



Executive Committee Meeting Agenda  
April 21, 2021 at 12 Noon

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

Link: <https://us02web.zoom.us/j/84677841938?pwd=TWJ6cEk4ZEIMQTdVS2d2M0NxdytLQT09>  
Meeting ID: 846 7784 1938; Passcode: 464174; 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 February 17, 2021 Meeting Minutes (enclosure)
2. Approval of State Additional Assistance Grant Application for up to \$900,000 to Serve Dislocated Workers from COVID-19 Economically Impacted Industries (enclosure)
3. Selection of Current Service Providers through Sole Source Procurement for One Program Year (enclosure)

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

1. Commissioning Board Task Force to Oversee and Advise San Mateo County COVID-19 Recovery Initiative
2. City of Milpitas COVID-19 Workforce Recovery Program
3. New NOVA Board Member Appointments; Board Retirements
4. Review Draft Agenda for May 26, 2021 Board Meeting

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

1. Next Executive Committee Meeting: June 16, 2021 at 12 Noon



NOVA Workforce Board Executive Committee  
February 17, 2021 Meeting  
Draft Minutes

Executive Committee members present: D. Cima, C. Cimino, V. Dang, R. Foust, C. Galy, E. Hamilton, and A. Switky

NOVA staff: K. Stadelman 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 December 16, 2020 Meeting Minutes: It was moved by D. Cima, seconded by A. Switky and carried by voice vote approval of the December 16, 2020 meeting minutes as submitted.

b. Approval of WIOA Local Area Subsequent Designation and Local Board Recertification Application: The federal Workforce Innovation and Opportunity Act (WIOA) and the State require that local boards must apply for local area designation and local board certification, which the NOVA Workforce Board has complied with in previous years. In 2021, the State requires that local boards must again reapply for subsequent local area designation and local Board recertification, effective July 1, 2021 through June 30, 2023. The NOVA workforce development area complies with all regulatory requirements necessary for subsequent designation, including performed successfully, engaged in regional planning, sustained fiscal integrity, and adheres to WIOA requirements and other federal and state laws, regulations and guidance. There are no changes proposed to the current eight-jurisdiction NOVA workforce development area. The NOVA Workforce Board is in compliance with requirements necessary for recertification, including conforms with WIOA membership requirements, has performed successfully and sustained fiscal integrity. There are three pending Board appointments who are currently undergoing the application process representing adult education and representatives of the workforce. In lieu of a regular Board meeting in February, the Executive Committee was asked to approve the application, on behalf of the Board. It was moved by A. Switky, seconded by C. Cimino and carried by voice vote approval of the WIOA Local Area Subsequent Designation and Local Board Recertification Application.

3. **Discussion Items:**

a. Update Procurement of WIOA Career Services in San Mateo County: NOVAworks currently contracts out services in San Mateo County to the Central Labor Council Partnership (CLCP) for adult career services and to JobTrain for youth services. During normal years, these services in San Mateo County would have been competitively procured in the spring of 2021. Given the pandemic and the impact this has had on the service-delivery system, NOVA is assessing the best hybrid-type service model that will optimize both remote and in-person access to services. In response, NOVA has requested and been granted permission by the City of Sunnyvale and the State to postpone

procurement for one year on the basis of exigency. NOVA will extend the contracts with CLCP and JobTrain for one additional year with no option for renewal and no change to current funding levels (pending allocations remaining at current levels.)

b. Follow-up to San Mateo County Workforce Experience Project and Strategic Workforce Plan: The San Mateo County Work Experience Project ended in December and information and data obtained from the lessons learned with this project were incorporated into the Strategic Workforce Plan that also included interviews from job seekers and employers. The report has been completed and submitted to San Mateo County staff and two County Board of Supervisors in preparation for submission to the full Board. The recommendations contain three goals: prioritize saving small businesses from permanent closure; train unemployed workers for a new economy; and connect employers to workforce talent in a transparent and inclusive manner. From these three goals, a total of eight strategies were identified in the plan for implementation. The County has requested information on the projected cost for implementing these recommendations. As a result of these projects, NOVAworks has been asked to participate in a variety of County COVID recovery efforts that has provided opportunities to showcase NOVA's work.

The economy is showing signs of confidence with the COVID-19 cases declining and the roll-out of the vaccine, with a potential uptick in business during the second quarter, with signs of recovery in the 3<sup>rd</sup> quarter of 2021. It will be important to explore how best to grow the small business community that has been decimated during the pandemic. In addition, in the months ahead, NOVA will be looking at doing more customer outreach and recruitment, especially, for low-income workers that have been disproportionately impacted by the decline of the retail and hospitality industries.

c. Review Draft Agenda for March 24, 2021 Board Meeting: The proposed agenda for the March 24 Board meeting was reviewed. An item about funding will be added under the director's report. While no workforce funding has been included in the pending federal COVID relief package, local governments will be receiving funding and that may provide grant opportunities for NOVA through San Mateo County as part of their COVID-19 recovery efforts. The City of Milpitas, through its economic development office, has also expressed an interest in partnering with NOVA on workforce development. Finally, there may be opportunities to reapply for federal funding to serve airport workers through a State application that was previously denied by the former Administration. If this isn't successful, NOVA will apply to the State to serve airport workers through an Additional Assistance Grant.

