



NOVA Workforce Board
December 2, 2020 Meeting Minutes

PRESENT: M. Alvarado, T. Baity, L. Dalla Betta, V. Dang, L. de Maine, R. Foust, H. Goodkind, E. Hamilton, K. Harasz, S. Levy, M. Lucero, J. Miner, J. Morrill, S. Porter, and A. Switky

ABSENT: S. Borgersen, J. Chu, C. Cimino, C. Galy, P. Guevara, B. Guidry-Brown, L. Labit, A. Manwani, J. Ruigomez, C. Springsteel, and J. Sugiyama

ALSO PRESENT: K. Stadelman, L. Jackson, C. Stahl, and E. Stanly of NOVA staff; and guests T. Brimacomb, N. Chhay and A. Ha of EDD, and Justine Jennings and Erica Stowers of First Place for Youth

Meeting was held remotely via videoconference call.

1. CALL TO ORDER

Co-Chairperson A. Switky called the meeting to order at 12:05 p.m.

2. PUBLIC ANNOUNCEMENTS

Board member L. de Maine is retiring from the Board at the end of the year. Board members and staff thanked him for his invaluable contributions to the work of the Board and NOVA.

3. APPROVAL OF AGENDA

It was moved by J. Morrill, seconded by L. Dalla Betta and carried by voice vote to approve the agenda as submitted.

4. CHAIRPERSON'S REPORT

4A. January 27, 2021 Abbreviated Board Retreat: This year's retreat will be an abbreviated session, 12 Noon to 2:00 p.m., where members should expect to see some of the same agenda items experienced at previous retreats only in a more condensed format. There will also be opportunity for discussion about the current environment in a large group setting, rather than in small breakout groups. An interesting guest speaker will be presenting during the session. If it becomes safe to meet in person next summer, a second retreat will be scheduled for the July Board meeting.

5. EXECUTIVE DIRECTOR'S REPORT

Director K. Stadelman reported out on the following items:

5A. Update State NDWG Grant to Serve Airport Workers: NOVA submitted a \$5.4 million grant request to the State as part of a \$18 million National Dislocated Worker Grant application to the U.S. Department of Labor (DOL) to serve airport workers impacted by the COVID-19 pandemic. According to the grant guidelines, the State should have already received notification regarding the grant award. While no additional information was sought by DOL during the review process, there is concern that the requirements may have changed which may negatively impact California.

5B. Upcoming 2021 WIOA Regulatory Requirements: In 2021, the local workforce development boards are reentering a period where many WIOA mandated requirements will come due. For example, NOVA will be seeking Board approval for the career service provider and AJCC Operator applications, local and regional plans, and local area designation and Board recertification. AJCC partners will also be asked for their input and support.

6. PUBLIC HEARING

6A. Approval of Minutes of September 23, 2020 Meeting: It was moved by L. Dalla Betta, seconded by V. Dang and carried by voice vote to approve the September 23, 2020 Board meeting minutes as submitted.

6B. GENERAL BUSINESS:

6B1. Election of NOVA Workforce Board Officers for Calendar Year 2021: The Board Bylaws stipulate that the election of Board officers shall take place at the last scheduled Board meeting of the calendar year. The Executive Committee determined the need for two chairperson seats for 2021 because of the challenges and opportunities facing the Board in the coming year. Board officer seats include: two Co-chairperson seats that must represent business as stipulated by WIOA, and two Vice Chairperson seats with one representing business and one representing the public sector as stipulated by the Board Bylaws. The proposed slate of prospective candidates for the election of Board officers for 2021 is as follows: Co-Chairpersons J. Morrill and A. Switky and Vice Chairpersons R. Foust (representing business) and P. Guevara (representing the public sector). There were no nominations from the floor. It was moved by M. Alvarado, seconded by J. Miner and carried by voice vote to approve the slate of officers: Co-chairpersons: J. Morrill and A. Switky and Vice Chairpersons: R. Foust and P. Guevara.

6B2. Report-out from Finance/Audit Subcommittee: Acceptance of Year-End Financial Statement: On November 4, the Finance/Audit Subcommittee met and reviewed the financial and performance data and audit reports for the past year, as well as new developments with the NOVAworks Foundation. NOVA staff continues to effectively manage multiple funding sources and achieve WIOA performance goals and goals for each of the individual grants that NOVA receives. The Program Year (PY) 2019 year-end financial statement and the results of PY 2019 WIOA performance goals were reviewed. This past year, NOVA met or exceeded most of its WIOA performance goals. The NOVAworks Foundation Board is developing fundraising strategies for the Foundation that will include launching a ProMatch alumni giving strategy, with input from alumni on messaging. The Subcommittee is recommending to the Board acceptance of the PY 2019 Year-End Financial Statement. It was moved by R. Foust, seconded by S. Levy and carried by voice vote to accept the PY 2019 Year-End Financial Statement. Board member S. Levy volunteered to join the Finance/Audit Subcommittee.

6B3. Approval of San Mateo County Grant Application: The County of San Mateo offered NOVA an opportunity to apply for funding for two projects: 1) to serve up to 30 San Mateo County residents during the holiday season who have lost their jobs or work hours due to COVID-19 economic downturn; and 2) conduct a strategic planning process to determine the feasibility of launching a six-month work experience project in 2021 for San Mateo County residents also impacted by COVID-19. The total funding request was \$400,000, with \$300,000 for the work experience project and \$100,000 for the strategic planning project. Initially the funding was from the federal CARES Act that was changed to the County General Fund funding as a result of changes in federal requirements for this funding. Due to the tight deadline and in lieu of a Board meeting before the due date, the Board co-chairs approved this funding request. The County later awarded NOVA the grant and the projects were launched in early November.

Since the project began, there have been many challenges executing the work experience program, specifically, there were very few employers offering seasonal jobs that were not in a high-risk environment for exposure to COVID-19, which was the preference of participants. In addition, with

the impending more restrictive shelter-in-place orders in San Mateo County, employers were understandably reluctant to hire more staff even on a seasonal basis. Finally, many of the prospective participants were older with underlying medical conditions and expressed trepidation with working on site rather than remotely. It is unlikely that the project will be able to serve the goal of 30 participants and NOVA will be returning the unspent funding to County with hopes that the funding can be used for a project in 2021 that may offer more promising opportunities. The lessons learned from this project were invaluable and will be incorporated into the strategic planning project that is collecting information from employers and residents regarding the optimal time to launch a workforce experience project in 2021. A recommendation was made to consider such jobs as contact tracing and assistance with vaccines in the future. In addition, customers will need to prepare for what the future job market will require in the current climate that will be different than in past years. A dilemma to consider, given the limited funding resources available, will be whether to focus on serving those customers who are more likely to obtain a job quickly when the economy recovers or target the neediest that will require more assistance and time to return to the job market. A possible Board retreat speaker may be able to touch on these issues.

6C. DISCUSSION:

6C1. Opportunity for Dialogue among Board Members and Director: At the October Executive Committee meeting, members expressed an interest in acknowledging staff for their work in assisting job seekers and employers during the pandemic. A recommendation was made to donate to the NOVAworks Foundation to support the Foundation's work as an expression of thanks to staff. Information about the donation process will be forwarded to the Board following the meeting.

6D. GENERAL INFORMATION:

6D1. Grant Status/Status of Funds: The reports were included in the Board meeting packet. There were no questions.

6D2. 2021 NOVA Board Meeting Schedule: The 2021 Board meeting schedule was included in the Board meeting packet. Members were encouraged to mark their calendars and plan to attend.

7. ADJOURNMENT

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