

Virginia Career Works Northern Region

Thursday September 3, 2020

Quarterly Board of Directors Meeting

Summary Notes

Members Present:

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

Executive Director: David Hunn

Staff: Ann Hyslop, Seema Jain, Sabrina Walker, Nancy Nguyen, Mark Chernisky, Sheila Jones, Claudia Barrios, Lauren Parker, Laura Snell, Karla Quiroz, Rebecca Bennett, and Susan Baker

Observers: Lisa Tatum, Trang Montgomery, Dai Nguyen, Tatiana Nuth, Jamie Hudson, Lori Epp, Kimberly Carr, Lisa Vivian, Myra Mobley, Kayla May, Attia Mahmood, Shelly Rodriguez, Shekera Alvarado, Grant Schafer, and Sandra Zacarias.

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 4, 2020 Summary Notes: A motion was made by Joseph Terry to approve the Board Summary notes from June 4, 2020 and was seconded by Roxana Mejia. The Summary Notes were approved unanimously by the full Board of Directors, with no abstentions.

Chairman's Report:

In early July, following the Governor's Orders, our Virginia Career Works Prince William Center opened back to the public by appointment only. The Fairfax Annandale Center and the Loudoun Workforce Resource Center opened by appointment only in early August. Our One Stop Operator staff are enrolling jobseekers virtually (online). Our Employer Solutions Team held an online job fair two weeks ago for a new Hilton Tru Hotel in Manassas with Zoom technology – of 10 candidates presented to Hilton executives online, 5 were offered jobs on the spot (virtually). The Hilton hiring team was thrilled with this new, free service. We believe this way of doing business is here to stay, even as our Centers open fulltime.

At the June Board meeting, I announced multiple opportunities for Board members to serve on various Committees and several Board Members have stepped up to volunteer on a variety of Committees, and I thank you for that. I wish to share more opportunities for Board Members to have more involvement in this Board's activities:

1. We delayed our Board's 3 -Year Strategic Plan process as we await further State guidance. I want to engage a Working Group to collaborate with our WIOA Consultant, Ms. Lori Strumpf, to begin meeting and researching a new three-year Plan, ranging from 2021 – 2024. Our past work together has allowed to work smartly, so I am expecting no more than 3 meetings at roughly 2 hours each meeting. I also expect those meetings will start this month (September) and will likely all be virtual meetings.

2. Our Board Committees, the Quality Assurance, Program and Planning, the Disability Services Subcommittee and the Youth Committee continue to seek Board Member involvement. If you have an interest in a Committee's work, please let Seema Jain and Sabrina Walker know and they will keep you advised of the next Committee meeting schedule.

Introduction of New Board Members

I am thrilled to announce several new Board Members and I ask that each one takes a few minutes to introduce themselves and their hosting organization:

- Michael Becketts, Director, Department of Family Services, Fairfax County Government
- Ms. Fatimah Ogungbade, External Affairs, Dominion Energy
- Grant Schafer, Loudoun County Public Schools
- Tanya Moore, (new with MC Dean, formerly with IBM)

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 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.

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 June 2020, the SSG Board of Directors and its Executive Committee have met in June and acted on the following items:

- *SkillSource* ended FY 2020 in June 2020 with a \$50,000 increase in Net Assets, due primarily to an increase in revenues through the Ticket to Work Program. The Federal Disability Employment Initiative grant will end this September and all four Ticket to Work staff will continue with *SkillSource*, funded entirely through Ticket to Work program revenues. We should continue to plan for great results from that unit.
- The Board reviewed and approved the final draft of the FY 2021 Budget for The *SkillSource* Group, Inc. 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 September.
- In July 2020, the *SkillSource* Group Board welcomed a new Chair, Ms. Deborah Eshelman, a Principal with Management Concepts in Tysons Corner. Marc Tate, now with Amazon Web Services will continue as the Board's Vice Chairman. Both Debbie and Marc's term will last for two years.
- The *SkillSource* Group Board of Directors will next meet in September and November of this year.

