

# Virginia Career Works Northern Region

Thursday, September 2, 2021

## Quarterly Board of Directors Meeting

### Summary Notes

#### Members Present:

Shakera Alvarado	Donna Motsek	Karen Smaw
Marc Austin	Julie Mullen	Paul Steiner
Anthony Cancelosi	Fatimah Ogungbade	Joseph Terry
Julie Coons	Bruce Patterson	William Threlkeld
Kenneth Garrison	Leanne Rerko	William Trumbull
George Harben	Christopher Rieley	Michele Weatherly
Mohamed Hussein	Roopal Saran	Lisa Whetzel
Susan Mitchell		

**Executive Director:** David Hunn

**Staff:** Ann Hyslop, Seema Jain, Sabrina Walker, Nancy Nguyen, Mark Chernisky, Sheila Jones, Laura Snell, Eliza Chappell, Karla Quiroz, Claudia Barrios, Christine Slattery, Rebecca Bennett, and Lauren Parker

**Observers:** Lisa Tatum, Dai Nguyen, Tatiana Nuth, Jamie Hudson, Desiree Roberts, Linda Siam, Kayla May, Diane McBride, Trang Montgomery, Lisa Vivian, Donna Comer, Greg Vaughn, Renee Brown, Glenda Blake, William Browning, Naqeeb Paymaan, Mouly Aloumouati, Attia Mahmood

**Board Member Roll Call:** Sabrina Walker conducted roll call and a quorum was met. The meeting commenced at **8:31 a.m.**

**Approval of June 3, 2021 Summary Notes:** A motion was made by Joseph Terry to approve the Board Summary notes from June 3, 2021 and was seconded by Roopal Saran. The Summary Notes were approved unanimously by the full Board of Directors, with no abstentions.

#### Chairman's Report:

Chris Rieley, the Chairman of the Virginia Career Works Northern Region Board of Directors, welcomed the Board and noted that we have all seen a Summer of job openings and businesses starting to reengage, but VCWN is still mindful of the increasing COVID infection rates – which is the primary reason VCWN is keeping this Board Meeting in a virtual environment.

Over the past six months, State officials have required that all local workforce boards review the operations of their Virginia Career Works Centers and to prepare a Center Certification Application for each Center, either a Comprehensive Center or Affiliate Center. The Board was briefed on these Center certification applications in June and five Center applications were submitted to State officials. All five Centers, one Comprehensive and four Affiliate Centers, have been approved by the State for the next two years. As four of our five Centers are now open to the public, the Board will be hearing from the Center Managers on their operations and challenges later in the meeting.

The Board will receive an update on our FY 2022 Revised Budget, the new Northern Virginia Return to Earn Initiative (where VCWN is a leader in employer engagement and funding commitments), our Incumbent Worker Training Program, the Virginia LinkedIn Learning effort and our ongoing workforce activities. In a huge step forward, Virginia officials have agreed to revise and update the WIOA 40% Training Expenditure formula calculation that has so severely impacted our ability to manage shifting funding levels and caseloads – the new formula is expected to include our staffing costs within the expenditure calculation – allowing our staff to shift funds more flexibility than currently allowed. VCWN expects that new State guidance to be available shortly and will be retroactive to July 1, 2021.

Mr. Rieley shared two other items of importance to this Board. Next week will be the last week of the extended Federal Unemployment Insurance benefits provided to so many Virginians. VCWN estimates that over 60,000 Virginians will lose their UI benefits, with many here in this region. The VCWN Centers will be certainly challenged to respond to this new demand. In following the international news, State experts estimate that between 14,000 – 20,000 refugees from Afghanistan will be relocating to Virginia, with many, if not most, seeking to resettle in Northern Virginia. While the refugee resettlement and social service agencies will have the primary responsibility for these new Americans, VCWN will certainly be involved in the months ahead.

Mr. Rieley then introduced Ann Hyslop, who oversaw the special grant funding that VCWN received from the Governor last year to open a new employment center within the Prince William – Manassas Adult Detention Center. This Center mirrored a similar Center at the Fairfax County Jail – these two Centers are the only local Board-operated job center in the entire State. Ms. Hyslop, as well as Ken Garrison, Mouly Aloumouati, and Donna Comer, spoke about this Center initiative and highlighted several unique outcomes. Ms. Hyslop also shared a short video that was prepared to frame this discussion.

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

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

- The next meeting of the Quality Assurance Committee will be held 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 of 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.
- At the next Quality Assurance Committee meeting, we are expected to review 4 new potential ETP's to be added to our local and state list.

