



Executive Committee Meeting Agenda
October 20, 2021 at 12 Noon

Please Note: Meeting will be held via videoconference call:

Link: <https://us02web.zoom.us/j/83860896923?pwd=eHRXR0sleXAzeU15QUxlU0RydnllZ09>

Meeting ID: 838 6089 6923; Passcode: 447346; 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 August 18, 2021 Meeting Minutes (enclosure)
2. Approval of WIOA AJCC Comprehensive and Affiliate/Specialized Certification (enclosure)
3. Recommendation to Select the Option of Two Board Chairperson Seats for 2022 (enclosure)

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

1. Board Meeting Logistics
2. Update on New NOVAworks Director
3. Update from Board San Mateo County Recovery Task Force
4. Report-out from NOVAworks Foundation September 20, 2021 Board Meeting
5. Review Draft Agenda Items for December 1, 2021 Board Meeting

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

1. Next Executive Committee Meeting: December 15, 2021 at 12 Noon



NOVA Workforce Board Executive Committee
August 18, 2021 Meeting
Draft Minutes

Executive Committee members present: R. Foust, J. Morrill and A. Switky

NOVA staff: K. Stadelman 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 June 16, 2021 Meeting Minutes:** It was moved by A. Switky, seconded by J. Morrill and carried by voice vote to approve the June 16, 2021 meeting minutes as submitted.

3. **Discussion Items:**

a. **Update on Recruitment for New Director:** There will be two interview panels scheduled to review prospective candidates: NOVA Board panel and City of Sunnyvale panel. Both panels are scheduled to meet with the top seven candidates on August 25. Recommendations will then go forward to the City Manager and Assistant City Manager for final interviews. The City Manager will make the final appointment that is expected in early September. It is likely that the new director will be given 60 days to start (late October/early November). This will also allow enough time for the transition period.

b. **\$3 Million Funding Application for DOL CAREER NDWG Grant:** The U.S. Department of Labor (DOL) released a new solicitation for the CAREER National Dislocated Worker Grant (NDWG). A total of \$43 million is available for up to \$3 million per applicant to reemploy dislocated workers impacted by the economic effects of COVID-19. NOVAworks has applied for \$3 million, in partnership with the San Francisco and San Jose-based work2future Workforce Boards, to serve 600 dislocated workers, with a particular focus on airport workers. NOVA would receive \$2 million and San Francisco and work2future would each receive \$500,000. While the deadline for applications was not until August 31, the solicitation stated that grants would be reviewed on a first come, first serve basis. Given the highly competitive nature of these grants, NOVAworks submitted its application quickly. For this reason and, in lieu of a scheduled Board meeting or Executive Committee meeting, the Board co-chairs approved this application submission. This action will be forwarded to the Board at its September 22 Board meeting for information. NOVAworks is expected to receive a decision by the end of August. (Since the Executive Committee meeting, NOVAworks was awarded the grant.)

c. **Update on San Mateo County Workforce Development Plan Project:** Since last fall, NOVAworks has been collaborating with San Mateo County on its COVID-19 recovery initiatives. As part of this effort, NOVAworks is co-sponsoring the San Mateo County Economic Recovery Roundtable Series. Four roundtables are scheduled, with NOVAworks hosting a September 1, 2021 panel titled, "Getting Back to Work." The panel will consist of a panelist from the Brookings Institution and two job seekers. In addition, with a \$50,000 grant from the County, NOVAworks has convened a design team who is designing future interventions for the workforce system. A concept paper is being developed that will incorporate the recommendations from this design team into workforce development strategies for County funding through the federal American Rescue Plan Act (ARPA). The proposal will incorporate a network of providers and anchor institutions who will take a holistic approach in determining residents' need for training and stipends for participants while in training, in addition to support for childcare and

transportation. NOVAworks would serve as the County's agent for administering this workforce funding. This concept is for a multi-year, multi-million-dollar project and it will be shared with the Board Task Force at the next meeting.

