



**NOVAworks WORKFORCE BOARD AGENDA  
12:00 Noon to 1:30 p.m., WEDNESDAY, March 22, 2023**

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

Link: <https://us02web.zoom.us/j/85098579950?pwd=UE1qdzBvd0xCSFdBL1pIZEZoZkhNQOT09>

Meeting ID: 850 9857 9950; Passcode: 402183; Phone #: +1 (669) 900-6833

1. **CALL TO ORDER**
2. **PUBLIC ANNOUNCEMENTS**
3. **CONSENT AGENDA** **Motion**  
*All matters listed on the consent agenda are considered routine and will be acted upon by one motion. There will be no separate discussion of these items, unless requested by a Board member or a member of the public.*
  - 3A. Approval of Agenda
  - 3B. Approval of Minutes of January 25, 2023 Meeting (**Enclosure**)
  - 3C. Approval of Updated NOVAworks Policies and Procedures for WIOA Adult Program Priority of Service and Priority of Service for Veterans and Eligible Spouses (**Enclosure**)
4. **REPORT FROM THE CHAIR**
  - 4A. Customer Success
  - 4B. Introductions from Board Members
  - 4C. Presentation from Board member Brian Murphy of Pipe Trades Training Center
5. **PUBLIC HEARING**
  - 5A. **GENERAL BUSINESS:**
    - 5A1. Approval of Roadtrip Nation Project for Youth Services: Phase II (**Enclosure**) **Motion**
    - 5A2. Approval of NOVAworks Partnership with Biocom California Institute for Life Science Industry Workforce Services (**Enclosure**) **Motion**
    - 5A3. Employee Ownership and Worker Cooperatives Update **Information**
  - 5B. **GENERAL INFORMATION:**
    - 5B1. Quarterly Update: Performance of WIOA Title I Adult, Dislocated Worker and Youth Services (**Enclosure**) **Information**
    - 5B2. Quarterly Grant Status/Status of Funds (**Enclosure**) **Information**
    - 5B3. Fiscal Year 2021-22 Final Monitoring Report (**Enclosure**) **Information**
6. **REPORT FROM THE EXECUTIVE DIRECTOR**
7. **ADJOURNMENT**

**SCHEDULED MEETINGS**

NOVA Board Meeting, Wednesday, May 24, 2023 at 12:00 p.m.

**Pursuant to the Americans with Disabilities Act, NOVA will make reasonable efforts to accommodate persons with qualified disabilities. If you require special accommodation, please contact NOVA at (408) 730-7240 at least one day in advance of the Workforce Board Meeting. Auxiliary aids and services are available upon request to individuals with disabilities. TTY: 711 (CA Relay Service)**



NOVAworks Workforce Board  
Draft January 25, 2023 Meeting Minutes

**PRESENT:** C. Berdiansky, G. Biggs, D. Bini, R. Brunson, R. Foust, P. Guevara, N. Leonor, J. Lind, B. Murphy, M. Nemits, S. Porter, A. Switky, K. Vartan, M. Vittal, N. Williams, and T. Woo

**ABSENT:** T. Baity, J. Cohen, C. Galy, H. Goodkind, S. Levy, A. Manwani, J. Miner, and J. Morrill

**ALSO PRESENT:** M. Sessions, G. Pham, L. Anders, J. Cheyer, L. Jackson, and E. Stanly of NOVAworks staff and guest Vicky Brannock of Biocom California Institute

Meeting was held remotely via videoconference call.

**1. CALL TO ORDER**

Co-Chairperson A. Switky called the meeting to order at 12:03 p.m.

**2. PUBLIC ANNOUNCEMENTS**

California Labor & Workforce Development Agency Secretary Stewart Knox has expressed a commitment to help those workers impacted by the recent incident in Half Moon Bay. NOVAworks is planning to offer support to the local community with employment assistance.

**3. CONSENT AGENDA**

It was moved by R. Foust, seconded by S. Porter, and carried by voice vote to approve the consent agenda as submitted. For this meeting, these agenda items included the meeting agenda, Nov. 30, 2022, meeting minutes, and updated NOVAworks policies and procedures for individual training accounts and on-the-job training.

**4. REPORT FROM THE CHAIR**

4A. Welcome New Board Member: New Board member Christine Berdiansky of Santa Clara Adult Education was welcomed to the Board.

