



Executive Committee Meeting Agenda  
February 19, 2020 at 12 Noon  
Sunnyvale Room, NOVA, Suite 620

**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 December 18, 2019 Meeting Minutes (enclosure)
2. Approval of WIOA High Performing Board Application and Business Services Plan (enclosure)

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

1. Board Retreat Debrief
2. NOVAworks Reorganization
3. Update Eligible Training Provider List (ETPL)
4. Review Draft Agenda for March 25, 2020 Board Meeting

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

1. Next Executive Committee Meeting: April 15, 2020 at 12 Noon
2. 2020 Calendar of Executive Committee Meetings (enclosure)



NOVA Workforce Board Executive Committee  
December 18, 2019 Meeting  
Draft Minutes

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

NOVA staff: K. Stadelman

**1. Call to Order:**

The meeting was called to order at 12:08 p.m. There were no public announcements.

**2. Action Items:**

a. Approval of the October 16, 2019 Meeting Minutes: It was moved by C. Cimino, seconded by A. Switky and approved by voice vote the meeting minutes as submitted, with no abstentions.

**3. Discussion Items:**

a. Update NOVAworks Foundation: This past year has brought a formalization of the Foundation and its relationship to the NOVA Workforce Board and to the City of Sunnyvale that will allow activities beyond grant-writing such as fundraising for personal and corporate donations. This will be the subject of one of the breakout sessions at the retreat and the Executive Committee was asked to weigh-in on concepts and strategy for moving forward. Recommendations included assuring that the Foundation was “mission-adjacent” to the Workforce Board and being careful to avoid “mission-creep”. Entrepreneurial thinking will allow us to avoid the constraints of current funding to design interventions that benefit current and future customers. D. Cima explained that he directs a Foundation that is attached to a public entity and how it is used to benefit students that community colleges could not ordinarily address. It was also recommended that staff be consulted as to the specific needs of customers that are currently going unmet in order to present those as context to the retreat discussion.

b. Review Draft Agenda for the January 22, 2020 Retreat: The 2020 Retreat Planning Committee held their second meeting in December to review and recommend the agenda for the January 22<sup>nd</sup> full-day session. The panelists have been selected to represent employers as customers and a keynote speaker has been identified for the lunch hour. Questions for the afternoon breakout sessions were addressed and clarified. It was emphasized again that there is a new location this year and it is important to continue to remind members.

c. Legislative Committee Update: The NOVA Legislative Committee met on December 18, 2019 with guest, Bob Lanter, Director of the California Workforce Association joining by conference phone. He discussed the current status of Federal Appropriations, which look to be a series of Continuing Resolutions. He also

commented on the State Budget and the Governor's Future of Work Commission. The state is also embarking on a reorganization that will create a Future of Work Department that will consolidate the Employment and Training Panel, Department of Apprenticeship Standards, EDD-workforce services, Labor Market Information and the California Workforce Development Board. The new department will be housed under the Labor Agency. Plans will be rolled out in January of 2020 with an expected implementation date of July 1, 2020. Two CWA backed bills were chaptered, AB 5 and AB 593. Regional Workforce Policy continues to be an issue between the state and locals. In the coming year, we will be discussing worker supports and addressing regional issues with both Labor Secretary Julie Su and the new state workforce board Chair.

4. **Information Items:**

a. The next Executive Committee meeting is scheduled for February 19, 2020 at Noon.

b. The 2020 Executive Committee Schedule was distributed to members.

5. **Adjournment**

The meeting was adjourned at 1:25 p.m.

NOVA Workforce Board  
Executive Committee Meeting  
Date: February 19, 2020

SUBJECT: ACTION ITEM: Approval of WIOA High Performing Board Application and Business Services Plan

The State requires that the Governor, through the California Workforce Development Board, establish criteria for Local Boards to be certified as High Performing Boards. The State also stipulates that the recertification of High Performing Boards must occur midway through the implementation of the local and regional plans. As part of the annual budget process, state law directs the Governor and Legislature to annually reserve a portion of the 15 percent discretionary funding under WIOA for incentive funds to Local Boards who are certified as High Performing Boards.

