



NOVAworks WORKFORCE BOARD AGENDA
12:00 p.m. to 1:30 p.m., WEDNESDAY, May 22, 2024
STANFORD UNIVERSITY-REDWOOD CITY CAMPUS, 505 BROADWAY, CARDINAL HALL,
CONFERENCE ROOM #145, REDWOOD CITY, CA 94063

Meeting packet is also posted on the NOVAworks website: <https://novaworks.org/>.

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 March 27, 2024 Meeting (**Enclosure**)
4. **REPORT FROM THE CHAIR**
 - 4A. Customer Success
 - 4B. Presentation from Board Member Greg Biggs of Vander-Bend Manufacturing
5. **REPORT FROM THE EXECUTIVE DIRECTOR**
6. **PUBLIC HEARING**
 - 6A. GENERAL BUSINESS:
 - 6A1. Proposed Revised Board Bylaws **Information**
 - 6A2. Update Virtual Coffee Chats **Information**
 - 6A3. Status of Extension of Contract Agreement for WIOA-funded Adult and Dislocated Worker Services through June 30, 2025 (**Enclosure**) **Information**
 - 6A4. Updates on Western Digital and Biocom California Institute Initiatives **Information**
 - 6A5. Grant Updates: RERP and NDWG_CAREER **Information**
7. **ADJOURNMENT**

SCHEDULED MEETINGS

NOVAworks Board Meeting, Wednesday, July 24, 2024, 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 March 27, 2024 Meeting Minutes

PRESENT: C. Berdiansky, G. Biggs, R. Brunson, J. Cohen, R. Foust, P. Guevara, L. Lambert, N. Leonor, S. Levy, A. Manwani, B. Murphy, M. Nemits, S. Porter, K. Vartan, and M. Vittal

ABSENT: T. Baity, D. Bini, J. Lind, J. Morrill, A. Switky, and N. Williams

ALSO PRESENT: M. Sessions, C. Bernhardt, J. Cheyer, G. Pham, and E. Stanly of NOVAworks staff, and guest Kevin Perkey, consultant

1. CALL TO ORDER

Co-Chairperson R. Foust called the meeting to order at 12:04 p.m.

2. PUBLIC ANNOUNCEMENTS

There were no public announcements.

3. CONSENT AGENDA

It was moved by N. Leonor, seconded by B. Murphy, and carried by voice vote to approve the consent agenda as submitted. For this meeting, the agenda items included the meeting agenda and January 24, 2024, meeting minutes.

4. REPORT FROM THE CHAIR

4A. Customer Success: A videotaped customer testimonial was shown highlighting their career path and job search experience. NOVAworks was thanked for its contributions to their employment success. Board members expressed interest in these testimonials as it provides a snapshot of the customer experience.

4B. Introduction of New Board Member Lee Lambert: Newly appointed Lee Lambert, Chancellor, Foothill-De Anza Community College District was introduced to the Board at his first meeting.

4C. Presentation from Board member Christine Berdiansky of Santa Clara Adult Education: C. Berdiansky presented on the Santa Clara Adult Education program and workforce trends in adult education. To view the slides, click here, https://novaworks.org/documents/Ongoing/SantaClaraAdultEducationNOVAPresentation3_27_24.pdf.

5. REPORT FROM THE EXECUTIVE DIRECTOR

Highlights of Director Session's report included:

- The current Sunnyvale City Manager Kent Steffens is retiring.
- The director attended the National Association of Workforce Boards (NAWB) annual conference in Washington, D.C. with NOVAworks managers Christopher Bernhardt and Jen Cheyer. As a member of the NAWB Board, Board member Lee Lambert also attended. The conference focus was on skills-based hiring. NOVAworks has been pursuing this approach starting with the skills-based hiring initiative in partnership with the Markle Foundation. Artificial Intelligence was also featured in the discussion.
- Board Co-chair Rosanne Foust was inducted into the 2024 San Mateo County Women's Hall of Fame at a special reception and Board member Julie Lind was named Woman of the Year by Chamber San Mateo at its annual luncheon.
- NOVAworks' WIOA Regional and Local Plans for 2021-24 were approved by the State.
- Locations for future Board meetings will be explored in San Mateo County.

- The new WIOA reauthorization bill, A Stronger Workforce for America Act, passed the House with a bipartisan vote. It contains a 50% training requirement that will be closely tracked.
- The director, NOVAworks manager Christopher Bernhardt, and consultant Kevin Perkey will be attending the annual San Mateo County Progress Seminar.
- The director will be presenting on workforce trends at the upcoming California Workforce Association WORKCON conference.

