action was reported out at the May 24 Board meeting.

With this funding, NOVAworks would provide foundational seed funding for the initial phase of the three-year pilot that would partially support the first year. To provide sufficient support for the first full year of this pilot that will further facilitate the project's implementation and success, NOVAworks is seeking Board approval to add an additional \$175,000 to this project for a total cost of up to \$475,000.

Given the time sensitive nature of launching this initiative and available funding, the Board Co-chairs approved this project's expansion, in lieu of a Board meeting or Executive Committee meeting. It is being forwarded to the Board for information only.

DISCUSSION:

NOVAworks' new partnership with Western Digital would attract, develop, engage, and retain diverse talent in the semiconductor industry, including underrepresented groups in the STEM fields, and military veterans, U.S. National Reservists, and the families of military and National Guard reservists. Western Digital would launch a comprehensive training pilot for the head wafer fabrication facilities' operations, systems, engineering and maintenance, and process engineering areas of the company. Examples of the occupational career ladders targeted for training may include advancing from Operators to Line Managers and from Equipment Engineers to Advanced Analytics Engineers. The program would target cohorts of both incoming employees and incumbent employees. It would increase opportunities for current employees to advance within the company and potentially avert future layoffs. It would also create new openings at the entry level for diverse workers from

nontraditional backgrounds. As part of this pilot, full-time employment would be made available to participants. Western Digital would also subcontract with the SEMI Foundation, a 501(c)(3) arm of SEMI, to recruit participants through the K-12 school districts, community colleges, four-year universities, and armed services and talent source organizations. SEMI is a global semiconductor membership organization of 2,600 members.

The total cost of NOVAworks' contribution to the pilot project was expected to be up to \$300,000 that would partially support the first year of the three-year pilot. The Executive Committee approved this project, on behalf of the Board, at its April 26 meeting, which was reported out at the May 24 Board meeting.

This year, NOVAworks received a significant Rapid Response funding allocation that is being used to support this pilot. Rapid Response funding should be expended within the same year received or must be returned to the State. The Western Digital partnership could benefit from a full first year of foundational seed funding to further facilitate the implementation activities and expedite the launch of this project. With the remaining funding available through Rapid Response that must be utilized in a timely manner, NOVAworks staff is recommending to the Board that an additional \$175,000 be added to the \$300,000 previously approved for a total of up to \$475,000. Another Rapid Response allocation of this magnitude is not expected in the coming year.

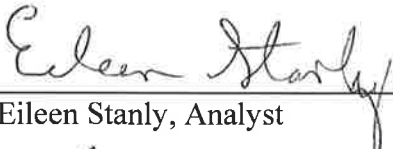
Given the time sensitive nature of launching this initiative and available funding, the Board Co-chairs approved this project's expansion, in lieu of a Board meeting or Executive Committee meeting. It is being forwarded to the Board for information only.

ALIGNMENT WITH STRATEGIC PLAN:

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

RECOMMENDATION:

For information only.

Prepared by: 
Eileen Stanly, Analyst

Reviewed by: 
Giang Pham, Business Operations Manager

Approved by: 
Marléna Sessions, Director



June 27, 2023

Marlena Sessions, Director
NOVA
456 W Olive Ave
Sunnyvale, CA 94086

Dear Marlena Sessions:

**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) SECTION 188
NONDISCRIMINATION AND EQUAL OPPORTUNITY PROVISIONS
ANNUAL COMPLIANCE MONITORING REVIEW
FINAL REPORT PROGRAM YEAR (PY) 2022-23**

This notification informs you of the results of the Employment Development Department's (EDD) Equal Employment Opportunity (EEO) on-site compliance monitoring review of NOVA for compliance to the WIOA Section 188 for PY 2022-23. This review was conducted by Zachary Sergio, EEO Specialist on May 2, 2023.

Our review was conducted under the authority of WIOA Section 188 and its implementing regulation Title 29 Code of Federal Regulations Part 38. The purpose of this review was to determine the level of compliance by NOVA with applicable federal and state laws, regulations, policies, and directives related to the WIOA grant regarding nondiscrimination and equal opportunity provisions for PY 2022-23.

We collected the information for this report through a desk review of documents submitted by NOVA, the completed EDD's EEO Office Compliance Monitoring Guide completed by your Equal Opportunity (EO) Officer, interviews with NOVA representatives, and a review of applicable policies and procedures.

COMPLIANCE MONITORING REVIEW RESULTS

We conclude that, overall, NOVA is meeting applicable WIOA Section 188 requirements concerning nondiscrimination and equal opportunity provisions.

This report contains no findings or conditions; therefore, we are issuing this report as the final report.

Marlena Sessions
June 27, 2023
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Because the methodology for our monitoring review included sample testing, this report is not a comprehensive assessment of all of the areas included in our review. It is NOVA's responsibility to ensure that its systems, programs, and related activities comply with the WIOA grant program, federal and state regulations, and applicable state directives. Consequently, any deficiencies identified in subsequent reviews, such as an audit, would remain the NOVA's responsibility.

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this report or the review that was conducted, please contact Zachary Sergio at Zachary.Sergio@edd.ca.gov or Kimberly Clinton, EEO Office Manager, at Kimberly.Clinton@edd.ca.gov.

Sincerely,

/s/ MATILDA AIDAM
State-level EO Officer

cc: Teri Brimacomb, Workforce Services Branch, MIC 50
Giang Pham, NOVA Consortium EO Officer