On January 17, 2020, the State released Draft Directive WSDD-206 that contains the requirements for the High Performing Boards application process for recertification. For the purposes of this recertification process, the State will evaluate Local Boards according to compliance with existing federal and state requirements in the area of: met or exceeded WIOA performance indicators for employment rate and median earnings; WIOA regional and local plans have been approved; met WIOA training expenditure requirement that at least 30 percent of the combined total of WIOA adult and dislocated worker formula funding allocation has been spent on training services; met WIOA youth funding requirement that at least 75 percent of WIOA youth formula funding allocation has been spent on youth workforce investment activities for out-of-school youth; and a business services plan has been established that integrates local business involvement with workforce initiatives. In the future, the criteria for High Performing Board recertification will include additional requirements in the area of investment in industry partnerships, job quality, and meaningful skills attainment.

In the past, the NOVA Workforce Board has been designated a High Performing Board and satisfies all of the requirements as stipulated in the new Draft Directive WSDD-20. Please refer to the attached High Performing Board Application for the NOVA Workforce Board. Highlights of the Business Services Plan outlined in Section 5 of the application include:

**5. Deliverable: Business Services Plan**

NOVA works on an ongoing basis with local businesses and labor to identify needs and address barriers. Three examples of projects based on identified needs are:

- Vehicle to grid integration: NOVA is working to identify future talent needs of Valley Transit Authority and to build high school, college, and university pipelines. NOVA is also exploring incumbent worker training with the Amalgamated Transit Union and the California Labor Federation.
- Building Skills Partnership: NOVA is partnering with this union-based nonprofit to prepare the children of janitors for Bay Area tech jobs, creating a new talent channel for business.
- Silicon Valley Clean Energy: NOVA is proposing to partner on an environmental scan to inform workforce efforts relative to green jobs occupations.

Other ways NOVA stays in touch with business needs include employer interviews through the Emerging Trends Task Force (see below), Chamber memberships, local economic development organizations, local Employer Advisory Councils, connections with staffing agencies, and industry trends panels for job seekers hosted by our business services team.

Consistently, the number one occupation in terms of job openings in our region is Software Developers, with over 15,000 jobs advertised online (*Help Wanted Online*, 12/19). In addition to preparing NOVA job seekers with tech backgrounds to be competitive through upskilling, NOVA assists employers by expanding opportunities for non-traditional populations to move into tech careers. Three examples include:

- Opening Doors Bay Area: NOVA partners with Opening Doors, a startup Silicon Valley collaborative of business and social leaders dedicated to increasing employment opportunities for people with disabilities.
- Neurodiversity Career Pathways Council: NOVA participates in this statewide initiative to coordinate providers of workforce and training services to individuals on the autism spectrum. The initiative facilitates access to companies seeking neurodiverse talent and provides job seekers and families with greater visibility of and access to training and employment opportunities.
- Accenture tech apprenticeships: The apprenticeship is a year-long earn-and-learn program for those without four-year degrees or reskillers seeking to enter an industry unrelated to their college major or previous work experience. NOVA assists with recruitment, and Accenture is considering NOVA as an official sourcing partner.

NOVA is working with Silicon Valley Clean Energy to propose a research project focused on green job occupations and identifying the need for workforce training investments.

Water and wastewater agencies are facing a workforce gap in mission-critical skilled trades. This gap comes from an aging workforce, difficulty hiring qualified applicants, and a lack of internal career pathways to promote within agencies. The region's RPI 3.0 grant will explore expanding and developing the pipeline into these jobs; however, it is likely that future investment will be needed for workforce training.

Construction is another area for growth in terms of developing the local workforce. The region's Trades Introduction and Trades Orientation Programs have been successful in introducing individuals to these middle-skill jobs. NOVA intends to continue work on expanding these programs to be inclusive of non-traditional populations, such as justice-involved individuals.

NOVA hosts its own online job board where hiring employers are welcome to post their openings, following screening by staff. The job board is available to the general public for viewing and for easy applications. NOVA shares these opportunities via weekly e-blasts to job seekers. In addition, NOVA regularly shares information about job fairs and other recruitment events with staff, job seekers, and our stakeholder partners.

