



Executive Committee Meeting Agenda
June 16, 2021 at 12 Noon

Please Note: Meeting will be held via videoconference call:

Link: <https://us02web.zoom.us/j/88984930954?pwd=bHFtd01xN0pYWUtPT2FJSnBEUENTQT09>

Meeting ID: 889 8493 0954; Passcode: 776716; 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 April 21, 2021 Meeting Minutes (enclosure)

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

1. Update NOVA Job Centers Reopening
2. Update Milpitas COVID-19 Workforce Recovery Program
3. Update San Mateo County COVID-19 Workforce Recovery Initiative
4. Report-out from NOVAworks Foundation May 24, 2021 Board Meeting
5. Review Draft Agenda for July 28, 2021 Board Meeting

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

1. Next Executive Committee Meeting: August 18, 2021 at 12 Noon



NOVA Workforce Board Executive Committee
April 21, 2021 Meeting
Draft Minutes

Executive Committee members present: D. Cima, V. Dang, R. Foust, 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 February 17, 2021 Meeting Minutes: It was moved by D. Cima, seconded by V. Dang and carried by voice vote to approve the February 17, 2021 meeting minutes as submitted.

b. Approval of State Additional Assistance Grant Application for up to \$900,000 to Serve Dislocated Workers from COVID-19 Economically Impacted Industries: The State applied for a National Dislocated Worker Grant (NDWG) to serve airport workers and was declined funding in January by the previous administration. The State was encouraged to reapply by the new administration, but until it spends down the balance of its current funding, a new grant request is unlikely to be funded. NOVA was included in the State's previous NDWG grant request to serve FlySFO and San Jose-Mineta airports. The need still exists, so NOVA is applying to the State for an Additional Assistance Grant (AAG) to serve dislocated workers impacted by the economic effects of COVID-19 on the airport/travel industry, as well as on other industries decimated by the pandemic such as hospitality and food services. Many of these jobs will not be returning after the pandemic. These individuals are primarily low-wage, low-skilled workers who are not the traditional customers that NOVA serves. In addition to skills training, they will require significant supportive services to address food and housing insecurities and childcare needs. As part of this project, NOVA intends to partner with organizations representing the workforce to provide outreach and recruitment for those who may be disconnected from NOVA services and other resources in the community. NOVA is requesting \$900,000 to serve 200 customers over a 15-month period, July 1, 2021 through September 30, 2022. This funding will also be used to continue to serve dislocated workers laid off from the tech industry, impacted by the churn indicative of this region. This AAG request is expected to serve as a precursor to a larger grant request when the State reapplies for an NDWG grant in the coming months. A recommendation was made to partner with other entities, such as the Silicon Valley Community Foundation, that may provide additional leverage to serve more individuals given the enormous need here. It was moved by D. Cima, seconded by A. Switky and carried by voice vote to approve the State AAG grant application for up to \$900,000 to serve dislocated workers primarily from COVID-19 economically impacted industries.

c. Selection of Current Service Providers through Sole Source Procurement for One Program Year: NOVA currently contracts out services in San Mateo to two service providers that have performed successfully over the years: Central Labor Council Partnership (CLCP) operates the San Mateo Job Center and JobTrain operates a young adult program in Menlo Park. This year, the current contracts will end June 30, 2021 and were due to be competitively procured. Given the impacts of the pandemic on the service-delivery system, NOVA will need time to determine the best model for delivering

services going forward that may entail a hybrid approach for both in-person and remote services. With that in mind, NOVA has requested and been granted permission by the City of Sunnyvale and the State to postpone the competitive procurement for another year and secure a sole source contract, based on exigency, with CLCP and JobTrain for one year only, at level funding, without the option of renewal. A competitive Request for Proposal procurement would then be released next spring. It was moved by J. Morrill, seconded by A. Switky and carried by voice vote to select CLCP and JobTrain, through sole source procurement, to provide career services at the San Mateo Job Center (CLCP) and operate a young adult program in Menlo Park (JobTrain) for one program year.

3. **Discussion Items:**

a. **Commissioning Board Task Force to Oversee and Advise San Mateo County COVID-19 Recovery Initiative:** This past year, NOVA received a grant from the County of San Mateo to offer a work experience program for unemployed workers impacted by the economic effects of COVID-19 by providing temporary paid work during the holiday season. This also assisted businesses with needed workers. The project then served to inform a feasibility study on how best to launch a workforce development program in 2021. A report with recommendations was presented to the San Mateo County Board of Supervisors where NOVA was granted \$50,000 to launch a new think tank of community leaders charged with the development of a workforce development plan. At the conclusion of the plan, there will be opportunity to apply for additional funding for implementation. In response, a new ad hoc Board task force will be commissioned responsible for overseeing and advising NOVA's work on this San Mateo County COVID-19 Recovery Initiative going forward. A. Switky agreed to chair this effort. The committee conveyed support for this new task force.

b. **City of Milpitas COVID-19 Workforce Recovery Program:** The City of Milpitas economic development has approached NOVA about a new COVID-19 Workforce Recovery Program. With a grant of \$40,000, NOVA will serve job seekers who live or work in the City of Milpitas. The project would be in two phases: 1) conduct interviews and surveys to identify practical solutions for workforce training opportunities; and 2) implement these recommendations. This project will also entail partnering with companies that have a strong presence in Milpitas and may wish to provide apprenticeships. A recommendation was made to use this new initiative to leverage future partnerships with other cities in the NOVA consortium and the County of Santa Clara.

c. **New NOVA Board Member Appointments; Board Retirements:** Two new appointments were approved by the Sunnyvale City Council: Russell Brunson to replace retired Katherine Harasz of the Santa Clara County Housing Authority and Lori Parris of the San Mateo Adult School to replace retired Lionel de Maine of Sequoia District Adult School representing adult education. Two candidates representing labor and the California Employment Development Department are currently being considered for appointment who will be replacing departing members. Two private sector members representing Adobe and Google have also left the Board due to relocation and other competing commitments. New private sector members are being recruited.

d. **Review Draft Agenda for May 26, 2021 Board Meeting:** A draft Board meeting agenda was distributed and reviewed.

4. **Information Items:**

a. The next Executive Committee meeting is scheduled for June 16, 2021 at 12 Noon.

5. **Adjournment**

The meeting was adjourned at 1:00 p.m.