



Executive Committee Meeting Agenda
August 18, 2021 at 12 Noon

Please Note: Meeting will be held via videoconference call:

Link: <https://us02web.zoom.us/j/86249461535?pwd=Zm9jY1krRlpGRitRTDByYWQ4UkwyZz09>

Meeting ID: 862 4946 1535; Passcode: 575011; Phone #: +1 (669) 900-6833

General Information/Charter: The Executive Committee is responsible for overseeing the planning, execution and evaluation of the Strategic Plan goals and actions for the NOVA Workforce Board. This includes identifying work assignments for the committees and shaping the agenda for the general Board meeting. The Executive Committee is also responsible for appointing a nominating committee for election of Board officers to be conducted at the last scheduled Board meeting of the calendar year. The Executive Committee has the authority to act on behalf of the full Board, and the responsibility of reporting those actions to the full Board at its next meeting. Membership on the Executive Committee includes the past Chairperson (1), Chairpersons (2), Vice Chairpersons (2), chairs of the committees, and other Board members appointed by the Chairs to complement the designated seats. A majority of the members represent the private sector, reflective of the full Board.

Action Items: *(Items that require formal Committee action and vote)*

1. Approval of June 16, 2021 Meeting Minutes (enclosure)

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

1. Update on Recruitment for New Director
2. \$3 Million Funding Application for DOL CAREER NDWG Grant
3. Update on San Mateo County Workforce Development Plan Project
4. Discussion on Strategic Funding Opportunities and Future Directions
5. Reflections on Board Vision, Mission and Purpose Statement
6. Review Draft Agenda for September 22, 2021 Board Meeting

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

1. Next Executive Committee Meeting: October 20, 2021 at 12 Noon



NOVA Workforce Board Executive Committee
June 16, 2021 Meeting
Draft Minutes

Executive Committee members present: D. Cima, C. Cimino, C. Galy, E. Hamilton, J. Morrill and A. Switky

NOVA staff: K. Stadelman, L. Jackson and E. Stanly

Meeting was held remotely via videoconference call.

1. **Call to Order:**

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

2. **Action Items:**

a. Approval of April 21, 2021 Meeting Minutes: It was moved by C. Cimino, seconded by D. Cima and carried by voice vote to approve the April 21, 2021 meeting minutes as submitted.

3. **Discussion Items:**

a. Update NOVA Job Centers Reopening: On July 12, the NOVAworks Job Centers will be reopening to in-person services by appointment only. A hybrid model will be utilized with services offered both remotely and in-person, except for workshops. Given the social distancing requirements and the current space limitations, workshops will continue to be offered online only. This reopening to in-person services is intended to provide better access for those who have issues that can't be resolved virtually and for those customers who don't have reliable access to the internet and can use the Job Center computers for job search and to participate in online workshops. To ensure the safety of both staff and customers, COVID-19 protocols will comply with new OSHA guidelines that are expected to be released shortly and the County of Santa Clara public health orders. It's anticipated that masks will be required although no one will be refused services without them. Temperatures are not expected to be taken. All NOVA staff are now required to come into the office at least 20 hours of week with the remaining hours working remotely.

b. Update Milpitas COVID-19 Workforce Recovery Program: With a one-year \$40,000 grant from the City of Milpitas, NOVAworks will serve job seekers who live or work in the City of Milpitas. The project would be in two phases: 1) conduct surveys of both residents and businesses and interviews with primarily businesses to identify practical solutions for workforce training opportunities; and 2) implement these recommendations. The project has launched phase one and the results so far are depicting an uneven recovery with a realignment or correction necessary between the available jobs in restaurants and retail following significant layoffs and workers who have left for better paying jobs in construction, etc. Phase two will look at the emerging skills identified in Phase one and utilize existing training institutions, develop new training models, or adapt NOVA's current MyPlan approach to Milpitas. This project is groundbreaking in that it represents an opportunity for NOVA to work with one of its jurisdictions on a project that is being funded by the jurisdiction. The basic framework of this initiative could be scaled to other cities in the NOVA consortium and the County of Santa Clara, with the hope that future funding over time will not be targeted to a particular community, but rather support the work of NOVA in serving the entire workforce area.

c. Update San Mateo County COVID-19 Workforce Recovery Initiative: With a \$50,000 grant from the County of San Mateo to continue its work that began last fall, NOVAworks will design several pilot projects as part of a county-wide workforce development COVID-19 recovery plan. NOVA has

convened a design team who will design these interventions for the workforce system. Dr. Bob Bell has been hired as a consultant to facilitate this process. The team's goals include inclusive workforce, support the whole person, good paying jobs, shared intelligence and leverage resources, segment degrees of need and customer choice with varied career paths. In addition, it will be important to experiment, evaluate and adjust as needed. To date, the team has identified several major themes that include the importance of better communication to ensure that everyone is informed about the services available; stronger connectivity to improve equity and inclusion; childcare; identifying, harnessing and leveraging anchor institutions; building partnerships; and skill updates and career paths. The team will meet several times and information from this group will be synthesized and presented to a large stakeholder group for input. The Board has commissioned a task force that will also provide guidance and input on this venture and is expected to convene in July.

When NOVA was awarded this grant, it was anticipated that it may lead to an additional \$2.5 million in funding that had been set aside for implementing these pilots. In addition, the American Rescue Plan (ARP) Act stimulus bill, passed in March 2021, will allocate \$350 billion to state and local governments to mitigate the impacts of COVID-19. As an example, Santa Clara County is expected to receive \$355 million. San Mateo County is planning for this funding that could lead to additional support for workforce development in October.

d. Report-out from NOVAworks Foundation May 24, 2021 Board Meeting: To launch the fundraising strategies for the Foundation Board's work, the Foundation chair reached out to his networks to ask for contributions that resulted in more than \$15,000 in support. The Foundation Board's priority strategies include: expand partnership with LinkedIn that will build on current access to workshops and professional development opportunities for staff, and scale to other companies; target gaps in funding that the federal Workforce Innovation and Opportunity Act can't fund that includes looking at the needs of the whole person; expand the Mature Worker Program funded by Santa Clara County to San Mateo County; and build on the fundraising capacity. As the work of the Foundation Board gets underway, future fundraising efforts will be targeted to specific projects.

e. Review Draft Agenda for July 28, 2021 Board Meeting: The July Board meeting is usually reserved for a discussion on pertinent topics that the Board doesn't have time to discuss during most meetings. For the July 28 meeting, it was proposed to continue the in-depth conversation that began at the January retreat about: What trends have accelerated during pandemic? What changes have become permanent? and What do we need to do to respond to the changes? For example, more women have dropped out of the workforce, diversity and inclusion have become an important focus, the work from home trend and hesitancy of workers to return to the office, and a decline in customer demand that has led to NOVA launching a recruitment campaign. A recommendation was made to keep the conversation at a higher level and to send to the Committee a couple of topic questions for consideration. A recent Bay Area Council Economic Institute report could be used to spark the discussion. These topics could also be used to approach legislators with regarding NOVA's work.

4. **Information Items:**

a. The next Executive Committee meeting is scheduled for August 18, 2021 at 12 Noon.

5. **Adjournment**

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