4. **Information Items:**

a. The next Executive Committee meeting is scheduled for April 21, 2021 at 12 Noon.

5. **Adjournment**

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

NOVA Workforce Board  
Executive Committee Meeting  
Date: April 21, 2021

SUBJECT: ACTION ITEM: Approval of State Additional Assistance Grant Application for up to \$900,000 to Serve Dislocated Workers from COVID-19 Economically Impacted Industries

The economic impacts of COVID-19 have decimated workers in a variety of industries that include the hospitality, travel and entertainment industries. These industries have been especially hard hit and encompass hotels, food services, airlines and the airports and their concessionaires. In 2020, the Bay Area lost well over 100,000 hotel and restaurant jobs, a drop of 33.6 percent, according to the *San Jose Mercury News*. These industries are not expected to fully recover from this significant job loss even after the pandemic. And, with the emergence of Zoom and other video-conference platforms, observers say that business travel will never return to pre-pandemic levels.

NOVA is interested in applying for a State Additional Assistance Grant (AAG) to serve dislocated workers who have been laid off from the San Francisco and San Jose airports, as well as from other industries impacted by COVID-19. Over the past year, NOVA has been partnering with FlySFO to provide rapid response assistance for laid-off airport workers and intends to further expand upon these current efforts and work with an additional airport with this grant. These workers are not the typical customers that NOVA has served prior to the pandemic, who were primarily high-wage tech workers. These individuals are low-wage, low-skilled workers who will require significant assistance to transition to new industries with growing jobs. In addition, as a result of the pandemic, they may have experienced food insecurity, homelessness, vehicle repossession and loss of childcare that will necessitate the provision of extensive supportive services. With this grant, NOVA proposes to provide career search and navigation services, skills assessment, digital fluency development, referrals to social assistance, and industry-skills training to transition workers from the declining industries they came from to growing industries in manufacturing, health care and construction, among others. Given the protracted Shelter-in-Place orders and remote services, participant outreach strategies will be a critical component employed to raise awareness about the services available to those who may have been disconnected from resources over the past year. As part of this outreach, NOVA will be partnering with two labor organizations — San Mateo County Central Labor Council and UNITE HERE Local 19 — to help facilitate these connections. In addition, NOVA will be working with a wide range of organizations and initiatives, including FlySFO and Mineta-San Jose airports, community colleges, adult education, employer groups and individual employers from hotels and restaurants, social assistance agencies, County of San Mateo COVID-19 recovery initiative, and Brookings and BW Research on the national “success formula” interventions to support workers from the hospitality industry, among others.

NOVA will be requesting \$900,000 for a one-year project, July 1, 2021 – June 30, 2022 (depending on approval date), to serve approximately 200 customers. This initial grant request will be a precursor to a larger federal National Dislocated Worker Grant request that is expected to be submitted in the coming months to serve dislocated workers impacted by the economic effects of COVID-19.

Given the time-sensitive nature of this request and, in lieu of a Board meeting, NOVA staff is seeking approval from the Executive Committee to submit this AAG grant application. Following approval, the Committee’s action will be forwarded to the Board at the next Board meeting as an information item.

NOVA Workforce Board  
Executive Committee Meeting  
Date: April 21, 2021

SUBJECT: ACTION ITEM: Selection of Current Service Providers through Sole Source Procurement for One Program Year

NOVA currently contracts out services in San Mateo County to two service providers that have performed successfully over the years: Central Labor Council Partnership (CLCP) operates the San Mateo Job Center and JobTrain operates a young adult program in Menlo Park. These programs are competitively procured. This year, the current contracts will end June 30, 2021 and are due to be procured once again. Given the impacts of the pandemic on the service-delivery system, NOVA will need time to determine the best model for delivering services going forward that may entail a hybrid approach with both in-person and remote services. With that in mind, NOVA has requested and been granted permission by the City of Sunnyvale and the State to postpone the competitive procurement process for another year and secure a sole source contract, based on exigency, with CLCP and JobTrain for one year only, at level funding, without the option of renewal.

NOVA staff is seeking approval from the Executive Committee to select CLCP and JobTrain, through sole source procurement, to provide career services at the San Mateo Job Center (CLCP) and to operate a young adult program in Menlo Park (JobTrain) for one program year. A competitive Request for Proposal procurement will then be released next spring.