d. Discussion on Strategic Funding Opportunities and Future Directions: The Committee discussed several current and future funding opportunities, as follows:

- The City of Milpitas COVID-19 Workforce Recovery Program has completed the first phase of the grant, specifically, the research component to identify needs. The second phase will entail designing a cohort curriculum customized to Milpitas residents, which will include retooling the MyPlan career navigation platform. The hope is that this new venture, funded by one of NOVAworks' jurisdictions, will lead to future opportunities for funding by other jurisdictions.
- The former County of Santa Clara/Catholic Charities Bridge to Recovery initiative that began at the onset of the pandemic has now been moved under Joint Venture Silicon Valley, as part of its Building Back Better initiative. A new administrative structure is being created to manage this effort. It's unclear what the potential opportunities or challenges may be with this venture and the role of ARPA funding in supporting it.
- The federal Economic Development Administration (EDA) is investing \$3 billion in ARPA funding to assist communities build back better. This funding will be distributed through six innovative programs. One of the initiatives is called "Good Jobs Challenge." NOVAworks is exploring collaborating on a regional proposal for this initiative with several partners including the San Francisco and San Jose-work2future Workforce Boards and the Silicon Valley Economic Development Alliance. The deadline for submission is January 26, 2022.
- The Irvine Foundation has invited NOVAworks to apply for a \$500,000 grant to assist hospitality workers transition to other careers or advance within the hospitality industry. This two-year pilot would employ an approach utilizing a proven "success formula." This is a partnership with the Brookings Institution, BW Research Foundation and the Greater New Orleans Foundation who will also be launching a pilot in their local community. The deadline for submission is September 24. The Irvine Foundation has often formed long-term relationships with its funders to support innovative projects, and NOVAworks is hopeful that this grant will be the first of many in the future.

e. Reflections on Board Vision, Mission and Purpose Statement: With the impending start of the new director, the Committee recommended that this item be postponed for about year to give the new director time to learn more about the organization and consider a future course.

f. Review Draft Agenda for September 22, 2021 Board Meeting: A draft Board meeting agenda was distributed and reviewed.

4. **Information Items:**

a. The next Executive Committee meeting is scheduled for October 20, 2021 at 12 Noon.

5. **Adjournment**

The meeting was adjourned at 1:20 p.m.

NOVA Workforce Board
Executive Committee Meeting
Date: October 20, 2021

SUBJECT: ACTION ITEM: Approval of WIOA AJCC Comprehensive and Affiliate/Specialized Certification

The federal Workforce Innovation and Opportunity Act (WIOA) and the State requires that local workforce boards undergo certification of comprehensive and affiliate/specialized America's Job Center of California (AJCC) locations, with the intent to ensure that AJCCs deliver and continuously improve services to jobseekers, workers, and employers. For the NOVA workforce area, the comprehensive AJCC is the Sunnyvale Job Center, the affiliate AJCC is operated by the Central Labor Council Partnership (CLCP) in San Mateo, and the specialized AJCC is operated by JobTrain in Menlo Park for youth services. During the inaugural year of this certification process, the process was divided into two parts, with the comprehensive center certified in 2017/2018 and the affiliate and specialized centers certified in 2019. The Board approved these certifications.

