

Virginia Career Works Northern Region

Thursday, June 3, 2021

Quarterly Board of Directors Meeting

Summary Notes

Members Present:

Shekera Alvarado	William Mountjoy	Karen Smaw
Marc Austin	Julie Mullen	Zuzana Steen
Robert Bartolotta	Fatimah Ogungbade	Joseph Terry
Anthony Cancelosi	Steven Partridge	William Threlkeld
Julie Coons	Bruce Patterson	William Trumbull
Kenneth Garrison	Leanne Rerko	Hector Velez
George Harben	Christopher Rieley	Michele Weatherly
Roxana Mejia	Todd Rowley	Lisa Whetzel
Susan Mitchell	Roopal Saran	

Executive Director: David Hunn

Staff: Ann Hyslop, Deborah Shaffer, Seema Jain, Sabrina Walker, Nancy Nguyen, Mark Chernisky, Sheila Jones, Laura Snell, Eliza Chappell, Karla Quiroz

Observers: Lisa Tatum, Dai Nguyen, Tatiana Nuth, Jamie Hudson, Lori Epp, Kimberly Carr, Shelly Rodriguez, Lori Strumpf, Theresa Byers, Desiree Roberts, Warren Smith, Linda Siam, Dorteia Brown, Myra Mobley, Kayla May, Diane McBride, Trang Montgomery, Gregory Vaughn

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

Approval of March 4, 2021 Summary Notes: A motion was made by Joseph Terry to approve the Board Summary notes from March 4, 2021 and was seconded by William Threlkeld. The Summary Notes were approved unanimously by the full Board of Directors, with no abstentions.

Chairman's Report:

Chris Rieley welcomed the Board for the quarterly meeting. Mr. Rieley updated the Board on the recent public procurement of the One Stop Operator contract and the WIOA Adult/Dislocated Worker contractor. Two proposals were received, and an RFP Review Committee comprised of Board staff and Board Members reviewed the proposals and made a unanimous contract recommendation, that was included in the Board Package. This new contract award is for five years, with each year awarded individually.

Mr. Rieley also noted that this year, 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 has engaged its workforce consultant, Lori Strumpf, to oversee this Center Certification process, with much engagement from several Board Members who served on the Certification Team. This Team's Center Certification application recommendations were included in the Board Package.

Lastly, Mr. Rieley covered the other Board issues that would be discussed during the meeting, including the LinkedIn Learning License initiative and the Board's annual Return on Investment Study.

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

Quality Assurance Committee: Fatimah Ogungbade reported for the Quality Assurance Committee.

- The Quality Assurance Committee last met on March 31, 2021.
- At this last meeting, the Committee approved seven (7) new Eligible Training Providers and their programs, and expanded course offerings from five (5) current training providers.
- The Committee also received an update on the Center Certification Process, that the Board will hear more details on later in this meeting.
- Most, if not all, of the Area #11 Eligible Training Providers have reported that they are back to normal operating status, whether they are delivering training virtually, in-person following CDC guidelines, or a hybrid option of both.

Youth Committee: Roopal Saran reported for the Youth Committee.

- The last meeting of the Youth Committee convened on May 25, 2021.
- As of April 30, 2021, the Northern Virginia WIOA Youth Program was at 114 enrollments, and currently at 100% Out of School Youth enrollments. The Northern Virginia WIOA Youth program is currently 3rd in the State in terms of enrollments, in comparison with other local workforce development board's WIOA Youth Programs.
- The Northern Virginia WIOA Youth Pay for Performance Project, focusing on foster care and justice-involved youth, is currently at 13 enrollments.
- The Committee approved the revised Work Experience Policy, to include the updated Virginia minimum wage rate that took effect as of May 1st. The Board will review this policy later during this meeting.

