



NOVA Workforce Board Executive Committee  
June 17, 2020 Meeting  
Minutes

Executive Committee members present: D. Cima, C. Cimino, V. Dang, K. Harasz, J. Morrill, and A. Switky

NOVA staff: K. Stadelman, D. Gamble, J. Langdell, 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 19 Meeting Minutes: It was moved by K. Harasz, seconded by J. Morrill and carried by voice vote approval of the February 19 meeting minutes as submitted.

b. Approval of April 15 Meeting Minutes: It was moved by C. Cimino, seconded by K. Harasz and carried by voice vote approval of the April 15 meeting minutes as submitted.

3. **Discussion Items:**

a. Extension of Contract Agreements with Central Labor Council Partnership (CLCP) and JobTrain and Award of Funding for Services through June 30, 2021: NOVA contracts with two organizations — Central Labor Council Partnership (CLCP) and JobTrain — to provide federal Workforce Innovation and Opportunity Act-funded services to adults and dislocated workers (CLCP) and youth (JobTrain) in San Mateo County. The original contracts, approved following a competitive procurement, started in July of 2017 and are eligible to be extended for up to three additional years, dependent on successful performance and available funding. Both providers have performed well, have adopted NOVA's curriculum and business model in the services provided, and are actively involved with the NOVA stakeholders' group. Following the recently completed monitoring of these organizations, several areas for improvement were identified, specifically, for CLCP to increase training referrals and for JobTrain to increase work experience opportunities. Both organizations will be developing corrective action plans. NOVA is recommending extending contracts with CLCP in the amount of \$750,000 and JobTrain in the amount of \$378,000 through June 30, 2021 and competitively procuring these services in the spring of 2021. It is expected that services provided this year during the pandemic are different from services that will be offered next year, which will be a more optimal time for procurement.

b. Contract with Working Partnerships USA to Administer Supportive Services Payments for COVID-19 Impacted Individuals: In order to act swiftly to help workers impacted financially by COVID-19, the California Employment Development Department released funding to provide supportive services, such as rent and utility assistance, with an emphasis on serving the underserved populations. NOVA was awarded \$180,000 for supportive services, with up to \$400 per person in one-time distributions, through September 30, 2020. NOVA has collaborated with Working Partnerships USA, a San Jose-based community organization, for many years. Given that Working Partnerships,

through Local 19, has the infrastructure in place to quickly identify individuals needing supportive services and administer a payment system for service providers, NOVA has determined that contracting with Working Partnerships to administer these funds will be the best approach to serve those most in need. A concern was expressed that given the enormous need in this community now and the insufficient funding available that there should be more coordination across the different funding streams and among the diverse organizations involved in this effort.

c. Modification of Regional Plan Implementation (RPI) Grant: When the Bay-Peninsula Regional Planning Unit (RPU) first submitted its Regional Plan Implementation (RPI) 3.0 application for funding from the California Workforce Development Board (CWDB), it proposed to scale a water treatment training program operating in San Benito County, with the San Benito County Workforce Development Board serving as the project lead. As a result of the COVID-19 disruption and proposed membership change in the Bay-Peninsula RPU with San Benito County workforce board planned move to the Monterey RPU, the Bay-Peninsula RPU requested a modification to change the scope of the project. The proposal was to replace the water treatment program with an enhanced initiative to scale tech and high-skill apprenticeships throughout the region that would build upon and leverage the work achieved during the RPI 2.0 grant. Apprenticeships will take place primarily in the technology and manufacturing sectors, with partnering companies including IBM, Amazon Web Services and Equinox, among others. CWDB has approved of the modification requested and extended training through March 2022. The San Francisco Workforce Development Board will serve as project lead, with support from the other workforce development boards in the region.

d. Update NOVA Services During COVID-19 Pandemic: There is very little that NOVA used to do before the pandemic that isn't being done today. The only difference is that it is now being done in new and different ways using a virtual platform. A new service that NOVA staff may add to the virtual portfolio is conducting job fairs remotely that would resemble employer panel presentations. NOVA is also fortunate that it had been using an alternative connection for accessing CalJOBS before the pandemic and has not been experiencing the same issues that the State is now encountering with CalJOBS.

e. Update NOVA Funding: Update on NOVA funding was reported to the Board at the May Board meeting.

f. Report-out from NOVAworks Foundation June 15, 2020 Board Meeting: At the June 15 meeting, the Board elected new officers to the Board: President: C. Cimino and Vice President: D. Cima. NOVA Director K. Stadelman will continue to serve as Secretary/Treasurer. During the meeting, the Board also reviewed the financial statements that represent the highest net assets to date. The Board expects to meet more frequently on a quarterly basis and will be launching a new fundraising initiative.

g. Review Draft Agenda for July 22, 2020 Board Meeting: In recent years, the Board has hosted a study session at the July meeting. With an emphasis on recovery efforts following the COVID-19 pandemic, NOVA will be hosting future discussions on how it can prepare for the post-pandemic era that presents an opportunity to be better and stronger, more inclusive and cleaner/greener. As such, at the July 22 meeting, NOVA will be hosting a guest presenter, Justine Burt, Founder and CEO of Appraccel, to discuss the future green economy. Ms. Burt attended the NOVA Board retreat as a guest in

January. Board Co-chair A. Switky will be chairing the meeting and will work with staff to design the agenda and topics for breakout group discussions.

**4. Information Items:**

- a. The next Executive Committee meeting is scheduled for August 19, 2020 at 12 Noon.
- b. A concern was expressed about the challenges facing recent college graduates in finding work during the COVID-19 pandemic. A recommendation was made to refer graduates to NOVA where they can benefit from the online adult curriculum and workshops that are being offered.

**5. Adjournment**

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