**Youth Committee:** Roopal Saran reported for the Youth Committee.

- The Youth Committee will next meet on September 14, 2021.
- The Northern Virginia WIOA Youth Program ended FY 2021 at 125 enrollments, and currently at 100% Out of School Youth enrollments. The Committee will discuss the plan to increase caseloads for FY 2022, given the significant increase in WIOA Youth funding for the new program year.

- The Committee will also review the outcomes and success of the summer Youth Leadership Academy, that was held this year in place of the summer Educating Youth through Employment (EYE) Program.
- Lastly, the Committee will review the performance outcomes for the program. For PY 2020, the Youth program met or exceeded all WIOA performance measures.

**The SkillSource Group, Inc. (SSG) Board of Directors:** David Hunn reported for the SSG Board of Directors. Since the Virginia Career Works Northern Board meeting in June 2021, the SSG Board of Directors have met and acted on the following items:

- The Board reviewed and approved a proposed revised FY 2022 Budget for The SkillSource Group, Inc that this Virginia Career Works Northern Board will consider shortly. With large new increases in Federal WIOA funding for FY 2022, this Budget will allow our local area to add more One Stop Operator staff and to serve more jobseekers and employers.
- The SkillSource Group, Inc. finished FY 2021 with a significant funding loss, approximately \$284,000, due primarily to 1) Revisions to the organization's Indirect Cost Rate calculation for FY 2021, 2) Less than anticipated revenues for the Social Security Ticket to Work Program, 3) Multiple revisions to grant programs and related personnel costs due to slowdowns and shutdowns from the COVID Pandemic. The SSG Finance Committee and staff are closely reviewing these loss categories to assure that they are not repeated during FY 2022.
- The Board of Directors was advised that State officials have accepted our local area's WIOA Operating Plan for 2021 – 2024. This Plan has been prepared during the past six months with major input from several Virginia Career Works Northern Board members and staff. The Virginia Workforce Board will formally accept this Plan at their September 2021 meeting.
- Following Chris's earlier comments, State officials will be issuing revised policy guidance on the State's WIOA 40% Training Expenditure formula, which our Board has advocated for this change for several years; this change will be retroactive to July 1, 2021. State officials are also issuing new guidance on the Return to Earn Program, about which we will hear from staff shortly. Our Northern Virginia Return to Earn effort is a leader in the entire State.
- The SkillSource Group Board of Directors will next meet on October 7th

### **Necessary Board Actions Aligned with Approved 2021 – 2024 Strategic Priorities**

#### **Become a Thought Leader for Workforce Development**

##### **State Certification of Five Virginia Career Works Northern American Jobs Centers**

David Hunn reported on the One-Stop Certification results. After careful review of the One-Stop Certification Application(s), the WIOA Title I Administrator has determined that the following American Job Centers (AJCs) have met the requirements for certification approval.

- Virginia Career Works-Prince William Center certified as a Comprehensive Center
- Virginia Career Works-Fairfax Alexandria Center certified as an Affiliate Center
- Virginia Career Works-Fairfax Annandale Center certified as an Affiliate Center
- Virginia Career Works-Loudoun Workforce Resource Center certified as an Affiliate Center
- Virginia Career Works-Cherokee Avenue Center certified as an Affiliate Center

### **A Front Lines Perspective – An Update from VCW Northern Center Managers**

Rebecca Bennett presented on the job operations of the VCW Prince William and Cherokee Avenue Centers during the Pandemic. The VCWPW and Cherokee Avenue centers closed on March 16, 2020 due to the COVID-19 pandemic. Employees of VCWN and partner agencies transitioned to telework and resumed duties virtually. In June 2020, in-person services resumed at the VCWPW Center by appointment only. VCWN entered into an agreement for one year with the Virginia Employment Commission to provide Wagner-Peyser services to job seekers. With the new agreement, the *SkillSource* Group hired 3 additional staff to carry out basic and individualized career services. SSG also hired a CNA to serve as a temperature taker. Armed Security Guards were hired as well, with funding through the State.

Myra Mobley presented on the operations of the VCW Fairfax Centers. All centers suspended in-person services in March 2020 and transitioned into technology-driven services. Those services included Virtual Training, monthly webinars, virtual job fairs etc. The Fairfax Centers began to open in Spring of 2021, providing in-person and virtual services.