The SkillSource Group, Inc. (SSG) Board of Directors: Hector Velez reported for the **SSG** Board of Directors. Since the Virginia Career Works Northern Board meeting in March 2021, the SSG Board of Directors and its Executive Committee have met 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:

- Additional \$500,000 in grant funding for the VCCS COVID-19 Dislocated Worker National Emergency Grant. These funds will allow the Fairfax County Public Health Department to reach into communities to inform them of the COVID Vaccine opportunities.
 - New grant extension for Re-Employing Virginians (REV) funding from Fairfax County
 - Adjustments to Prince William County and City of Manassas CARES projects, due to changes in Indirect Cost Rate methodology.
 - New grant extensions for the Wagner-Peyser Initiative in Prince William County and The Bay Consortium for the period of April to June 2021.
- Additional anticipated funding from the Greater Washington Community Foundation.

- The Board reviewed and approved a proposed FY 2022 Budget for The *SkillSource* Group, Inc that this Virginia Career Works Northern Board will consider shortly. With new large 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 Board approved the public release of the Virginia Career Works Northern WIOA One Stop Operator RFP and Adult/Dislocated Worker RFP. Two responses were received, and this Board will consider the contract ratification shortly.
- The Board was updated by staff on the City of Manassas GED Graduate Initiative, which focused on assisting City residents to earn this GED certification for free. Over 50 City residents are participating in this effort, which will extend into FY 2022.
- The Board authorized a new contract with American Government Services, LLC, which will provide a cloud-based data reporting tool for a *SkillSource* Group employee to support the ICF International H1B One Workforce Grant for the next four years.
- The *SkillSource* Group Board of Directors will next meet on June 24th.

Mr. Rieley then called for any comments from the General Public. There were none.

Necessary Board Actions Aligned with Approved 2017-2020 Strategic Priorities

Become a Thought Leader for Workforce Development

FY 2022 The *SkillSource* Group Budget – Second Draft

David Hunn reported **The FY 2022 SkillSource budget reflects nearly \$8.19 million in revenues and \$8.21 million in expenses, with a resulting Decrease in Net Assets of \$18,507.**

The State has released the FY 2022 WIOA allocations; Virginia received a significant increase in WIOA allocations across all three funding streams, and Area #11 received a 71% increase in WIOA Adult allocations, a 72% increase in WIOA Youth allocations, and a 40% increase in WIOA Dislocated Worker allocations. **The actual FY 2022 WIOA allocations have now been included in this budget version.** Carry-in is projected at the FY 2021 budgeted One-Stop Set Aside and savings from reduced indirect costs from FY 2021 that can be charged to WIOA, or \$181,547, collectively.

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 43%, as compared to the State-required 40%.**

Additional personnel and fringe budget assumptions include:

***SkillSource* Group**

- 17 FTEs with nearly 5 funded directly by WIOA, including portions of the President and CEO, Director of Budget & Financial Accounting, Junior Accountant, Deputy Director, and Program Coordinator.
- Changes in WIOA Admin and Indirect staff allocation percentages.

- 1% preliminary cost of living increase
- 2% performance bonus pool
- 0% health insurance increase – SkillSource is discussing potential changes to the current health insurance plan, that may result in future cost savings. Once finalized, this will be incorporated into future FY 2022 budget projections.
- 0% life & disability insurance increase
- 30% calculated fringe rate, which includes continued 10.4% retirement plan contribution and maximum \$520 annual match

One-Stop Operator

- 14 FTEs with 9 for the Adult and Dislocated Worker programs and 5 for the Youth program (a reduction of 1), 1 FTE for the WIOA Title V Older Worker funding, and 2 FTE for the new Prince William County grant. Due to the increase in WIOA allocations, the One Stop Operator has been invited to propose FY 2022 increases in staffing and operations for the One-Stop Operator in the Third Draft of the FY 2022 Budget.

