



NOVA Workforce Board  
May 27, 2020 Meeting Minutes

**PRESENT:** T. Baity, C. Cimino, L. Dalla Betta, V. Dang, L. de Maine, R. Foust, H. Goodkind, P. Guevara, K. Harasz, S. Levy, M. Lucero, A. Manwani, J. Morrill, C. Springsteel, and A. Switky

**ABSENT:** M. Alvarado, S. Borgersen, J. Chu, B. Field, C. Galy, B. Guidry-Brown, E. Hamilton, L. Labit, J. Miner, S. Porter, J. Ruigomez, and J. Sugiyama

**ALSO PRESENT:** K. Stadelman, L. Anders, J. Cheyer, D. Gamble, L. Jackson, J. Langdell, C. Stahl, and E. Stanly

Meeting was held remotely via videoconference call.

**1. CALL TO ORDER**

Co-Chairperson J. Morrill called the meeting to order at 12:05 p.m.

**2. PUBLIC ANNOUNCEMENTS**

Several members announced that they would need to leave the meeting early due to other commitments. Four members from the public, Nima Chhay and Amanda Ha of EDD-LMI, Justine Jennings of First Place for Youth and Leslie Parks, an economic development consultant, were on the videoconference call to observe but declined to offer public comment.

**3. APPROVAL OF AGENDA**

It was moved by V. Dang, seconded by P. Guevara and carried by voice vote to approve the agenda as submitted.

**4. PUBLIC HEARING**

4A1. Approval of Minutes of December 4, 2019 Meeting: It was moved by A. Manwani, seconded by R. Foust and carried by voice vote to approve the December 4, 2019 Board meeting minutes as submitted.

4A2. Approval of Minutes of January 22, 2020 Retreat: It was moved by R. Foust, seconded by V. Dang and carried by voice vote to approve the January 22, 2020 Board retreat minutes as submitted.

**4B. GENERAL BUSINESS:**

4B1. Approval of NOVAworks Foundation Board of Directors Members: With the resignation of P. Guevara from the NOVAworks Foundation Board of Directors, there are currently two vacancies on the Foundation Board representing the NOVA Workforce Board. Volunteers were solicited from the NOVA Board and two members — Board Co-chair J. Morrill and member S. Levy — expressed an interest in being appointed. These two individuals possess a talent and passion for innovative approaches to workforce services in the community that will add value to the Foundation's work. As per the NOVAworks Foundation bylaws, the NOVA Workforce Board is responsible for appointing members to the Foundation Board. It was moved by L. Dalla Betta, seconded by C. Cimino and

carried by voice vote to appoint J. Morrill and S. Levy to the NOVAworks Foundation Board of Directors representing the NOVA Workforce Board.

4B2. Demonstration of NOVA Online Services on Zoom: In response to the COVID-19 pandemic, NOVA transitioned its services to a remote platform to comply with the County shelter-in-place order and ensure social distancing for the safety of customers and staff. NOVA staff demonstrated on Zoom this new online service model. For job seeker services, the process for new customers begins with remote registration, a video orientation to the services that are available to customers, and introduction to the online MyPlan where customers develop their career search plan. Then there are a variety of services offered to customers, including one-on-one career advising through videoconferencing or phone and 14 workshops condensed for the new remote format from the previous three hours to one hour per workshop. ProMatch, the networking program for job seekers from the professional fields, continues to operate and is hosting bi-weekly meetings through videoconferencing that includes guest speakers. Given the flexibility that the virtual platform provides, presenters are from the local community, as well as outside of California. In addition, NOVA subscribes to IBM's "Assess" that offers 1300+ online skills assessments for customers to identify their strengths and gaps in chosen occupations. From the feedback received, the new format has been a big success. However, there are customers that don't have access to technology and the NOVAworks Foundation may be exploring opportunities to solicit donations for computer equipment. Board Past Chair C. Galy's company, Couchbase, donated laptops so that the NOVA Young Adult Program could register customers remotely. The Young Adult Program will be launching its annual summer program remotely on June 15. The program is expecting about 20-25 participants and will offer 12 online workshops and worksites that respect social distancing.

With the retirement of NOVA manager J. Langdell, L. Anders will be stepping into the role of business services manager. With the COVID-19 pandemic, business services has also transitioned to a remote format. WARN filing requirements have been posted on the NOVA website. Since March 16, NOVA has received 325 WARN notices, 318 COVID-related, from a variety of industries, including hotels, restaurants, retail, recreation and technology. While many of these notices are for furloughed workers, it is anticipated that some of the furloughs may be converted to layoffs as the pandemic continues, which will result in increased demand for NOVA services in the future. In addition, Rapid Response assistance to support employers and their impacted workers are being conducted through weekly virtual webinars, in partnership with EDD, that have also been adapted for the remote format from the former 2.5 hour-sessions to 45 minute-sessions. NOVA is also partnering with FlySFO to conduct bi-weekly webinars for impacted airport workers which have been so successful that the California Workforce Association has invited NOVA/FlySFO to present at its June 24 WORKCON conference. The NOVA online Job Board continues to remain active. Board members thanked J. Langdell for her 35 years of exceptional contributions to NOVA.

#### 4C. DISCUSSION:

4C1. Opportunity for Dialogue among Board Members and Director: Topic: How are board member companies responding to the COVID-19 pandemic? There was insufficient time remaining in the meeting to complete this agenda item.

#### 4D. GENERAL INFORMATION:

4D1. Grant Status/Status of Funds: The reports were included in the Board meeting packet.

### 5. ADJOURNMENT

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