NOVA's Emerging Trends Task Force, a subcommittee of the NOVA Workforce Board, outreaches to employers to gather feedback relating to employment trends in their industry, skills needed at their companies, and how NOVA can be involved with making connections to education and apprenticeship to enhance opportunities for job seekers. The task force

brings its findings to the full workforce board, including its recommendations for prototype projects to address identified needs.

NOVA is part of a regional business services team that meets regularly to share input from employers as to hiring needs as well as local resources for addressing business needs.

NOVA also participates in regional initiatives including:

- Apprenticeship Bay Area: NOVA is partnering with the San Francisco Office of Economic and Workforce Development (lead), work2future, San Benito WDB, TechSF, and employer partners to develop a regional infrastructure to meet employer talent needs, build pipelines, and promote programming.
- Amazon Web Services: NOVA was invited by Foothill College to participate in this project with the Bay Area Community College Consortium to create a common cloud technician certificate curriculum for as many as 28 Bay Area colleges. The group is exploring combining training with a related apprenticeship through Apprenticeship Bay Area.
- RPI 3.0: Regional wastewater project (described in #1).

The High Performing Board application is due February 28. In lieu of a Board meeting before the application deadline, NOVA staff is asking the Executive Committee to approve the attached High Performing Board application that includes the Business Services Plan. Following Executive Committee approval, the application will be submitted to the State for approval and agendaized for information only at the March 25 Board meeting.

Attachment: High Performing Board Application for the NOVA Workforce Board



**High Performing Board Application**

**Local Workforce Development Board**

**\_\_NOVA Workforce Board\_\_**

In order to be considered for High Performing Board certification, a completed application and documentation must be submitted to the California Workforce Development Board (CWDB) no later than 5:00 p.m. on Friday, February 28, 2020.

**1. Deliverable: Performed Successfully**

Please complete the table below to show the Local Board met the definition of Performed Successfully outlined in the Directive for Program Year (PY) 2017-18.

Indicators	Adults	Dislocated Workers	Youth	Indicators
Employment Rate 2nd Quarter After Exit	59%	67%	80%	Employment or Education Rate 2nd Quarter After Exit
Median Earnings 2nd Quarter After Exit	\$8,357	\$17,931	BASELINE	Median Earnings

**2. Deliverable: Approved Regional and Local Plan**

Please attach a copy of the Regional Plan Modification and Local Plan Modification approval letters from CWDB that confirm the Local Board's adherence to the planning requirements outlined in Workforce Services Directive (WSD) WSD18-01.

**Copies of the Regional Plan Modification and Local Plan Modification approval letters from the California Workforce Development Board have been attached.**

**3. Deliverable: WIOA Training Expenditure Requirement**

Did the Local Board meet the *Workforce Innovation and Opportunity Act* (WIOA) Training Expenditure Requirements established in WSD18-10 for PY 17-18?

Check one of the following options:

YES   X      NO  

**4. Deliverable: WIOA Youth Funding Requirement**

Did the Local Board meet the WIOA Youth Funding Requirements established in WSD17-07 for PY 17-18?

Check one of the following options:

YES   X      NO  

**5. Deliverable: Business Services Plan**

Please attach a narrative detailing the Local Board’s business service plan. The narrative must explain how the business service plan integrates local business and labor involvement with workforce initiatives by addressing the following items:

1. The Local Board’s efforts to partner with businesses and labor to identify the following:
  - Workforce training and educational barriers to attract jobs in the relevant regional economy.
  - Existing skill gaps reducing the competitiveness of local businesses in the relevant regional economies.
  - Potential emerging industries that would likely contribute to job growth in the relevant regional economy, if investments were made for training and educational programs.
2. The use of an electronic system for both businesses and job seekers to communicate about job opportunities.
3. The Local Board subcommittee or workgroup comprised of business and labor representatives who represent both the leading industries in the relevant regional economy and potential emerging sectors that further develop and make recommendations for the business service plan.
4. The Local Board’s efforts to work with their regional planning units to align industry engagement and create regional career pathways.

