

Virginia Career Works Northern Region

Thursday December 3, 2020

Quarterly Board of Directors Meeting

Summary Notes

Members Present:

Marc Austin	Mohamed Hussein	Roopal Saran
Robert Bartolotta	Roxana Mejia	Staci Redmon
Michael Becketts	Donna Motsek	Olivia Shultz
Anthony Cancelosi	Julie Mullen	Karen Smaw
Alan Dorn	Fatimah Ogungbade	Zuzana Steen
Robert Frew	Steven Partridge	Joseph Terry
Kenneth Garrison	Bruce Patterson	William Threlkeld
George Harben	Staci Redmon	William Trumbull
Patricia Hughes	Christopher Rieley	Lisa Whetzel
	Leanne Rerko	Hector Velez

Executive Director: David Hunn

Staff: Seema Jain, Sabrina Walker, Nancy Nguyen, Lauren Parker,

Observers: Lisa Tatum, Trang Montgomery, Dai Nguyen, Tatiana Nuth, Lori Epp, Kimberly Carr, Lisa Vivian, Myra Mobley, Kayla May, Attia Mahmood, Diana McBride, Desiree Roberts, Shelly Rodriguez, and Sandra Zacarias.

Board Member Roll Call: Sabrina Walker conducted roll call and a quorum was met. The meeting commenced at **8:30 a.m.**

Approval of September 3, 2020 Summary Notes: A motion was made by George Harben to approve the Board Summary notes from September 3, 2020 and was seconded by Joseph Terry. The Summary Notes were approved unanimously by the full Board of Directors, with no abstentions.

Chairman's Report:

Board Chairman Chris Rieley welcomed all Board members and other interested observers to the December 2020 VCW Northern Board meeting. Rieley noted that our local area, in collaboration with the Alexandria – Arlington Regional Workforce Council, was successful in receiving Rapid Response funding for the COVID-19 layoffs at Dulles and Reagan Washington Airports. As Congress was not able to provide Pandemic funding support, over 5,000 airline workers and 1,000 affiliated business employees were expected to be laid off. In early December, CBS News interviewed several local airline workers, and this news segment was presented on the CBS Morning Show. (Board Members watched the CBS News segment via Zoom).

Chris Rieley also announced that the Board's Strategic Planning Team had been meeting since September, virtually, and highlighted all the Board Members who are participating. He noted that the Board Consultant, Lori Strumpf, will brief the entire Board later in this meeting on the work accomplished to date.

Chris Riely introduced a new VCW Northern Board Member, Paul Steiner, of the Fairfax County Public Schools Adult and Community Education Division. Mr. Steiner introduced himself and spoke to his interest in serving on the Board of Directors.

Mr. Rieley then asked for Committee Report Updates, as follows

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

- The Quality Assurance Committee met on September 16, 2020.
- Staff are currently in process of renewing Area #11's Eligible Training Providers for FY 2021. Out of 62 ETPs, 50 ETPs have submitted all their renewal documentation. The remaining ETP's have been given an extended deadline to submit their renewal documentation, until mid-September 2020. The initial deadline for renewals was August 17, 2020.

Youth Committee: Ms. Roopal Saran reported on the Youth Committee's work to date and program outcomes.

The SkillSource Group, Inc. (SSG) Board of Directors: George Harben reported for the SSG Board of Directors. Since the Virginia Career Works Northern Board meeting in September 2020, the SSG Board of Directors and its Executive Committee have met in June and acted on the following items:

- The Board reviewed and approved a Revised FY 2021 Budget for The *SkillSource* Group, Inc. The Revised Budget included new CARES Act funding from Prince William County, the City of Manassas, and the City of Manassas Park. Other new funding includes Rapid Response funding for the Northern Virginia Airport Layoff Initiative and related Wagner Peyser and COVID-19 Pandemic funding support. This Board will be asked to ratify a Revised FY 2021 Budget at today's meeting, which will be considered and acted upon by *SkillSource* later in December.
- The Board reviewed and approved the FY 2020 Audit and Uniform Guidance, as prepared by our independent audit firm, GRF, CPAs and Advisors. He noted that the Audit and Uniform Guidance was clear, with no management recommendations. SSG intends to finalize the Audit and Uniform Guidance this month.
- The *SkillSource* Group Board of Directors will next meet on December 17th.

