

Existing Local Area

**Application for Subsequent Local Area Designation
and
Local Board Recertification
Program Year 2019-21**

Local Workforce Development Area

NOVA Workforce Development Area

Existing Local Area
Application for Subsequent Local Area Designation
and Local Board Recertification

This application will serve as your request for Local Workforce Development Area (Local Area) subsequent designation and Local Workforce Development Board (Local Board) recertification for PY 2019-21 under the *Workforce Innovation and Opportunity Act* (WIOA).

If the California Workforce Development Board (State Board) determines the application is incomplete, it will either be returned or held until the necessary documentation is submitted. Please contact your [Regional Advisor](#) for technical assistance or questions related to completing and submitting this application.

NOVA Workforce Development Area

Name of Local Area

505 West Olive Avenue, Suite 550

Mailing Address

Sunnyvale, California 94086

City, State ZIP

May 22, 2019

Date of Submission

Kris Stadelman, Director of NOVA

Contact Person

(408) 730-7233

Contact Person's Phone Number

Local Board Membership

The WIOA Section 107(b)(2)(A) through (E) states the requirements for nominating and selecting members in each membership category. The WIOA Section 107(b)(2)(A) requires that business members constitute a majority of the Local Board. The chairperson shall be a business representative, per WIOA Section 107(b)(3).

The local Chief Elected Official (CEO) is required to provide the names of the individuals appointed for each category listed on the following pages or, attach a roster of the current Local Board which identifies each member's respective membership category.

BUSINESS – A majority of the members **must** be representatives of business in the Local Area who (i) are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policy-making or hiring authority; (ii) represent businesses, including small businesses, or organizations; and (iii) are appointed from among individuals nominated by local business organizations and business trade association (WIOA Section 107[b][2][A]).

Please identify the Local Board chairperson by typing CHAIR after his/her name.

Name	Title	Entity	Appointment Date	Term End Date
Julian Chu	Dir., Global Customer Services	Google	2018	2022
Thomas Baity	Dir. Strategic Solutions	Roth Staffing Companies	2017	2021
Sinead Borgersen	Senior Director, HR and Operations	Cupertino Electric Inc.	2018	2022
Ladan Dalla Betta	Management System Manager	Amazon	2017	2021
Van Dang	Investor, Entrepreneur & Legal Advisor	Private Consultant	2017	2021
Rosanne Foust	President & CEO	San Mateo County Economic Development Assoc.	2016	2020
Christopher Galy (Co-CHAIR)	Senior Vice President & Chief People Officer	Couchbase	2017	2021
Elaine Hamilton	Vice President & COO	MM Hamilton Financial Group	2017	2021
James Hill	CEO	Organizational Performance	2017	2021

		Systems		
Stephen Levy	Director	Center for Continuing Study of the CA Economy	2017	2021
Anita Manwani	Founder & Principal	Carobar Business Solutions	2018	2022
Jennifer Morrill (Co-CHAIR)	Business Consultant	Private Consultant	2018	2022
Stacey Porter	Vice President of People Operations	Outset Medical	2018	2022
Cindy Springsteel	Vice President of Reg. Employee Experience Team	Adobe Inc.	2019	2023
Judy Sugiyama	Senior Dir., Talent Acquisition and Diversity/Inclusion	Applied Materials	2017	2021
Andy Switky	Founder/Healthcare Strategy and Design Consultant	Code Name Collective	2017	2021

LABOR – Not less than 20 percent of the members must be representatives of workforce within the Local Area who

must include (i) representatives of labor organizations who have been nominated by state labor federations; (ii) a member of a labor organization or a training director from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area; and

may include (iii) representatives of community based organizations with demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, veterans, or individuals with disabilities; and (iv) representatives of organizations with demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth and/or out-of-school youth (WIOA Section 107[b][2][B]).