4B. Customer Success: A NOVAworks customer presented on their job search experience and NOVAworks contributions to their success.

4C. Presentation from Board member Michelle Nemits of Biocom California: M. Nemits and guest Vicky Brannock presented on Biocom California and Biocom California Institute, respectively. To view the slide presentation, click on the following link, [https://novaworks.org/documents/Ongoing/20230125\\_NOVAworks\\_BiocomCalifornia\\_Final.pdf](https://novaworks.org/documents/Ongoing/20230125_NOVAworks_BiocomCalifornia_Final.pdf). A link to the 2022 Biocom California's Life Science Economic Impact Report was also provided as part of this presentation, <https://www.biocom.org/news/eir/>.

**5. PUBLIC HEARING**

5A. GENERAL BUSINESS:

5A1. Approval of WIOA Local and Regional Plan Modifications: Every four years, the State requires local workforce boards to submit four-year local and regional strategic plans. Two years after its release, local boards must modify the plans to reflect changing economic conditions. The PY 2021-24 Local and

Regional Plan Modifications for NOVAworks and the Bay-Peninsula Regional Planning Unit, respectively, incorporate strategies for responding to the dichotomous economy of a high median household income and a large percentage of residents living below the self-sufficiency standard. In addition, the plans include approaches for serving disadvantaged individuals with barriers to employment and communities of color. It was moved by J. Lind, seconded by P. Guevara, and carried by voice vote to approve the WIOA Local and Regional Modifications documents.

5A2. Report from December 2022 Executive Committee Retreat: At the Dec. 14, 2022, Executive Committee retreat, the discussion's focus was on two topics: 1) The future workforce and the young adult program; and 2) access, equity, and inclusion. The need more intensive services for youth can be addressed by expanding youth programming in both scale and scope. This may entail investing in both in-school and out-of-school youth and reaching out to a variety of community partners. It may also involve a re-procurement of youth services. Access to services and equity for everyone may be accomplished through connection sites or mini job centers at libraries, community colleges, and community-based organizations, among other locations throughout the region.

5A3. Presentation on Regional Layoffs and Rapid Response Activities: NOVAworks Business Services Manager Lelan Anders presented on the status of regional layoffs and NOVAworks rapid response activities. To view the slide presentation, click on the following link, [https://novaworks.org/documents/Ongoing/20230125RapidResponsePresentation\\_NOVAworksBoard.pdf](https://novaworks.org/documents/Ongoing/20230125RapidResponsePresentation_NOVAworksBoard.pdf).

## **6. REPORT FROM THE EXECUTIVE DIRECTOR**

Highlights of the report from Executive Director Marléna Sessions included:

- Locally, Mr. Stewart Knox has been named the new California Labor & Workforce Development Agency Secretary. The Whole Person Pilot in San Mateo County is coming to a very successful conclusion at the end of February. The Santa Clara County pilot has just launched with positive results.
- Nationally, Senator Bernie Sanders has been named chairperson of the Senate Health, Education, Labor, and Pensions Committee. Representative Dr. Virginia Foxx has been named chairperson of the House Education & The Workforce Committee. There is concern that the House may propose a 70% set aside of WIOA funding for training. The recently passed Omnibus Bill contains a 2% increase in WIOA funding that includes increases for apprenticeships and justice-involved individuals. NOVAworks is developing partnerships with industry for federal CHIPS funding.

## **7. ADJOURNMENT**

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



**Date:** March 22, 2023

**To:** NOVAworks Workforce Board

**From:** NOVAworks staff

**Subject:** **Approval of Updated NOVAworks Policies and Procedures for WIOA Adult Program Priority of Service and Priority of Service for Veterans and Eligible Spouses**

### **INTRODUCTION:**

In accordance with federal Workforce Innovation and Opportunity Act (WIOA) regulations, local workforce boards are required to have policies regarding priority of service for job seekers served with WIOA adult funds and for veterans and eligible spouses served through any U.S. Department of Labor (DOL)-funded programs. Priority of service for adults include recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for individualized career services and training services. Priority of service for veterans and eligible spouses is established through the Jobs for Veterans Act and is applicable for all DOL-funded programs that offer employment and training-related services.