State Directive WSD20-08 (https://www.edd.ca.gov/Jobs_and_Training/pubs/wsd20-08.pdf) stipulates that this certification process be renewed for both the comprehensive and affiliate/specialized AJCCs at the same time. The requirements for certification this year are very similar to the previous certification process. Each AJCC is expected to complete a Baseline Criteria checklist that reflects WIOA statutory and regulatory requirements necessary to operate an AJCC and an Indicator Assessment that highlights the AJCC's accomplishments and continuous improvement according to seven indicators. The seven indicators include: 1) AJCC ensures universal access, with an emphasis on individuals with barriers to employment. 2) AJCC actively supports the One-Stop system through effective partnerships. 3) AJCC provides integrated, customer-centered services. 4) AJCC is an on-ramp for skill development and the attainment of industry-recognized credentials which meet the needs of targeted regional sectors and pathways. 5) AJCC actively engages industry and labor and supports regional sector strategies through an integrated business service strategy that focuses on quality jobs. 6) AJCC has high-quality, well-informed, and cross-trained staffing. and 7) AJCC achieves business results through data-driven continuous improvement. The only changes to this year's certification compared to the past certification are, due to COVID-19, flexibility is permitted regarding the use of remote/virtual or desk review in completing the submission. In addition, the Continuous Improvement Plan for each of the AJCCs is not required as part of this initial submission, but the local board must attest to completing a plan separately by December 31, 2021. The AJCC Certification application submission is due November 1, 2021. The certification will take effect January 1, 2022, for three years.

The AJCC certification submission for the comprehensive AJCC (Sunnyvale Job Center), the affiliate AJCC (CLCP) and specialized AJCC for youth (JobTrain) is included below:

AJCC Comprehensive Center (Sunnyvale Job Center):

https://novaworks.org/documents/Ongoing/AJCCCertification_Comprehensive_SunnyvaleJobCenter.pdf

AJCC Affiliate Center (operated by CLCP in San Mateo):

https://novaworks.org/documents/Ongoing/AJCCCertification_Affiliate_CLCP.pdf

AJCC Specialized Center for youth (operated by JobTrain in Menlo Park)*:

https://novaworks.org/documents/Ongoing/AJCCCertification_Specialized_JobTrain.pdf

*In addition to the forms, JobTrain also provided supporting materials referenced in the Indicator Assessment including Career Self-Efficacy Survey, screenshot of services, list of industry-recognized credentials, Feedback Survey for CTE, example of tracking of youth certifications, screenshot of dashboard of youth served, and Client Needs Survey results.

The AJCC centers comply with WIOA and State regulatory requirements and have demonstrated resilience during these unprecedented times brought on by COVID-19, capitalizing on these challenges to continuously improve services to jobseekers and employers.

NOVAworks staff is recommending the Executive Committee approve the WIOA AJCC certification of the comprehensive, affiliate and specialized centers for the NOVA workforce area, in lieu of a Board meeting before the November 1 deadline. Following the Executive Committee's approval, this action will be forwarded to the Board at the next Board meeting for information. Because NOVA is an AJCC Operator, the State will be responsible for final approval of the AJCC certification for the NOVA workforce area.

NOVA Workforce Board
Executive Committee Meeting
Date: October 20, 2021

SUBJECT: ACTION ITEM: Recommendation to Select the Option of Two Board Chairperson Seats for 2022

The NOVA Workforce Board Bylaws provides the Board with the option of one or two chairpersons for any given year. The Bylaws also stipulates, "Prior to the end of the calendar year, the Executive Committee will determine the need for one or two Chairperson(s) for the coming year and direct the Nominating Committee in its recruitment activities, accordingly." As per the federal Workforce Innovation and Opportunity Act, the Board chairperson(s) must represent the private sector. Election of Board officers shall occur at the last Board meeting of the calendar year. This year, the last Board meeting of the calendar year is scheduled for December 1, 2021.

In 2022, the NOVA Workforce Board will face changes and opportunities, including: a new NOVAworks director who will benefit from the Board's guidance in setting a course for the work ahead; the continued impacts of COVID-19 coupled with new economic and workforce trends that is transforming the future of work; a new and expanded partnership with San Mateo County that may affect how services are delivered; the procurement of current service provider contracts in San Mateo County; and given the ongoing volatility in federal WIOA formula funding, the continued exploration of new diverse sources of funding. Given the changes and opportunities ahead, NOVA staff is recommending that the Executive Committee approve an expanded leadership capacity of two Board chairpersons in 2022.

Following Executive Committee approval of two chairperson seats for 2022, the Committee will direct the Nominating Committee to develop a slate of officers for the election of Board officers for 2022 that will include two chairpersons.