Name	Title	Entity	Appointment Date	Term End Date
Monica Alvarado	Secretary-Treasurer	Labor Organization/ Communications Workers of America	2019	2023
Carl Cimino	Director of Training	Registered Apprenticeship/ Pipe Trades Training Center	2017	2021
Ben Field	Executive Officer	Labor Organization/	2018	2022

		South Bay Labor Council/AFL-CIO		
Poncho Guevara	Executive Director	Sacred Heart Community Service	2017	2021
Brenda Guidry-Brown	Dir., 2nd Careers Employment Program	Peninsula Family Service	2017	2021
Katherine Harasz	Executive Director	Move to Work and P.R.I.D.E. (SCC Housing Authority)	2018	2022
James Ruigomez	Business Manager	Labor Organization/ San Mateo County Building & Construction Trades Council	2016	2020

Education – Each Local Board shall include representatives of entities administering education and training activities in the Local Area who

must include (i) a representative of eligible providers administering Title II adult education and literacy activities; (ii) a representative of institutions of higher education providing workforce investment activities; and

may include (iii) representatives of local educational agencies, and community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment (WIOA Section 107[b][2][C]).

Name	Title	Entity	Appointment Date	Term End Date
Lionel de Maine	Chief Operations Officer	Sequoia District Adult School	2015	2019
Hilary Goodkind	Dean	San Mateo County Community College District	2017	2021
Judy Miner	Chancellor	Foothill-De Anza Community College District	2016	2020

Economic and Community Development – Each Local Board shall include representatives of governmental, economic, and community development entities serving the Local Area who

must include (i) a representative of economic and community development entities; (ii) a representative from the State employment service office under the *Wagner-Peyser Act*; (iii) a representative of the Vocational Rehabilitation program; and

may include (iv) representatives of agencies or entities administering programs serving the Local Area relating to transportation, housing, and public assistance; (v) Representatives of philanthropic organizations serving the Local Area; and (E) individuals or representatives of entities as the chief elected official in the Local Area may determine to be appropriate (WIOA Section 107[b][2][D] and [E]).

Name	Title	Entity	Appointment Date	Term End Date
Bruce Knopf	Dir. of Asset and Economic Development	County of Santa Clara	2017	2021
Linda Labit	Staff Services Mgr.	CA Department of Rehabilitation	2017	2021
Maria Lucero	Employment Program Mgr.	CA Employment Development Dept.	2017	2021

Sustained Fiscal Integrity

The Local Area hereby certifies that it has not been found in violation of one or more of the following during PYs 16-17 or 17-18:

- **Final determination of significant finding(s)** from audits, evaluations, or other reviews conducted by state or local governmental agencies or the Department of Labor identifying issues of fiscal integrity or misexpended funds due to the willful disregard or failure to comply with any WIA requirement, such as failure to grant priority of service or verify participant eligibility.
- **Gross negligence** – defined as a conscious and voluntary disregard of the need to use reasonable care, which is likely to cause foreseeable grave injury or harm to persons, property, or both.
- **Failure to observe accepted standards of administration.** Local Areas must have adhered to the applicable uniform administrative requirements set forth in Title 29 *Code of Federal Regulations* (CFR) Parts 95 and 97, appropriate Office of Management and Budget circulars or rules, WIOA regulations, and state guidance.

Highlights of these responsibilities include the following:

- Timely reporting of WIOA participant and expenditure data
- Timely completion and submission of the required annual single audit
- ***Have not been placed on cash hold for longer than 30 days***

(In alignment with WIOA Section 106[e][2])

Engaged in Regional Planning

The Local Area hereby certifies that it has participated in and contributed to regional planning and negotiating regional performance measures in the following ways:

The NOVA Workforce Development Area has actively engaged in regional planning and regional plan implementation. Activities include:

- NOVA has served as the lead workforce board, on behalf of the four workforce boards in the Bay-Peninsula region, for the past two years.
- Participated in the development of the regional plan and regional plan modifications that was approved by the NOVA Workforce Board on March 27, 2019 and agendized for approval by the Sunnyvale City Council (CEO) on May 21, 2019.
- Participated in negotiating WIOA performance measures as a region representing four workforce boards.
- Participated in the development and implementation of several regional sector initiatives that include: a Business Services Engagement Initiative to promote shared business service strategies targeting the healthcare sector and streamline business services across the region and with common employers; and a regional Slingshot Tech Apprenticeship Initiative that will cultivate a regional network committed to collaboratively growing innovative talent development pathways and new talent pipelines. In addition, for the new regional Prison to Employment (P2E) initiative, NOVA will not only participate in implementing strategies developed for this venture, but will also serve as the project's fiscal agent.
- Participated in the bi-weekly conference calls and quarterly face-to-face meetings with the workforce board directors in the region that have served as a forum to discuss regional plan implementation strategies and create a more cohesive regional service-delivery system. This has also prompted the development of guiding principles for regional collaboration among the four workforce boards in the region that will improve regional effectiveness.

