



Executive Committee Meeting Agenda  
February 17, 2021 at 12 Noon

**Please Note:** Meeting will be held via videoconference call:

Link: <https://us02web.zoom.us/j/85113660029?pwd=cDZCaVFhRm1YZmVEaEp6U1ZianNtUT09>

Meeting ID: 851 1366 0029; Passcode: 913206; 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 December 16, 2020 Meeting Minutes (enclosure)
2. Approval of WIOA Local Area Subsequent Designation and Local Board Recertification Application (enclosure)

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

1. Update Procurement of WIOA Career Services in San Mateo County
2. Follow-up to San Mateo County Work Experience Project and Strategic Workforce Plan
3. Review Draft Agenda for March 24, 2021 Board Meeting

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

1. Next Executive Committee Meeting: April 21, 2021 at 12 Noon



NOVA Workforce Board Executive Committee  
December 16, 2020 Meeting  
Draft Minutes

Executive Committee members present: D. Cima, V. Dang, R. Foust, P. Guevara, K. Harasz, 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 October 21, 2020 Meeting Minutes:** It was moved by A. Switky, seconded by D. Cima and carried by voice vote approval of the October 21, 2020 meeting minutes as submitted.

3. **Discussion Items:**

a. **Update NOVA Operations During Pandemic Restrictions:** NOVA staff continues to work remotely and delivering services to customers virtually. Customer enrollments have declined to under 20 customers per week which are significantly below what the organization usually serves. This can be attributed to a variety of factors that include: many counties have moved into the purple tier COVID-19 shelter-in-place order that may be serving as a disincentive for employers to hire new workers and for job seekers to return to work; and the holiday season may have prompted customers to take a break from job hunting. It is anticipated that business will pick up in early 2021 when the surge subsides, and the vaccine becomes more widely available.

b. **State NDWG Grant to Serve Airport Workers:** The U.S. Department of Labor has announced there will be a delay in awarding the NDWG grant to serve airport workers due to other priorities brought on by the transition in the Administration but is expecting to award grants in January. In the meantime, the City of Los Angeles has asked for and been granted a \$1 million advance from the State to serve this industry. NOVA will consider asking for an advance if the award is delayed for several months. Congressional leadership will be contacted to obtain an update on the status of this grant award. Given the enormous need, it is anticipated that the State will eventually be awarded this funding and NOVA will receive the funding it requested in the State's application.

c. **Update San Mateo County Grant Project:** San Mateo County awarded NOVA a grant to deliver a work experience program for up to 30 job seekers who had lost their jobs or experienced reduced hours due to the economic impacts from COVID-19. The project was a partnership with the Renaissance Entrepreneurship Center who was expected to provide the business sites that was later expanded to SAMCEDA and community-based organizations. The project experienced a great deal of challenges finding worksites because employers weren't hiring due to the shelter-in-place orders and identifying job seekers who were comfortable working in potentially high-risk environments. For those customers enrolled in the project, the County expanded the requirements for the program

to allow funding to be used for support services, such as for a car payment, so the customer could work. The second part of this grant entailed developing a feasibility plan to determine the best time for launching a workforce development program in 2021 given the current climate. San Mateo County is currently engaged in an economic study in collaboration with a UC Santa Cruz professor/researcher and the Bay Area Council Economic Institute, collecting data on demographics and employment clusters. This information coupled with the on-the-ground intelligence that is being aggregated from employers and job seekers through NOVA's feasibility study will provide a good projection of where the community will be economically in the future and the direction NOVA needs to go to effectively serve San Mateo County residents and employers. An analogy used was hockey and projecting where the puck is going to be in order for the skater to score.

Currently the community understandably appears to be more focused on rescue than recovery during the COVID-19 crisis. There have been several initiatives launched in San Mateo County, as well as in Santa Clara County since the pandemic began where some accomplishments have been achieved while others have stalled. For example, the Bridge to Recovery initiative, funded by Santa Clara County and spearheaded by Catholic Charities, recently lost a key staff person on this project and has needed to pause its efforts. Initiatives are taking different approaches during this crisis with some interested in doing big things but have become too unfocused, while others are just trying to tackle one issue at a time.

It's possible that the recovery won't begin until late spring/early summer. In the meantime, there is concern that the low-income worker will become more marginalized and that the economy will become more bifurcated with the gap between the haves and have-nots widening. Convening a group of retired CEOs may be of value in developing a plan for repairing the economy for workers. Students are also at risk. The Rework the Bay is targeting this issue plaguing the lower-skilled workforce through a proposed Worker Bill of Rights and a scorecard for employers on the health and safety of their workforce. Destination Home recently released a study titled, "Home Not Found" and is infusing supportive resources into the homeless issue to mitigate the issues facing individuals at risk for homelessness.

d. Review Draft Agenda for January 27, 2021 Abbreviated Board Retreat:

The program for the retreat agenda was discussed. For the guest speaker, a recommendation was made to select someone who can discuss the issues facing low-income workers in Silicon Valley and what it will take to stabilize someone economically and socially. Board Vice Chair Poncho Guevara has agreed to speak at this meeting on these topics.

e. Board member K. Harasz announced she was retiring from the Housing Authority in January and will be resigning from the Board effective January 20, 2021. Members thanked her for her contributions to the Board's work and the community.

