

**Virginia Career Works Northern Region**  
**Thursday, March 7, 2019**  
**Quarterly Board of Directors Meeting**

**Summary Notes**

**Members Present:**

Robert Bartolotta	George Harben	Staci Redmon
Anthony Cancelosi	Larry Hoffman	Leanne Rerko
Louis Cernak, Jr.	Roxana Mejia	Chris Rieley
Marjorie Clift-Bowman	Jennifer Miller	Carl Savino
Andrea Eck	Donna Motsek	Zuzana Steen
Debra Eshelman	Janet Muldoon	Joseph Terry
Kenneth Garrison	Bruce Patterson	Hector Velez

**Executive Director:** David Hunn

**Staff:** Tyna Gaylor, Seema Jain, Ann Hyslop, Sheila Jones, Mark Chernisky, Eliza Chappell, Dawn Griffith, and Sabrina Walker

**Observers:** Myra Mobley, Trang Montgomery, Tatiana Nuth, Marissa Pierce, Desiree Roberts, Susana Marino (NV Hispanic Chamber), Lura Bratcher, Dai Nguyen, Aimee Brobst, and Rick Garrett

**Board Member Roll Call:** Sheila Jones conducted roll call and a quorum was met. The meeting commenced at **8:41 a.m.**

**Approval of December 13, 2018 Summary Notes:** A motion was made by Zuzana Steen, and seconded by Majorie Clift-Bowman to approve the Board Summary notes from December 13, 2018. The notes were approved unanimously, with no abstentions.

**Chairman's Report:**

Chris Rieley served as the Interim Chairman for Todd Rowley, who was away on business travel. Mr. Rieley opened the meeting with comments regarding the Federal Government shutdown and protecting revenue streams. Mr. Rieley introduced a new/returning board member, Larry Hoffman (Associate Program Director, Human and Organizational Learning Doctoral Program, George Washington University).

David Hunn introduced Susana Marino from the Northern Virginia Hispanic Chamber of Commerce.

Mr. Rieley then requested updates from each Board Committee.

**Quality Assurance Committee:** Donna Motsek reported for the Quality Assurance Committee.

- No meeting since the last board meeting, on December 13, 2018.
- The next meeting will be on 3/26/19.

- Applications from 3 new training providers and 2 current training providers will be presented for approval.
- The Virginia Career Works – Loudoun Workforce, and Fairfax Alexandria Centers have been approved for State Certification.
- Approval for the Annandale and Reston Centers is pending, due to building improvements that need to be completed to comply with ADA requirements.

**Youth Committee:** Chris Rieley reported for the Youth Committee.

- The Youth Committee met on February 12, 2019.
- The first data validation for the WIOA Youth Pay for Performance project was completed by Third Sector Capital Partners in December 2018.
- *SkillSource* issued the first bonus payment of \$7,123 to the Fairfax County Department of Family Services for exceeding project goals during this first validation period.
- A second validation is currently underway.

***SkillSource* Group, Inc. (SSG) Board:** George Harben reported for the *SSG* Board of Directors.

- Since the VCWN Region Board meeting on December 13, 2019, The SSG Board of Directors has meet, and has acted on the following items:
- Board acceptance of United Way of National Capital Area Grant Award, totaling \$177,000 for the new Financial Empowerment Center (FEC) at the Virginia Career Works Prince William Center, in Woodbridge.
- Board approval of the Revised FY 2019 *SkillSource* Group Budget, which had been previously ratified by the Virginia Career Works Northern Region Board of Directors at its December meeting.
- Board Review and Approval of the new *SkillSource* Group Agreements with Fairfax County Government, which include the new Fiscal Agent Agreement between Fairfax County Government and the *SkillSource* Group, Inc. And the new WIOA Service Agreement between both organizations.
- Both of the above agreements are posted on our website, under Plans and Documents.
- The *SkillSource* Group Board of Directors intends to meet in March, April, May and June, as we begin to prepare for the FY 2020 Budget process, starting in July.

### **Board Approval of New Nominating Committee for FY 2020-2021 Board Officers**

Christopher Rieley outlined the establishment of a Board Nominating Committee, to consider a new slate of Board Officers for the next two years, as the current Officer terms expire in June 2019. The Board Officers are elected every two years. Mr. Hunn invited those Board members interested to volunteer to serve on the Nominating Committee and to contact him directly.

A motion to create the Nominating Committee for FY 2020-2021 Board Officers was made by Louis Cernak, and seconded by Joseph Terry. The motion was approved unanimously by the full Board, with no abstentions.

## Necessary Board Actions Aligned with Approved 2017-2020 Strategic Priorities

### Become a Thought Leader for Workforce Development

#### **Approval to Advertise Addendum to 2017 – 2019 WIOA Operating Plan**

Seema Jain reviewed the outline of the proposed Addendum to the 2017 – 2019 Northern Virginia WIOA Operating Plan. She indicated it was anticipated that the Addendum will be publicly advertised prior to submission of the Addendum to Virginia Community College System officials no later than Friday March 29, 2019.