### **Ratification of Revised FY 2022 SkillSource Group Budget**

David Hunn reported the FY 2022 SkillSource budget, which reflects over \$9.14 million in revenues and \$9.12 million in expenses, with an Increase in Net Assets of \$20,000.

The third pass of the FY 2022 budget reflects 10% WIOA Administration (maximum allowable is 10%) and transfers of \$430,000 from the Dislocated Worker to Adult program. **The WIOA Adult & Dislocated Worker Training rate stands at 40.6%, to meet the State-required 40%.** *SkillSource* anticipates changes will be made to the 40% formula calculation that will result in opportunities to reallocate WIOA Adult/Dislocated Worker funding in the future.

#### ***SkillSource* Group**

Changes to the personnel and fringe budget assumptions include:

- 17 FTEs with adjustments made to charge portions of staff time to the SCSEP initiative.
- 2% preliminary cost of living increase
- 2% performance bonus pool
- 4.46% health insurance premium increase

#### **One-Stop Operator – Fairfax County Department of Family Services**

- The One-Stop Operator's increased Personnel budget has been fully funded at 18 FTEs with 11 for the Adult and Dislocated Worker programs (2 additional positions) and 6 for the Youth program (1 additional position), and 1 FTE for the WIOA Title V Older Worker funding.

Changes to the grants and awards incorporated in the FY 2022 budget include:

- Adjustments to the staffing costs for the budget for the National Council on Aging grant to serve older workers through the WIOA Title V Older Worker program, known as the Senior Community Service Employment Program (SCSEP).
- Two new grant awards from the Virginia Community College System - \$626,372 for the Return to Earn initiative, which is an employer match program to offer funding for hiring bonuses to small businesses through December 2021. Staffing costs for existing SkillSource staff to administer this program will be funded through WIOA Adult/Dislocated Worker funding, also through December 2021. New funding of \$49,816 has also been added for Center Security Guard services through September 2021 at the VCW – Prince William and Cherokee Avenue Centers. Costs for an armed guard for each center have also been added from October 2021 to June 2022, that will be cost-shared by Center Partners.
- Adjustments to the COVID-19 Dislocated Worker National Emergency Grant to include additional funding received, through February 2022.
- Approximately \$35,000 in WIOA Youth funding has been allocated towards the WIOA Youth Pay for Performance outcome payments.

Revenues for the Ticket to Work Program are estimated at \$280,000.

Estimated vacancy costs at the two Virginia Career Works – Northern Centers where SkillSource serves as the leaseholder have been assigned to the WIOA programs. Funding of \$35,000 has been allocated for the opening of a new Virginia Career Works – Northern Center location in the City of Manassas.

This budget version assumes 60% of indirect costs are charged to WIOA Admin, based on WIOA expenses versus total organizational expenses. The remaining 40% of indirect costs are charged to other grants based on the De minimis rate method. No other indirect costs are allocated to the WIOA programs.

A motion was made by William Threlkeld and seconded by Anthony Cancelosi to approve the revised FY 2022 *SkillSource* Budget. The motion was unanimously approved by the full Board of Directors, with no abstentions.

## **Expand Talent Pipeline of Youth and Adults for Business**

### **Status Report of VCW Northern Incumbent Worker Training Program**

Seema Jain reported on the IWT programs activity for FY 2021 and FY 2022. For FY 2021 Virginia Career Works Northern allocated \$35,533 for 7 companies. For FY 2022, \$32,200 has been allocated for 4 companies.

### **Northern Virginia Return to Earn Initiative Activity**

Christine Slattery and Laura Snell presented on the Return to Earn initiative.

### **As of August 30, 2021:**

Numbers of Employers Expressing Interest – 83

Number of employee agreements issues – 62  
Number of employer agreements executed – 36  
# jobseekers/employees impacted – 363  
Grant funding obligated - \$180,200  
Grant funding processed - \$38,750  
Number of workers hired – 78

## **Continue Building Sustainable Partnerships in Northern Virginia to Accomplish Our Goals**

### **Northern Virginia One Stop Operator Caseload and Performance Outcomes Closeout 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 closeout for fiscal year 2021.

### **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 fiscal year of 2021.

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

David Hunn provided an overview on FY21 WIOA Training expenditures, by vendor and OJT Commitments. He also reviewed the *SkillSource* Group Ticket To Work Employment Network Highlights in New Social Security Administration Guidebook, and the new VCW Northern Partnership with Virginia Association of Builders and Contractors (ABC), Finally he reviewed the ongoing Submission of SSG Grant and Contract Proposals.

#### ***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 10:31 a.m.