NOVAworks currently has policies for both Adult Program Priority of Service and Priority of Service for Veterans and Eligible Spouses. Periodically, these policies (and others) are reviewed to ensure they remain current, comply with any changes in regulations, if applicable, and continue to meet the needs of the programs. NOVAworks staff has reviewed the current Adult Program Priority of Service and Priority of Service for Veterans and Eligible Spouses policies and has made several changes that will not substantially change the programs' operations.

The Board is being asked to approve the updated policies and procedures documents for the Adult Program Priority of Service and Priority of Service for Veterans and Eligible Spouses. This request is considered routine and has been placed on the Consent Agenda.

### **DISCUSSION:**

NOVAworks staff reviewed the current priority of service policy and procedures documents for adults and veterans/eligible spouses to ensure they are still relevant to current program operations. In reviewing the Adult Program Priority of Service policies and procedures, the staff increased (see page 3) the "total family income level that does not exceed" from "poverty line" and "70 percent of Lower Living Standard Income Level" to "250 percent of Lower Living Standard Income Level." The reason for raising this income level is in response to the high cost of living in this area and that individuals with a family income level of 250 percent of Lower Living Standard Income Level are considered living below a self-sufficient wage. This revision will give NOVAworks more flexibility in serving

additional low-income individuals with WIOA adult funds. In addition, an exception to the policy (page 7) has been added to allow more flexibility to serve individuals who could benefit from certain services. A residency requirement (page 7) was also added to reaffirm serving individuals within the NOVAsworks service area. Additional minor changes were made to incorporate current regulatory references and for clarity and consistency. To review this updated policies and procedures document, please click here, [https://novaworks.org/documents/Ongoing/AdultPriorityofService3\\_22\\_23.pdf](https://novaworks.org/documents/Ongoing/AdultPriorityofService3_22_23.pdf).

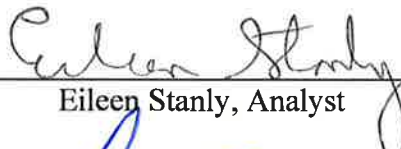
In reviewing the Priority of Service for Veterans and Eligible Spouses policies and procedures, the only changes made were primarily to reflect current terminology, incorporate current regulatory references, and for clarity and consistency in format. To review the updated policies and procedures document, please click here, [https://novaworks.org/documents/Ongoing/VeteransPriorityofService3\\_22\\_23.pdf](https://novaworks.org/documents/Ongoing/VeteransPriorityofService3_22_23.pdf).

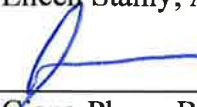
**ALIGNMENT WITH STRATEGIC PLAN:**

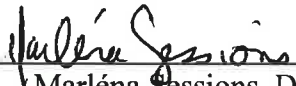
This is in alignment with the NOVAsworks Board’s Vision, Mission, and Purpose Statement.

**RECOMMENDATION:**

The NOVAsworks Workforce Board is being asked to approve the updated Adult Program Priority of Service and the Priority of Service for Veterans and Eligible Spouses policies and procedures documents as part of the Consent Agenda.

Prepared by:   
Eileen Stanly, Analyst

Reviewed by:   
Giang Pham, Business Operations Manager

Approved by:   
Marléna Sessions, Director





**Date:** March 22, 2023  
**To:** NOVAworks Workforce Board  
**From:** NOVAworks staff  
**Subject:** **Approval of Roadtrip Nation Project for Youth Services: Phase II**

### **INTRODUCTION:**

Eighty-five percentage of jobs that will exist in 2030 haven't been invented yet. Today's young adults are navigating an uncertain path requiring a lifelong learning approach to staying current with a rapidly changing labor market. Roadtrip Nation, in partnership with NOVAworks, seeks to shift the current narrative for young adults from fear and uncertainty to empowerment, innovation and hope for the opportunities that lie ahead. The proposed project will include two phases. At the September 28, 2022, Board meeting, the Board approved the Roadtrip Nation Project for Phase I. Phase I will create an online Digital Community Hub with career resources, videos of community leaders and their career journeys, mentoring opportunities, and action steps for connecting with NOVAworks services and developing and implementing career plans.

Phase II of the Roadtrip Nation Project would involve launching a special road trip with a team of young adults to interview inspiring leaders in their fields of interest, such as health care, life sciences/biotech, and building trades industries, among others. They would receive training in videotaping these interviews for distribution to public television.