4. **Information Items:**

a. The next Executive Committee meeting is scheduled for February 17, 2021 at 12 Noon.

b. The 2021 Executive Committee Meeting schedule was included in the meeting packet.

5. **Adjournment**

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

NOVA Workforce Board  
Executive Committee Meeting  
Date: February 17, 2021

SUBJECT: ACTION ITEM: Approval of WIOA Local Area Subsequent Designation and Local Board Recertification Application

As per federal Workforce Innovation and Opportunity Act (WIOA), the California Workforce Development Board and California Employment Development Department stipulate that local boards must apply for local area designation and local board certification, which the NOVA Workforce Board has complied with in previous years. In 2019, NOVA reapplied and was approved by the State for subsequent local area designation and local Board recertification, which was effective for two years. In 2021, the State released Draft Directive WSDD-219 that requires that local boards must again reapply for subsequent local area designation and local Board recertification, effective July 1, 2021 through June 30, 2023.

Subsequent Local Area Designation

WIOA Section 106 requires that Local Workforce Areas apply for initial designation as a local area and then for subsequent designation every two years, thereafter. According to WSDD-219, the State's criteria for subsequent local area designation is based on the following factors: the Local Area performed successfully, defined as having met 80 percent of their negotiated performance goals in PY 2018-19 or PY 2019-20 for indicators Employment Rate 2<sup>nd</sup> Quarter After Exit and Median Earnings; engaged in regional planning; sustained fiscal integrity defined as not in violation of a final determination of significant findings from audits, evaluations or other reviews conducted by government agencies, gross negligence, and failure to observe accepted standards of administration; and adheres to "Local Area Assurances." "Local Area Assurances" specifies compliance with WIOA requirements and other federal and state laws, regulations and guidance according to: applicable uniform administrative requirements, cost principles and audit requirements; financial reporting; expenditure of funds; competitive procurement of AJCC Operator unless granted a waiver by the state; participant database collection and management; nondiscrimination provisions; engaged in regional planning and regional plan implementation; regional performance negotiations; complying with State Board policies, guidelines and legislative mandates; and priority of service given to veterans, recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient.

The regional planning engagement activities requested in the application include: NOVA has taken on a leadership role, on behalf of the three local workforce boards in the Bay-Peninsula region, for the past four years; participated in the development of a regional plan; successfully negotiated WIOA performance measures as a region; contributed to regular meetings with other workforce board directors in the region to create a cohesive regional service-delivery system; and participated in the development of regional sector-based initiatives that included the creation of a Regional Business Services Engagement Team to ensure consistent messaging to employers and a shared website and collateral materials and the launch of the Apprenticeship Bay Area initiative targeting tech occupations.

The NOVA Workforce Area is comprised of an eight-jurisdiction consortium, including San Mateo County and seven cities (Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara and Sunnyvale) in northern Santa Clara County. There are no changes recommended to the Local Area composition.

### Local Board Recertification

WIOA Section 107 requires that Local Boards apply for recertification every two years, with the criteria based on the following factors: compliance with WIOA membership requirements; met or exceeded WIOA performance accountability measures, as defined as having met 80 percent of the negotiated performance goals in the PY 2018-19 or PY 2019-20 for indicators Employment Rate 2<sup>nd</sup> Quarter After Exit and Median Earnings; and has achieved sustained fiscal integrity as defined above. The WIOA membership requirements include: majority of members represent business that include small business with the Board chair representing business; at least 20 percent are representatives of the workforce that include organized Labor, registered apprenticeship programs, and community-based organizations that serve the employment needs of individuals with barriers to employment (the State requires that at least 15 percent represent organized labor); representatives from adult education and higher education; and representatives from economic and community development that include the State employment service and rehabilitation programs. The NOVA Workforce Board composition comprises representation from all of the required WIOA membership categories, has met or exceeded all performance measures, and sustained fiscal integrity. There are three pending Board appointments that are referenced in this application who are undergoing the application process representing adult education and representatives of the workforce.

This application complies with all requirements outlined in WSDD-219 as stipulated under WIOA and by the State. In lieu of a regular Board meeting in February, NOVA staff is asking for Executive Committee approval to submit an application to the State for WIOA Subsequent Local Area Designation and Local Board Recertification. This action will then be forwarded to the Board at its March Board meeting as an information item.

Following Executive Committee approval, this request will be agendized for Sunnyvale City Council (Chief Elected Official) approval. Following Council approval, the application will be submitted to the State by the March 31, 2021 deadline.