Necessary Board Actions Aligned with Approved 2017-2020 Strategic Priorities

Become a Thought Leader for Workforce Development

Update on 2021 – 2024 Virginia Career Works Northern Strategic Plan

The VCW Northern Board Consultant, Lori Strumpf, provided a brief update on the Board's Strategic Planning Work Group and its meetings and outcomes to date. All the Work Group's meetings were held virtually. Strumpf noted that the Work Group conducted a regional SWAT analysis and made changes from the 2017 – 2020 Strategic Plan, especially focusing on the tactical strategies utilized in the Plan. She noted that the new Strategic Plan will likely have four (4) Strategies (an increase from three (3) in the current Plan), with multiple tactical efforts stemming from each Strategy.

The Plan is to finalize the Draft Plan in December 2020, with the final version shared with Board staff in mid-January. This Plan will be incorporated into the larger local WIOA Plan, that will need to be publicly advertised in February 2021, to be sent to State officials by March 1, 2021.

Ratification of Revised FY 2021 Budget for The *SkillSource* Group, Inc., and the Virginia Career Works Northern Region

David Hunn reported that The Revised FY 2021 *SkillSource* budget reflects approximately \$7.156 million in revenues and \$7.299 million in expenses, with an estimated Decrease in Net Assets of \$142,423.

Since the FY 2021 Budget was adopted in June 2020, additional grant funds have been awarded to the SkillSource Group in addition to other FY 2021 management decisions that have impacted budget estimates. This budget revisions includes all the additional new grant funding awarded since the beginning of the fiscal year. Additional changes in this budget revision include:

- A no-cost grant extension of the Labor Department’s Disability Employment Initiative (DEI, round 8), which continues funding from October – December 2020 for SkillSource Group Ticket to Work staff. The initial FY 2021 Budget assumed grant funding would end in September 2020 and that personnel costs for Ticket staff would be from Ticket revenue (Unrestricted Funds).
- Acceptance of New Rapid Response grant funding totaling \$358,467 for the Northern Virginia Airport Rapid Response and Layoff Aversion initiative. This new funding will support workforce services to over 6,000 Northern Virginia airline workers and affiliated industry workers who were furloughed or laid off after September 30, 2020, when the Congressional airline subsidies ended.
- Acceptance of new Federal grants of \$215,000 for the COVID-19 National Dislocated Worker Grant, a portion of the Re-employing Virginia (REV) grant to Fairfax County Government for \$45,000 and \$10,000 for Local Workforce Area Strategic Planning efforts.

The FY 2021 Budget provides for a transfer of \$585,000 of WIOA Dislocated Worker funds to the WIOA Adult program to meet the needs of current caseloads in the Virginia Career Works Northern Region. Up to 100% of funds can be transferred between the Adult and Dislocated Worker lines. All other FY 2021 budget assumptions remain intact and unchanged.

A motion was made by Steven Partridge and seconded by George Harben for the Board’s ratification of the Second Revision to the FY2021 *SkillSource* Budget. The motion was unanimously approved by the full Board of Directors, with no abstentions.

Approval of Updated WIOA Policies for the VCW Northern Region

VCWN staff sought Board approval of the following new and updated policies:

Work Experience Policy - This policy is an update to the prior WEX policy to conform with recent guidance from the U.S. Department of Labor about the appropriate use of stipends and incentives.

Young Adult Incentive Policy – This updated Board policy establishes the process to provide reasonable incentives to young adults who participate in the WIOA Youth Program and successfully complete training or educational programs to encourage participation in such activities.