Necessary Board Actions Aligned with Approved 2017-2020 Strategic Priorities

Become a Thought Leader for Workforce Development

Overview of Impact of COVID-19 Pandemic on Local VCW Operations

Lori Epp from the Fairfax County Department of Family Services provided a presentation on the impact the COVID-19 Pandemic has had on Virginia Career Works Operations since March 2020.

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. These revisions include:

- New funding from the Virginia Employment Commission to administer Wagner Peyser program services at the Virginia Career Works Prince William Center through December 2020.
- New funding from the Virginia Employment Commission to purchase and install Personal Protective Equipment at all Virginia Career Works Northern Centers.
- New funding from the Prince William County Department of Economic Development to support jobseeker training and employer outreach, utilizing Federal CARES Act funds (in partnership with Northern Virginia Community College) through December 2020.
- New funding from the City of Manassas County Department of Economic Development to support jobseeker training and employer outreach, utilizing Federal CARES Act funds (in partnership with Northern Virginia Community College) through December 2020.
- All other FY 2021 budget assumptions remain intact and unchanged.

All other FY 2021 budget assumptions remain intact and unchanged.

A motion was made by Christopher Rieley and seconded by Zuzana Steen for the Board's ratification of the First Revision to the FY2021 *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

New CARES Act funding with Prince William County and City of Manassas Economic Development

Seema Jain presented on the CARES Act funding totaling in over \$1.1 million; \$400k from Manassas and over \$700k from Prince William County which expires December 31, 2020. The goal of this funding is to assist in furloughed, unemployed, and underemployed residents in PWC and Manassas 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 and the City of Manassas Economic Development.

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.

New Rapid Response Proposal to State for Northern Virginia Airport Layoff Aversion

Seema Jain gave a presentation on the Northern Virginia Airport Rapid Response proposal to the State of Virginia. The Virginia Career Works Northern Region is seeking additional funding to respond to the anticipated layoff of over 6,000 local airline and related industries personnel, where service demands have been reduced due to the COVID-19 Pandemic. The airline staff layoffs are anticipated on October 1, 2020, unless the U.S. Congress agrees to continue funding airline subsidies to avoid staff layoffs. This proposal was submitted in partnership with the Alexandria-Arlington Regional Workforce Council and will cover operations at both Dulles International and Washington Reagan Airports.

Expand Strategic Partnerships Across Northern Virginia to Accomplish Our Goals

Overview of GO Virginia Northern Region Initiatives and Grant Funding

Ann Hyslop gave a presentation on the GO Virginia Northern Region Initiatives. This presentation included the current goals of GO Virginia Northern Region, the GO VA COVID response, grant types, awarded projects, and projects currently in the pipeline.

Outcome of Governor's WIOA Rapid Response COVID-19 Supports for Employers

Seema Jain reported the updates on the Governor's WIOA Rapid response COVID-19 support for Employers outcomes. *SkillSource* was granted \$396,208, this funding was available through August 31, 2020. This funding is to be used to assist companies with less than 250 employees to avert layoffs with funding that can be used to clean facilities and support other operational needs to avert layoffs and keep employees working. Approved use of this funding included cleaning/sanitization services and supplies, PPE, telework equipment, and other costs to support employees.

SkillSource received over 450 applications. 200 of those were reviewed and 70 employers were awarded. As of September 2, 2020, 91% of all funds have been expended. Businesses still have additional time to submit invoices.

IT and Technology expenses were most of the costs that reimbursement was requested for, such as laptops, software costs, and online POS systems/subscriptions. Cleaning supplies and PPE costs were also largely requested for reimbursement.

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 2020 through June 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 fiscal year of 2020.

Executive Director Items

David Hunn provided an overview on FY20 WIOA Training expenditures, by vendor. 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 10:40 a.m.