



Executive Committee Meeting Agenda
December 15, 2021 at 12 Noon

Please Note: Meeting will be held via videoconference call:

Link: <https://us02web.zoom.us/j/88522084988?pwd=aGU4SVF2UExvaWNoVHhUcWMrWk9GQT09>

Meeting ID: 885 2208 4988; Passcode: 325136; 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 October 20, 2021 Meeting Minutes (enclosure)

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

1. Contract(s) for Services for Recruiting and Engaging Dislocated Workers; Additional Assistance Grant
2. Review Draft Agenda for January 26, 2022 Board Retreat
3. San Mateo County Workforce Development Network
4. Update San Mateo County Workforce Recovery Initiative
5. Update U.S. Economic Development Administration Good Jobs Challenge Grant Initiative

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

1. Next Executive Committee Meeting: February 16, 2022 at 12 Noon
2. 2022 Executive Committee Meeting Schedule (enclosure)



NOVA Workforce Board Executive Committee
October 20, 2021 Meeting
Draft Minutes

Executive Committee members present: D. Cima, V. Dang, C. Galy, P. Guevara, E. Hamilton, and A. Switky

NOVA staff: K. Stadelman, L. Jackson 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 August 18, 2021 Meeting Minutes: It was moved by V. Dang, seconded by D. Cima and carried by voice vote to approve the August 18, 2021 meeting minutes as submitted.

b. Approval of WIOA AJCC Comprehensive and Affiliate/Specialized Certification: The federal Workforce Innovation and Opportunity Act (WIOA) and the State require that local boards undergo recertification of its AJCC comprehensive and affiliate/specialized jobs centers every three years. During the inaugural year of this certification process, the process was divided into two parts with the comprehensive AJCC certification completed in 2017/2018 and the affiliate/specialized AJCC certification completed in 2019. In 2021, the State is requiring that all AJCCs apply for recertification at the same time. The NOVA Workforce Area has a comprehensive AJCC operated by NOVA at the Sunnyvale Job Center, an affiliate AJCC operated by the Central Labor Council Partnership in San Mateo, and a specialized AJCC for youth operated by JobTrain in Menlo Park. All three centers comply with the requirements stipulated for recertification. The deadline for submitting the application is November 1. In lieu of a regular Board meeting, the Executive Committee is being asked to approve this recertification application. Following the Committee's approval, this action will be forwarded to the Board at its next meeting for information. Since NOVA is an AJCC Operator, the State will be responsible for final approval. It was moved by V. Dang, seconded by C. Galy and carried by voice vote to approve the WIOA AJCC certification of the comprehensive, affiliate, and specialized job centers for the NOVA Workforce Area.

c. Recommendation to Select the Option of Two Board Chairperson Seats for 2022: The Board Bylaws provides the option of one or two chairperson seats for any given year. Prior to the end of the calendar year, the Executive Committee determines the need for one or two chairperson seats for the coming year that guides the election of Board officers. The election of officers takes place at the last Board meeting of the year. This year, it will be held on December 1, 2021. Given the changes and opportunities facing the Board in the coming year, NOVA staff is recommending that the Executive Committee approve two Board chairperson seats for 2022. It was moved by V. Dang, seconded by D. Cima and carried by voice vote to approve two chairperson seats for 2022.

3. **Discussion Items:**

a. Board Meeting Logistics: Previously, a Board member had raised a question about utilizing the calendar invite function when notifications of upcoming Board meetings are sent to the Board. After exploring the requirements necessary to achieve this, in the future the Board will be receiving meeting notices via email and calendar invites. In addition, the member raised a question about

recording Board meetings. Through advanced public notification, the public is provided opportunity to both attend and participate in these meetings and extensive minutes are taken that fully capture these meetings for those who can't attend. As such, it would be considered duplicative to also record the meetings. In addition, when the Board meetings resume in-person, acquiring the technology to record meetings would be problematic. Most committee members agreed with this approach.

b. Update on New NOVAworks Director: The new director will officially start on November 15. To facilitate the transition, the current director will remain until the end of November. The new director has sold her house in San Bernardino County and is in the process of relocating to the Bay Area. Two retirement parties have been scheduled for the current director: one on December 8 hosted by the Board and one on December 10 for staff. Committee members expressed their appreciation for the current director and her accomplishments.

c. Update from Board San Mateo County Recovery Task Force: The San Mateo County Board of Supervisors will be reviewing its federal American Rescue Plan Act (ARPA) allocation and determining how best to distribute funding to projects in the community. At the last Board meeting, the Board approved a \$7.5 million funding request to the County of San Mateo to provide direct service delivery and coordinate workforce development resources for residents in San Mateo County following COVID-19. Two community committees were formed and developed a roadmap for a worker's journey. A schematic of this roadmap was shown with the different phases of career development leading to success. It was recommended that these "phases" should be viewed as components of an integrated career journey. These committees will move forward with solidifying a network of resources that workers will need along the way. One issue that was identified is staff shortages in early childhood education and childcare. Apprenticeships will be explored to address this. The Board San Mateo County Recovery Task force has already met and will continue to meet to guide this future initiative going forward.

d. Report-out from NOVAworks Foundation September 20, 2021 Board Meeting: The Foundation has expanded over the past year. The Foundation Board met and reviewed the diverse funding that NOVA has received to date. The NOVA Workforce Board was awarded a new regional \$3 million CAREER National Dislocated Worker Grant, whose services can be leveraged by new Foundation funding. The Irvine Foundation is expected to award the Foundation up to \$500,000 for a national hospitality initiative and \$75,000 to assist with building the Foundation infrastructure. In addition, Google invited the Foundation to apply for \$250,000 to fill in the gaps in needed services for customers, such as for support services and technology, that public funding doesn't usually support. The Foundation will be developing a messaging piece that will be used to promote new funding for the Foundation. As part of this strategy, new partnerships will be explored with companies to replicate the longstanding alliance achieved with LinkedIn. In addition, the Foundation joined the Silicon Valley Council of Nonprofits to further expand its networks.

e. Review Draft Agenda for December 1, 2021 Board Meeting: A draft Board meeting agenda was distributed and reviewed.

4. **Information Items:**

a. The next Executive Committee meeting is scheduled for December 15, 2021 at 12 Noon.

5. **Adjournment**

The meeting was adjourned at 1:20 p.m.



2022 EXECUTIVE COMMITTEE MEETING SCHEDULE

Wednesday	February 16, 2022	12:00 —1:30 p.m.
Wednesday	April 20, 2022	12:00 —1:30 p.m.
Wednesday	June 15, 2022	12:00 —1:30 p.m.
Wednesday	August 17, 2022	12:00 —1:30 p.m.
Wednesday	October 19, 2022	12:00 —1:30 p.m.
Wednesday	December 21, 2022	12:00 —1:30 p.m.