Seema Jain also discussed the new Statewide branding efforts, opening of the Prince William FEC, Disability Employment Initiative (DEI), the implementation of Virginia's Medicaid Expansion, creation of an IT Industry Sector Coalition, launch of the Amazon Web Services (AWS) Apprenticeship program, the opening of the new Virginia Career Works Northern Region Cherokee Avenue Center, the NVTI Pay for Performance project, stackable credentials, as well as the two new fiscal agent and WIOA subrecipient agreements.

A motion was made by Janet Muldoon and seconded by Debra Eshelman for the Virginia Career Works Northern Region Board of Directors to approve advertising the Addendum to the 2017-2019 WIOA Operating Plan. The motion was approved unanimously by the full Board, with no abstentions.

#### **Ratification of Further Revisions to FY 2019 Budget for The *SkillSource* Group, Inc.**

Tyna Gaylor. presented information on strategy and partnerships to include the United Way Financial Empowerment Center (FEC) award and the new Title V Older Worker Partnership with the National Council on Aging (NCOA).

The FY 2019 Budget has been revised, and accepted at the last *SkillSource* Group Finance Committee Meeting. The WIOA Adult and Dislocated Worker Training increased from \$2,136,078 to \$2,145,976. FTEs increased from 18.7 to 20. The funding transfer from WIOA Dislocated Worker to WIOA Adult increased from \$412,000 to \$461,000.

A motion was made by Kenneth Garrison and seconded by Marjorie Clift-Bowman for the ratification of further revisions to FY 2019 Budget for the *SkillSource* Group. The motion was approved unanimously, with no abstentions.

#### **FY 2019 WIOA Training Expenditure Rate – State Code Mandated**

Tyna Gaylor presented on the State-mandated 40% Training Requirement Progress.

- **40%** or more of WIOA Adult and Dislocated Worker Funds are required to be expended for training (FY19 Budget.)
- **25%** of PY17 funds have been expended on training in FY19.
- **30%** of PY18 funds have been expended on training FY 19.
- **28% of FY19 WIOA Adult & Dislocated Worker Funds have been expended for training in the first four months. This is a 4% improvement from October 31, 2018.**
- Last year, the training rate at the end of December was 17%.

The rates are calculated from and consistent with the monthly reports filed with the State, which reflect training on a program-to-date basis.

### **Board Approval of Updated Bylaws for VCNW Board of Directors:**

Seema Jain reported that there has been an update in Article IV, section 1 in the Virginia Career Works Northern Region Bylaws, stating that the Board of Directors shall consist of no more than 59 voting members.

A motion was made and seconded to approve the update. The motion was approved unanimously by the full Board, with no abstentions.

### **Board Approval of Multiple New or Updated Federal WIOA Policies**

Seema Jain presented on new/updated VCWN WIOA Policies for Board approval. These policies included: Priority of Service, Work Experience, Protection of Personally Identifiable Information (PII), Youth 5% Income Exception, and Incumbent Worker Training.

A motion was made by Marjorie Clift-Bowman, and seconded by Zuzana Steen to approve the new VCWN WIOA Policies. The motion was approved unanimously, with no abstentions.

### **Expand Strategic Partnerships across Northern Virginia to Accomplish Our Goals**

#### **One Stop Operator Update on Caseload and Service Strategy for FY 2019 To Date**

Tatiana Nuth presented workload and caseload data from July 1, 2018 – February 28, 2019. There were over 31,286 Center Visits, about 15,602 were Unique One-Stop Visits. There were 257 Job Placements with an average hourly wage at placement of over \$18. They presented the data of all the individual WIOA programs, including Together, VFSN, IWT, NVITE, and NVTI. Additional data was presented on the Fairfax AIB Center and Ticket to Work. The breakdown report on ITAs showed the highest numbers in the Technology, Healthcare, and Transportation industries.

### **Board Business Items**

#### ***Program Management Reports***

Mr. Hunn discussed the need for a new sign-in system at the One-Stop Centers.

#### ***Executive Director Items***

David Hunn provided the items that will be discussed at the Board of Directors meeting:

- **FY 2019 Workforce Area #11 Training and OJT Commitments** – For FY 2019 (through January 2019), Workforce Area #11 has obligated \$459,593 for 231 Adult, Dislocated Worker and WIOA Youth jobseekers. The summary of funding obligations by approved training provider is included here. Pgs 1-2.
- **SkillSource To Deliver WIOA Title V Older Worker Services in FY 2020** – Pgs.3-4
- **Federal Officials End Virginia Services Network Funding**
- **Ongoing Submission of SSG Grant and Contract Proposals** – Pg. 5

### **Adjournment**

With all Board activities completed, acting Chairman Chris Rieley sought a motion to adjourn the meeting. The motion was made and seconded.

The meeting adjourned at 10:07 a.m.