**Please see attached Business Services Plan Narrative (below).**



## **Business Services Plan Narrative**

### **NOVA Workforce Development Board**

#### **1. The Local Board's efforts to partner with businesses and labor to identify the following:**

- **Workforce training and educational barriers to attract jobs in the relevant regional economy.**

NOVA works on an ongoing basis with local businesses and labor to identify needs and address barriers. Three examples of projects based on identified needs are:

- Vehicle to grid integration: NOVA is working to identify future talent needs of Valley Transit Authority and to build high school, college, and university pipelines. NOVA is also exploring incumbent worker training with the Amalgamated Transit Union and the California Labor Federation.
- Building Skills Partnership: NOVA is partnering with this union-based nonprofit to prepare the children of janitors for Bay Area tech jobs, creating a new talent channel for business.
- Silicon Valley Clean Energy: NOVA is proposing to partner on an environmental scan to inform workforce efforts relative to green jobs occupations.

Other ways NOVA stays in touch with business needs include employer interviews through the Emerging Trends Task Force (see below), Chamber memberships, local economic development organizations, local Employer Advisory Councils, connections with staffing agencies, and industry trends panels for job seekers hosted by our business services team.

- **Existing skill gaps reducing the competitiveness of local businesses in the relevant regional economies.**

Consistently, the number one occupation in terms of job openings in our region is Software Developers, with over 15,000 jobs advertised online (*Help Wanted Online, 12/19*). In addition to preparing NOVA job seekers with tech backgrounds to be competitive through upskilling, NOVA assists employers by expanding opportunities for non-traditional populations to move into tech careers. Three examples include:

- Opening Doors Bay Area: NOVA partners with Opening Doors, a startup Silicon Valley collaborative of business and social leaders dedicated to increasing employment opportunities for people with disabilities.

- Neurodiversity Career Pathways Council: NOVA participates in this statewide initiative to coordinate providers of workforce and training services to individuals on the autism spectrum. The initiative facilitates access to companies seeking neurodiverse talent and provides job seekers and families with greater visibility of and access to training and employment opportunities.
- Accenture tech apprenticeships: The apprenticeship is a year-long earn-and-learn program for those without four-year degrees or reskillers seeking to enter an industry unrelated to their college major or previous work experience. NOVA assists with recruitment, and Accenture is considering NOVA as an official sourcing partner.
- **Potential emerging industries that would likely contribute to job growth in the relevant regional economy, if investments were made for training and educational programs.**

NOVA is working with Silicon Valley Clean Energy to propose a research project focused on green job occupations and identifying the need for workforce training investments.

Water and wastewater agencies are facing a workforce gap in mission-critical skilled trades. This gap comes from an aging workforce, difficulty hiring qualified applicants, and a lack of internal career pathways to promote within agencies. The region's RPI 3.0 grant will explore expanding and developing the pipeline into these jobs; however, it is likely that future investment will be needed for workforce training.

Construction is another area for growth in terms of developing the local workforce. The region's Trades Introduction and Trades Orientation Programs have been successful in introducing individuals to these middle-skill jobs. NOVA intends to continue work on expanding these programs to be inclusive of non-traditional populations, such as justice-involved individuals.

**2. The use of an electronic system for both businesses and job seekers to communicate about job opportunities.**

NOVA hosts its own online job board where hiring employers are welcome to post their openings, following screening by staff. The job board is available to the general public for viewing and for easy applications. NOVA shares these opportunities via weekly e-blasts to job seekers. In addition, NOVA regularly shares information about job fairs and other recruitment events with staff, job seekers, and our stakeholder partners.

**3. The Local Board subcommittee or workgroup comprised of business and labor representatives who represent both the leading industries in the relevant regional economy and potential emerging sectors that further develop and make recommendations for the business service plan.**

NOVA's Emerging Trends Task Force, a subcommittee of the NOVA Workforce Board, outreaches to employers to gather feedback relating to employment trends in their industry, skills needed at their companies, and how NOVA can be involved with making connections to education and apprenticeship to enhance opportunities for job seekers. The task force brings its findings to the full workforce board, including its recommendations for prototype projects to address identified needs.

**4. The Local Board's efforts to work with their regional planning units to align industry engagement and create regional career pathways.**

NOVA is part of a regional business services team that meets regularly to share input from employers as to hiring needs as well as local resources for addressing business needs.