Priority of Service Policy – This updated Board policy establishes the process to monitor the proper implementation of the priority ranking system which gives priority for services to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient served with WIOA adult funds.

Donna Motsek made a motion to accept the new WIOA Policies and was seconded by Zuzana Steen. The motion was unanimously approved by the full Board of Directors, with no abstentions.

Expand Talent Pipeline of Youth and Adults for Business

Update on New CARES Act funding with Prince William County, the City of Manassas Economic Development, and the City of Manassas Park

Seema Jain presented an update on the CARES Act funding totaling in over \$1.1 million; \$400k from Manassas, over \$700k from Prince William County and \$25,000 from the City of Manassas Park, which expires December 31, 2020. The goal of this funding is to assist in furloughed, unemployed, and underemployed residents in PWC, Manassas and Manassas Park who have been impacted by COVID-19, with training, employment, and other supportive services, and helping employers to retain and hire qualified workers.

The grantors of this funding are the Prince William County Department of Economic Development, the City of Manassas Economic Development, and the City of Manassas Park.

Jobseeker services to include occupational training, subsidized work experience's, supportive services, career coaching, virtual workshops, and hiring events. Those eligible must be residents of the City of Manassas or Prince William County, legal to work in the U.S and have been impacted by COVID-19.

Employer services to include recruitment and screening, virtual hiring events, subsidized work experiences, on the job training, incumbent worker training, and small business recovery grants (PWC employers only). To be eligible, Business must have a location in the City of Manassas or Prince William County.

Comparing ELEVATE CARES Act enrollments with WIOA Jobseeker Enrollments

Seema Jain also presented on comparing the successful enrollment of ELEVATE CARES Act jobseekers, who were impacted by COVID-19 and seeking additional skills training or employment, with WIOA jobseeker enrollment during the same time period. Ms. Jain noted that the CARES Act eligibility was focused on COVID-19 impacts and our outreach efforts were much broader than typically conducted for WIOA outreach. All client outreach was virtual, as was the enrollment procedures. The enrollment process for the CARES Act funding were greatly simplified and shortened.

Expand Strategic Partnerships Across Northern Virginia to Accomplish Our Goals

Introducing New Text Message Campaign for SkillSource Group Ticket to Work Program

The **SkillSource** Group Ticket to Work Employment Network's Senior Director, Lauren Parker, briefed the Board of Directors on a new text message campaign to Social Security Disability Insurance recipients who might wish to enroll into the Ticket to Work program. The **SkillSource** Ticket Employment Network was selected by the Social Security Administration to administer this outreach pilot project, given the Network's success with the Program. Each quarter, SkillSource will send out 5,000 text messages to potential applicants, noting the

opportunities and services provided to Ticket customers. This Project will continue for at least one (1) year and the outcomes will be closely monitored and studied. The *SkillSource* Group Ticket to Work Employment Network started in 2010 and has grown successfully to become one of the largest Networks in the Mid-Atlantic Region, with over 150 Ticket customers an earning over \$1.6 million in outcome payments generated.

Northern Virginia One Stop Operator Update on Caseload and Service Strategy for FY 2021

Tatiana Nuth from Fairfax County Department of Family Services, the One Stop Operator for the Virginia Career Work Northern Region, gave a presentation reporting on the Employment and Training caseloads, job placements and related outcomes for fiscal year 2021 through November 2020.

Board Business Items

Program Management Reports

David Hunn provided an overview of the Center Program Management report, which highlighted service and performance data for the first quarter of fiscal year of 2021.

Executive Director Items

David Hunn provided an overview on FY21 WIOA Training expenditures, by vendor. He also shared correspondence with State officials on revisions to the State Policy that requires local workforce areas to spend 40% of the WIOA Adult and Dislocated Worker Allocations on jobseeker training; he noted his proposed edits were not accepted by State officials. Finally, he reviewed the pending grants and contracts under consideration by *SkillSource*.

Adjournment

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

The meeting adjourned at 10:43 a.m.