6. PUBLIC HEARING

6A. GENERAL BUSINESS:

6A1. Presentation from Co-chair and Consultant on Executive Committee Retreat: At the Feb. 22, 2024, retreat, the Committee reviewed the current governance structures and operations for NOVAworks and the Foundation and explored new opportunities for innovation in the future. Highlights of the retreat included:

- In today's fast-paced world, technological advancements and economic shifts occur rapidly. This underscores the need for a new flexible approach to workforce development.
- A new workforce innovation lab represents a strategic response to these changes offering a platform to pilot, test, and scale impactful solutions. The Lab will serve as a center for innovation for workforce development.
- NOVAworks Foundation enjoys unparalleled opportunities for innovation that are free from constraints of traditional funding and federal requirements. The NOVAworks Workforce Innovation Lab would be a visionary step designed to leverage the flexibility of the Foundation to meet emerging workforce challenges.
- A diagram of the proposed Innovation Lab concept can be viewed by clicking here, https://novaworks.org/documents/Ongoing/NOVAWorks_Innovation_Lab_Concept.pdf.
- Next Steps: Board members were invited to engage with this transformative initiative. Virtual coffee sessions with the director will be scheduled with members to foster deeper conversations and collaboration. It will be an opportunity for members to share thoughts, ask questions, and contribute to shaping the Innovation Lab's direction.

6A2. Update from Ad hoc Youth Oversight Committee: The ad hoc youth oversight committee is comprised of Board members T. Baity, C. Berdiansky, R. Brunson, and N. Leonor. The committee is charged with overseeing and advising the work of reimagining the young adult program. An update on the status of the work was provided. To view the slides, click here, https://novaworks.org/documents/Ongoing/Young_Adult_Program_Update.pdf.

6B. GENERAL INFORMATION:

6B1. Quarterly Grant Status/Status of Funds: The report was included in the meeting packet.

6B2. Annual Review, 85% Formula Grant, Fiscal Year 2022-23 Final Monitoring Report: Annually, the State conducts an on-site monitoring review of NOVAworks' fiscal and program systems for the previous Program Year. This year's visit took place in December 2023 and the focus was on the youth program. The final report for Program Year 2022-23 was very positive and showed no findings or deficiencies.

6B3. Board member A. Manwani announced the upcoming annual TiE conference scheduled for May 1 to 3, 2024. For more information about the TiE conference, please click here, <https://novaworks.org/documents/Ongoing/TiEConference.pdf>.

7. ADJOURNMENT

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



For Information Only

Date: May 22, 2024

To: NOVAworks Workforce Board

From: NOVAworks staff

Subject: **Status of Extension of Contract Agreement for WIOA-funded Adult and Dislocated Worker Services through June 30, 2025**

INTRODUCTION:

In 2022, the Board approved the selection of Central Labor Council Partnership (CLCP) to provide Workforce Innovation and Opportunity Act (WIOA) Title I adult and dislocated worker services in San Mateo County. This was in response to a competitive Request for Proposals (RFP) procurement process. The contract term was for one year and may be extended for up to three additional years, based on successful performance and available funding. In 2023, the contract was extended for another year until June 30, 2024.

NOVAworks staff is recommending that the contract with CLCP be extended for another year through June 30, 2025. This will include an increase of \$242,000 for targeted outreach and recruitment services, with total funding not to exceed \$942,000, annually.

This recommendation is being forwarded to the Board for information only.

DISCUSSION:

NOVAworks contracts with CLCP to provide adult and dislocated worker services under WIOA in San Mateo County. Located in the city of San Mateo, CLCP operates the NOVAworks Affiliate Job Center. The selection of this provider was approved by the Board at its April 27, 2022, meeting, in response to an RFP issued in February 2022. The contract was for one year and may be extended for up to three additional years, depending upon successful performance results and available funding. The contract has already received an extension through June 30, 2024.

Over the past year, staff has worked closely with CLCP to ensure the organization was addressing its WIOA performance goals. Every two weeks they meet to discuss program implementation and review contract performance including participant enrollments, training referrals, and budget expenditures. The current goals for CLCP include 275 enrolled adults and 250 enrolled dislocated workers. CLCP has significantly improved its performance over the past year and is on track to meet or exceed its adult services enrollment goals. This improvement can be attributed to the organization's outreach and recruitment services. The importance of reaching out to disenfranchised and marginalized

communities is critical to ensure equal access to workforce development services. This has required targeted outreach and recruitment to touch those unemployed residents requiring assistance that have not been previously served. As a result, the number of customers that CLCP serves has increased. In addition, CLCP has attended Rapid Response events, hosted by NOVAworks, for employers and their laid-off workers in San Mateo County. As a result, CLCP is making contact with potential customers earlier in the process before customers request services.

Staff is recommending that the existing contract with CLCP be extended to continue to provide adult and dislocated worker services in San Mateo County through June 30, 2025. This contract award will include an additional \$242,000 to support the outreach and recruitment services for a total funding not to exceed \$942,000, annually. NOVAworks WIOA adult and dislocated worker allocations will be sufficient to support the additional funding award.

This recommendation is being forwarded to the Board for information only.

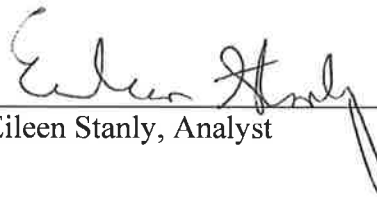
ALIGNMENT WITH STRATEGIC PLAN:

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

RECOMMENDATION:

For information only.

Prepared by:



Eileen Stanly, Analyst

Reviewed and Approved by:



Mariena Sessions, Director