The initial plan was to implement Phase I and Phase II of the project consecutively over two program years, with Phase II launched following the completion of Phase I. NOVAworks staff is recommending that Phase II be moved up to implement concurrently with Phase I for several important reasons: 1) With plans for transforming the NOVAworks youth program underway, Phase II is viewed as pivotal for expanding the equity and social mobility goals of this new program's vision. 2) Roadtrip Nation's success in Philadelphia, Chicago and Wichita has had a tremendous impact on these communities. Postponing implementation of Phase II would further delay access to these needed services for our community's youth. 3) Due to short-term cost savings this fiscal year, funding for Phase II is available now and can be more effectively utilized this year for this effort. 4) The State requires that local boards spend at least 30 percent of combined adult and dislocated worker funding on training services. The continued impacts of COVID-19 have affected local boards' ability to achieve this goal this year. Phase II funding could be applied toward NOVAworks' training expenditure goal.

NOVAworks staff is seeking Board approval for Phase II of the Roadtrip Nation Project for youth services that will include up to \$360,000 in additional WIOA Title I youth funding.

### **DISCUSSION:**

The Roadtrip Nation Project for youth services includes two phases:

- **Phase I: Digital Community Hub:** Roadtrip Nation will develop and host a regional landing page that will be accessible to the public and tailored to young adults. It will contain videos of stories from individuals who have overcome challenges in their career journeys. These will include job shadowing experiences, action tiles/resources for pursuing careers further that tap into NOVAworks services, and a link to mentors/educators who will assist with career exploration. Videos will include custom videos featuring

individuals recommended by NOVAworks. Social mobility and the use of social capital to access careers will be critical components of this project. This landing page will also provide an opportunity for NOVAworks to engage individuals disconnected from employment assistance in the past. The NOVAworks Board approved Phase I of the project at its September 28, 2022, meeting.

- Phase II: Roadtrip & Television Special: Roadtrip Nation will launch a road trip with a team of three participants interested in the sectors highlighted below. They will hit the road in Roadtrip Nation's signature green RV and travel throughout Silicon Valley to interview inspiring leaders from all walks of life who have found unique ways to overcome hurdles and achieve career success. Through this experience, they will gain a deeper understanding of the diverse and rewarding career opportunities available. This entire road trip will be videotaped and produced for distribution to public television stations. Participants will play a role in this production process.

Industry sectors targeted for this project will contain those that are growing and good wages. These include health care, life sciences/biotech, and building trades industries, among others. Also, as part of this effort, NOVAworks will be partnering with the community colleges, including Foothill-De Anza and San Mateo County districts, and the northern Santa Clara County adult schools and K-12 school districts. NOVAworks will also engage differently abled youth in local high schools.

Phase I of the project entailed approximately \$245,000 in funding from WIOA Title I youth services, which was leveraged with up to \$150,000 in funding from the NOVAworks Foundation for a total of approximately \$395,000 in funding. In addition, Strada Collaborative, Inc., the Roadtrip Nation parent organization, would contribute a \$75,000 match to the project for a total value of approximately \$470,000 for Phase I.

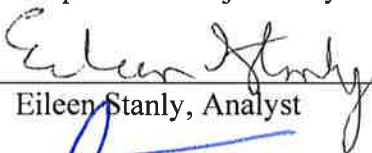
NOVAworks staff is asking the NOVAworks Board for approval of Phase II of the Roadtrip Nation Project for youth services that will include up to \$360,000 in additional WIOA Title I youth services funding. The entire project that includes both Phase I (already approved by the Board) and Phase II (an additional \$360,000) will total up to \$830,000. With approval from the Board, both Phase I and Phase II of the Roadtrip Nation Project will move forward at the same time facilitating implementation of Phase II and the project's completion. As a result, NOVAworks will be closer to achieving its vision for its transformed youth program; accelerating the availability of these important services for our community's youth; effectively utilizing funding in an expedient manner; and achieving the State's training expenditure goal.


**ALIGNMENT WITH STRATEGIC PLAN:**

This is in alignment with the NOVAworks Board's Vision, Mission, and Purpose Statement.

**RECOMMENDATION:**

The Board is being asked to approve Phase II of the Roadtrip Nation Project for youth services.