NOVA also participates in regional initiatives including:

- Apprenticeship Bay Area: NOVA is partnering with the San Francisco Office of Economic and Workforce Development (lead), work2future, San Benito WDB, TechSF, and employer partners to develop a regional infrastructure to meet employer talent needs, build pipelines, and promote programming.
- Amazon Web Services: NOVA was invited by Foothill College to participate in this project with the Bay Area Community College Consortium to create a common cloud technician certificate curriculum for as many as 28 Bay Area colleges. The group is exploring combining training with a related apprenticeship through Apprenticeship Bay Area.
- RPI 3.0: Regional wastewater project (described in #1).

Michael Rossi, Chair   ▪   Tim Rainey, Executive Director   ▪   Gavin Newsom, Governor

June 19, 2019

EMAIL TO: [kstadelman@novaworks.org](mailto:kstadelman@novaworks.org)

RE: Local Plan Modification (updated response)

Dear Kristan Stadelman:

The Local Plan Modifications submitted on behalf of the NOVA Local Workforce Development Board (Local Board) have been reviewed and evaluated for compliance with the Regional and Local Plan Two-Year Modification requirements outlined in Workforce Services Directive WSD18-01.

On behalf of the California Workforce Development Board (CWDB), your Local Plan Modification has been approved. I want to thank you for your efforts to meet the goals outlined in the California Workforce Development Strategic Plan by facilitating a planning process that ensures greater coordination and collaboration with our strategic partners.

We also wanted to note areas in which reviewers noted that your plan exceeded the minimum requirements:

CalFresh Employment and Training (E&T) Partnership:

- Specifying how Local Boards will partner with community based organizations, service providers, community colleges and representatives from County Human Service agencies for individuals in their local area.
- Describing the ways in which program partners will facilitate information sharing to evaluate need.

Competitive Integrated Employment Partnership:

- The local plan describes the ways AJCC staff have gained knowledge or training about serving individuals with ID/DD and the additional programs and resources available in the area.
- The local plan describes how the DOR district partner is connecting with the area in their work to outreach to employers and partners to support opportunities for individuals with ID/DD to achieve CIE.

If you have any questions, please contact Kiana Martinez at [Kiana.martinez@cwdb.ca.gov](mailto:Kiana.martinez@cwdb.ca.gov).

Sincerely,



Tim Rainey, Executive Director



Michael Rossi, Chair   ■   Tim Rainey, Executive Director   ■   Gavin Newsom, Governor

April 30, 2019

Dear Ms. Kris Stadelman

The Regional Plan Modifications submitted on behalf of the Bay-Peninsula Regional Planning Unit (RPU) have been reviewed and evaluated for compliance with the regional planning requirements outlined in Workforce Services Directive WSD18-01.

On behalf of the California Workforce Development Board (CWDB), your Regional Plan Modification has been approved. I want to thank you for your efforts to meet the goals outlined in the California Workforce Development Strategic Plan by facilitating a planning process that supports the Governor's vision of an effective and aligned regional workforce system. The plan submitted by your RPU demonstrates that you and your partners are involved in developing solutions to workforce challenges in your region.

If you have any questions, please contact Marissa Clark at [Marissa.Clark@cwdb.ca.gov](mailto:Marissa.Clark@cwdb.ca.gov).

Sincerely,

A handwritten signature in black ink, appearing to read 'Tim Rainey', written over a light blue horizontal line.

Tim Rainey, Executive Director



WORKFORCE  
DEVELOPMENT

## **2020 EXECUTIVE COMMITTEE MEETINGS**

*All meetings will be held in the Sunnyvale Room, Suite 620*

Wednesday	February 19, 2020	12:00 — 1:30 p.m.
Wednesday	April 15, 2020	12:00 — 1:30 p.m.
Wednesday	June 17, 2020	12:00 — 1:30 p.m.
Wednesday	August 19, 2020	12:00 — 1:30 p.m.
Wednesday	October 21, 2020	12:00 — 1:30 p.m.
Wednesday	December 16, 2020	12:00 — 1:30 p.m.