Local Area Assurances

Through PY 19-21, the Local Area assures the following:

- A. It will comply with the applicable uniform administrative requirements, cost principles, and audit requirements included in the appropriate circulars or rules of the Office of Management and Budget (WIOA Section 184[a][2] and [3]).

Highlights of this assurance include the following:

- The Local Area's procurement procedures will avoid acquisition of unnecessary or duplicative items, software, and subscriptions (in alignment with Title 2 CFR Section 200.318).
- The Local Area will maintain and provide accounting and program records, including supporting source documentation, to auditors at all levels, as permitted by law (Title 2 CFR Section 200.508).

Note that failure to comply with the audit requirements specified in Title 2 CFR Part 200 Subpart F will subject the Local Area to potential cash hold (Title 2 CFR Section 200.338).

- B. All financial reporting will be done in compliance with federal and state regulations and guidance.

Highlights of this assurance include the following:

- Reporting will be done in compliance with Workforce Services Directive *Quarterly and Monthly Financial Reporting Requirements* (WSD16-13) (November 28, 2016).
- All close out reports will comply with the policies and procedures listed in Workforce Services Directive *WIOA Closeout Requirements* (WSD16-05) (July 29, 2016).

Note that failure to comply with financial reporting requirements will subject the Local Area to potential cash hold. (Title 2 CFR Section 200.338)

- C. Funds will be spent in accordance with federal and state laws, regulations, and guidance.

Highlights of this assurance include the following:

- The Local Area will meet the requirements of State Assembly Bill 1149 (Chapter 324, Statutes of 2017), to spend a minimum of 30 percent of combined total of adult and dislocated worker formula fund allocations on training services (*California Unemployment Insurance Code* Section, 14211).

- The Local Area will not use funds to assist, promote, or deter union organizing (WIOA Section 181[b][7]).
- D. The Local Board will select the America's Job Center of CaliforniaSM (AJCC) Operator(s), with the agreement of the local CEO, through a competitive process such as a Request for Proposal (RFP), unless granted a waiver by the state (WIOA Section 121[d][2][A] and 107[g][2]).
 - E. The Local Board will collect, enter, and maintain data related to participant enrollment, activities, and performance necessary to meet all CalJOBSSM reporting requirements and deadlines.
 - F. The Local Board will comply with the nondiscrimination provisions of WIOA Section 188, including the collection of necessary data.
 - G. The Local Area will engage in and contribute to, regional planning and regional plan implementation (for example, the Local Area has participated in regional planning meetings and regional plan implementation efforts, and the Local Board and local CEO have reviewed and approved the regional plan and modifications).
 - H. The Local Area will participate in regional performance negotiations.
 - I. It will comply with State Board policies and guidelines, legislative mandates and/or other special provisions as may be required under federal law or policy, including the WIOA or state legislation.
 - J. Priority shall be given to veterans, recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for receipt of career and training services funded by WIOA Adult funding (WIOA Section 134[c][3][E] and Training and Employment Guidance Letter 19-16, Subject: *Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act (WIOA) and the Wagner-Peyser Act Employment Service (ES), as amended by title III of the WIOA Final Rules, (March 1, 2017).*

Application Signature Page

By signing the application below, the local CEO and Local Board chair request subsequent designation of the existing Local Area and subsequent certification of the existing Local Board. They certify that the Local Area has performed successfully, sustained fiscal integrity during PYS 2016-2017 or 2017-2018, and engaged in the regional planning process as described in Section 106 (c)(1). Additionally, they agree to abide by the Local Area assurances included in this application.

Local Workforce Development Board Chair

Local Workforce Development Board Chair

Signature

Christopher Galy

Name

NOVA Workforce Board Co-Chair

Title

Date

Signature

Jennifer Morrill

Name

NOVA Workforce Board Co-Chair

Title

Date

Local Chief Elected Official

Signature

Honorable Larry Klein

Name

Mayor, City of Sunnyvale

Title

Date