Prepared by:   
Eileen Stanly, Analyst

Reviewed by:   
Giang Pham, Business Operations Manager

Approved by:   
Marléna Sessions, Director



**Date:** March 22, 2023  
**To:** NOVAworks Workforce Board  
**From:** NOVAworks staff  
**Subject:** **Approval of NOVAworks Partnership with Biocom California Institute for Life Science Industry Workforce Services**

### **INTRODUCTION:**

The life science industry sector is a major driver of innovation, economic development, and job creation for the San Francisco Bay Area. The sector includes biotechnology, biopharmaceuticals, and medical devices and equipment. The Bay Area is home to 5,160 life science establishments with 146,130 employees and an average wage per worker of \$148,467 as of 2021.

This year finds the industry in a turbulent state, experiencing both increased layoffs and a continued drive to find new talent channels to fuel future growth. Since September 2022, there have been 13 WARN mass-layoff notices in the NOVAworks local workforce area affecting 633 workers.

In response, NOVAworks and Biocom California Institute are seeking to launch a holistic workforce partnership designed to address the needs of laid off industry workers, job seekers from underserved communities seeking career opportunities in the industry, and companies seeking help addressing layoff and hiring activities. The proposed partnership would be one year with a cost to NOVAworks of \$247,000. Biocom California Institute (Biocom) is a 501(c)(3) organization established by Biocom California, the largest advocate for the state's life science sector.

### **DISCUSSION:**

The Biocom partnership would encompass six phases, all focused on enhancing NOVAworks' connections and access to employers in a vital industry sector. The phases include:

- **Co-branded Rapid Response presentations:** This opportunity would provide laid off life sciences workers with access to Biocom's industry relationships, including helping workers secure interviews with prospective new companies, and career navigation services available through NOVAworks and its Rapid Response partners. This phase would include Biocom support with content development and up to six Rapid Response presentations.
- **Identification of companies needing assistance in expansion and displacement of workers:** This phase will address the needs of smaller companies seeking workforce assistance in both expanding and contracting their work forces. Biocom would help identify companies, assess their needs and assist NOVAworks in building custom content for dislocated workers. This



phase would include up to six presentations – in partnership with NOVA – to companies and their employees.

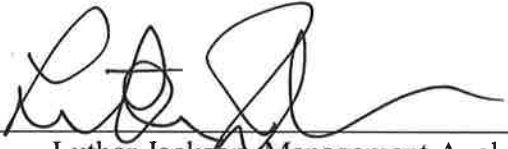
- Upskilling NOVAworks customers: This phase would provide NOVAworks customers with labor market information about the life science sector and would include two presentations.
- Connecting NOVAworks customers to life science employers: Biocom would work with NOVAworks to create a career fair for qualified customers seeking careers in life science and would assist these individuals in uploading resumés into the Biocom Career Portal.
- Career Exploration Fellowships: Biocom would replicate a successful career exploration pilot underway in Southern California and provide up to 20 NOVAworks customers with a six-month fellowship opportunity. This phase would focus on customers from populations currently underrepresented in the life science industry. Activities would include one-on-one mentoring with a manager or above at a local company, training in networking, resumé building, interviewing with industry professionals currently practicing in the field, as well as access to Biocom networking events.
- NOVAworks presentations to Biocom member companies: NOVAworks would become a member of Biocom and present information to Biocom member companies regarding funding and partnership opportunities available through the public workforce system.


**ALIGNMENT WITH STRATEGIC PLAN:**

This is in alignment with the NOVAworks Board’s Vision, Mission, and Purpose Statement.

**RECOMMENDATION:**

The NOVAworks Workforce Board is being asked to approve a partnership with Biocom California Institute to provide workforce services in the life sciences industry sector.

Prepared by:   
Luther Jackson, Management Analyst

Reviewed by:   
Giang Pham, Business Operations Manager

Approved by:   
Marléna Sessions, Director

<b>PY22-23 Q2 Enrollment and Expenditure Status</b>				
<b>10/1/2022 - 12/31/2022</b>				
<b>Office</b>	<b>Program</b>	<b>Enrollments</b>		<b>% Plan</b>
		<b>Q2 Plan</b>	<b>Actual</b>	
<b>NOVA</b>	<b>Adult</b>	288	512	178%
	<b>DW</b>	166	253	152%
<b>CLCP</b>	<b>Adult</b>	75	153	204%
	<b>DW</b>	105	49	47%
<b>JobTrain</b>	<b>Youth</b>	<b>Q2 Plan</b>	<b>Actual</b>	
		28	13	46%

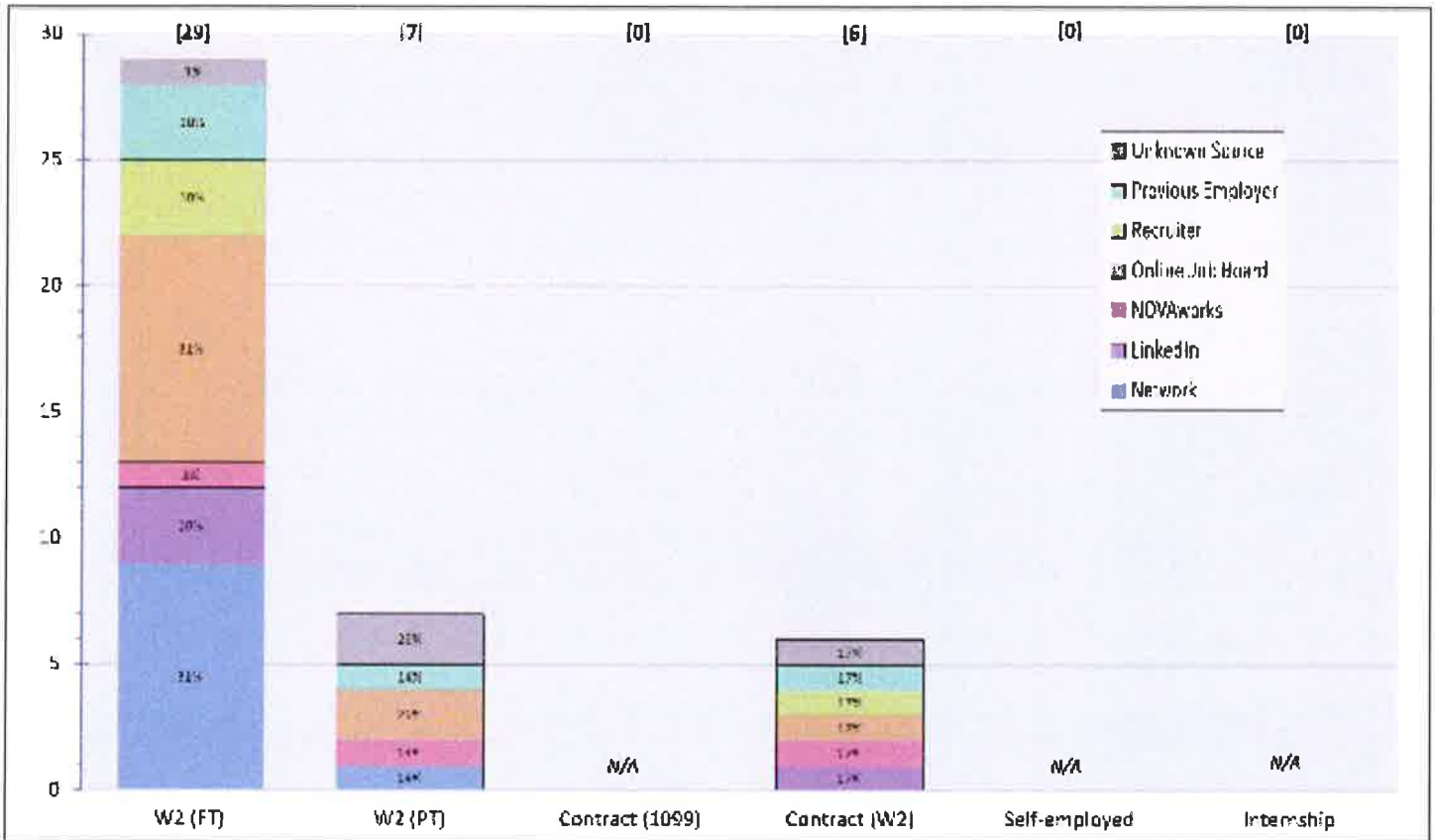


## WIOA Performance PY2022

*Q2 Report Period*

Adult Performance NOVA	Exit Timeframe	# of Participants	PY 20/21 Actuals	PY 22/23 Goals	Success Rate
Employment Q2	7/1/21 - 12/31/21	<u>189</u> 298	63.4%	60.0%	105.7%
Employed Q4	1/1/21 - 6/30/21	<u>200</u> 298	67.1%	54.0%	124.3%
Median Earnings	7/1/21 - 12/31/21		\$ 14,702	\$ 12,200	120.5%
Credential Attainment Rate	1/1/21 - 6/30/21	<u>11</u> 20	55.0%	65.0%	84.6%
Measurable Skill Gains*	7/1/22 - 12/31/22	<u>9</u> 22	40.9%	40.0%	102.3%
Dislocated Worker Performance NOVA	Exit Timeframe	# of Participants	PY 22 Actuals	PY 22/23 Goals	Success Rate
Employment Q2	7/1/21 - 12/31/21	<u>133</u> 196	67.86%	65.0%	104.40%
Employed Q4	1/1/21 - 6/30/21	<u>171</u> 235	72.77%	68.0%	107.01%
Median Earnings	7/1/21 - 12/31/21		\$ 22,750	\$ 18,000	126.4%
Credential Attainment Rate	1/1/21 - 6/30/21	<u>62</u> 84	73.81%	72.0%	102.51%
Measurable Skill Gains*	7/1/22 - 12/31/22	<u>13</u> 44	29.55%	52.0%	56.82%
Youth Performance NOVA	Exit Timeframe	# of Participants	PY 22 Actuals	PY 22/23 Goals	Success Rate
Employment Q2	7/1/21 - 12/31/21	<u>46</u> 52	88.5%	79.0%	112.0%
Employed Q4	1/1/21 - 6/30/21	<u>22</u> 25	88.0%	75.0%	117.3%
Median Earnings	7/1/21 - 12/31/21		\$ 5,372	\$ 5,000	107.4%
Credential Attainment Rate	1/1/21 - 6/30/21	<u>18</u> 19	94.7%	79.0%	119.9%
Measurable Skill Gains*	7/1/22 - 12/31/22	<u>17</u> 25	68.0%	54.0%	125.93%

### Employment Type & Source of Referral



### Sample Employers

Company Name
Apple (contractor)
Aaptec
Acumen LLC/The SPHERE Institute
Catholic Charities at Santa Clara County
Earth Justice
Evergreen Elementary School District
Gate Scientific
Genotxbio
Graystar Company
Jamba Juice
Keysite Technology
NEC
Power Integrations
Slingshot Biosciences
Versum Materials US
Walmart

### Sample Job Titles

Job Title
Business Analyst
Chemical Technician
consulting scientist
Data Analyst
Human Resources Director
IT QA Administrator
Maintenance
Marcom Project Manager
Patient Advocate (Ombudsman)
Project Manager
Project Manager II
Quality Assurance Engineer
Scientist
Software Engineer
Software Engineer
Special Education Teacher
Team Member
Technical Sales

## NOVA Grant Status Report

For the Period from July 1, 2022 through March 1, 2023

Source	Title	Period of Performance To	Total Available	PTD Spend Actual	Remaining Balance
WIOA	Adult - PY21 (Carry-in)	06/23	200,804	200,804	-
WIOA	Adult - PY22	06/24	1,503,060	507,692	995,368
WIOA	Dislocated Worker - PY21 (Carry-in)	06/23	418,390	367,796	50,594
WIOA	Dislocated Worker - PY22	06/24	2,138,887	404,989	1,733,898
WIOA	Youth - PY21 (Carry-in)	06/23	405,912	277,955	127,956
WIOA	Youth - PY22	06/24	1,496,149	208,073	1,288,076
WIOA	Rapid Response - PY21 (Carry-in)	09/22	12,664	12,664	-
WIOA	Rapid Response - PY22	06/23	1,749,315	297,583	1,451,732
WIOA	RR Layoff Aversion - PY21 (Carry-in)	09/22	15,918	15,918	0
WIOA	RR Layoff Aversion - PY22	06/23	514,634	152,235	362,399
	<i>Allocation Subtotal</i>		<b>8,455,733</b>	<b>2,445,710</b>	<b>6,010,023</b>
WIOA	25% Additional Assistance - Reemployment & Equity	09/22	900,000	900,000	-
State NDWG	Employment Recovery NDWG	03/23	200,000	131,597	68,403
DOL NDWG	CAREER DWG	08/23	3,000,000	1,098,307	1,901,693
SMC ARPA	San Mateo County ARPA Workforce Pilot Program	02/23	400,000	390,561	9,439
CEC	Prospect Silicon Valley - Berkely Unified School Dist	07/23	15,000	10,020	4,980
CEC	Prospect Silicon Valley - Twin Rivers Unified School	07/23	15,000	10,749	4,251
SCC ARPA	*Santa Clara County ARPA Workforce Pilot Program	06/23	250,000	60,199	189,801
	<i>NOVA Subtotal (includes Allocation subtotal)</i>		<b>13,235,733</b>	<b>5,047,142</b>	<b>8,188,592</b>
	RPU Funding - NOVA Allotment only				
RPU / WIOA	RPI 4.0 Advanced Equity thru Skills Based Hiring	09/22	292,500	290,776	1,724
RPU	Regional Equity and Recovery Partnerships	09/25	800,000	-	800,000
	<i>RPU Subtotal</i>		<b>1,092,500</b>	<b>290,776</b>	<b>801,724</b>
	<b>TOTAL</b>		<b>14,328,233</b>	<b>5,337,918</b>	<b>8,990,315</b>
	<b>NOVA Foundation</b>		<b>1,193,756</b>	<b>18,055</b>	<b>1,175,700</b>





February 1, 2023

Marlena Sessions  
Director  
North Santa Clara Valley Job Training Consortium  
505 West Olive Avenue, Suite 550  
Sunnyvale, CA 94086

Dear Marlena Sessions:

**FISCAL REVIEW  
85% FORMULA GRANT  
FISCAL YEAR 2021-22 FINAL MONITORING REPORT**

This final monitoring report is to inform you of the results of the Employment Development Department, Compliance Review Office (CRO), Workforce Innovation and Opportunity Act (WIOA), Enhanced Desk Monitoring Review (EDMR) of the North Santa Clara Valley Job Training Consortium's (NOVA)'s fiscal systems for Program Year (PY) 2021-22.

Our review was conducted under the authority of WIOA, Sections 183(a) and 184(a)(4). The purpose of this review was to determine the level of compliance by NOVA with applicable federal and state laws, regulations, policies, and directives related to the WIOA grant, specific to financial management activities for PY 2021-22. NOVA was awarded WIOA funds to provide centralized comprehensive workforce services to adults, dislocated workers, youth, and rapid response. The scope of the review covered the period of July 1, 2021 through June 30, 2022.

For the fiscal portion of the review, we focused on the following areas: fiscal policies and procedures, financial reporting, expenditures charged to the WIOA grants, cost allocation, indirect cost rate, cash management, internal controls, and oversight of your subrecipients, audits, and debt collection.

The EDMR review was conducted by Daniel Jordan from January 9, 2023 through January 13, 2023. The exit conference for this review was held on January 17, 2023.

We collected the information for this report through interviews with NOVA representatives; and by reviewing applicable policies, procedures, a sample of PY 2021-22 expenditures, and your response to the Fiscal Monitoring Questionnaire.

### **FISCAL REVIEW RESULTS**

We conclude that we did not identify any areas of NOVA not meeting WIOA requirements concerning financial management.

### **SUMMARY**

Because the methodology for our monitoring review included sample testing, this report is not a comprehensive assessment of all areas included in our review. It is NOVA's responsibility to ensure that the systems, programs, and related activities comply with the WIOA grant program, federal and state regulations, and applicable state directives. Therefore, any deficiencies identified in subsequent reviews, such as an audit, would remain NOVA's responsibility.

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this report or the review that was conducted, please contact Daniel Jordan, Compliance Monitoring Analyst, at [Daniel.Jordan@edd.ca.gov](mailto:Daniel.Jordan@edd.ca.gov) or Karen Fuller-Ware, Compliance Monitoring Supervisor, at [Karen.Fuller-Ware@edd.ca.gov](mailto:Karen.Fuller-Ware@edd.ca.gov).

Sincerely,

*C Harrington*

CINDY HARRINGTON, Office Chief  
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