Since most grants are cost reimbursable, the Decrease in Net Assets is driven primarily due to estimated vacancy costs at the two Virginia Career Works – Northern Centers where *SkillSource* June 3, 2021 9 serves as the leaseholder. Four (4) Ticket to Work staff were funded through grants from the Virginia Department for Rehabilitative Services, which ended in December 2020. For FY 2022, two (2) Ticket to Work staff have been moved to other grant-funded initiatives. **There are no staff reductions proposed in this Draft Budget.**

Grants and awards incorporated in the interim FY 2022 budget include:

- Renewed award from the National Council on Aging to serve older workers through the WIOA Title V Older Worker program, known as the Senior Community Service Employment Program. (1 FTE)
- Two renewed annual awards from the Virginia Department of Health and Human Services Employment Advancement for Temporary Assistance for Needy Families (TANF) to assist current TANF participants in the VIEW program, as well as parent(s) below 200% of the Federal poverty guidelines, who reside in Fairfax, Prince William, and Loudoun in securing employment, often through paid work experience. (2.4 SSG FTEs)
- New award from the Virginia Department of Health and Human Services Employment Advancement for Temporary Assistance for Needy Families (TANF) to assist TANF participants and parent(s) below 200% of the Federal poverty guidelines in Northern Virginia, through a Pay for Performance output and outcome bonus payment structure. (1.10 SSG FTE)
- Renewed award from the Fairfax County Consolidated Community Funding Pool (CCFP) to coordinate and facilitate work experiences for Fairfax County inmates in the Pre-release program. (1.0 SSG FTE)
- Renewed award as the Supporting Organization for Go Virginia Region 7 (1.65 FTE)
- New award from ICF International through a U.S. Department of Labor H-1B grant award (1.0 SSG FTE)
- Continued funding for the VCCS COVID-19 Dislocated Worker NEG (through February 2022), the VEC COVID-19 PPE grant (through December 2021), and Fairfax County REV (through December 2021)
- Carry-in funding through 12/31/21 from the United Way Financial Empowerment Center award, which provides year-round integrated financial services in the Woodbridge Center,

and NVITE, which focuses on jobseekers moving into IT training and employment. (.18 FTE)

Elimination of the following grants and awards: VCCS Economic Equity Initiative, Area 13 Bay Area WIOA Youth Program, Virginia Department of Aging & Rehabilitative Services DEI and JSA grants, Manassas and Manassas Park CARES, VEC and Area 13 Wagner-Peyser grants, and the VCCS Rapid Response Airport Layoff Aversion Grant.

Educating Youth through Employment (EYE) is budgeted to continue in 2022 with breakeven financial results. (.1 FTE). The Woodbridge and Alexandria Center budgets incorporate an increase in rent, but expenses are otherwise presumed consistent with FY 2021, with the *SkillSource* portions represented in the line item Comprehensive Center Costs (1.65 FTEs.).

This budget version assumes 60% of indirect costs are charged to WIOA Admin, based on WIOA revenues versus total organizational revenues. The remaining 40% of indirect costs are charge to other grants based on the De minimis rate method. The De minimis rate is 10% of the Modified Total Direct Costs (MTDC). MTDC includes direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000.

A motion was made by Robert Bartolotta and seconded by Zuzana Steen to approve the Second Draft FY 2022 *SkillSource* Budget. The motion was unanimously approved by the full Board of Directors, with no abstentions.

Ratification of Contract Award for FY 2022 WIOA One-Stop Operator and Adult/Dislocated Worker Program Operator

Seema Jain reported since 2002, Virginia Career Works - Northern (Workforce Area #11) and the *SkillSource* Group, Inc. has competitively bid out the contract for the Workforce Innovation and Opportunity Act (WIOA) One-Stop Operator and Adult/Dislocated Worker Program Operator. The Fairfax County Department of Family Services has been the WIOA/WIA One-Stop Operator and Adult/Dislocated Worker Program Operator since 2002.

The contract period for the current WIOA One-Stop Operator and Adult/Dislocated Worker Program Operator award ends in June 2021. SSG issued a renewal RFP for new WIOA One-Stop Operator and Adult/Dislocated Worker Program Operator services which was available from March 26, 2021 and due April 23, 2021. The RFP was distributed to a list of interested bidders. An advertisement was placed in the Washington Post during the weekends of April 3, 2021, April 10, 2021, and April 17, 2021. The RFP was also posted on the website for the National Association of Workforce Boards (NAWB). A Virtual Pre-Proposal Conference was held on April 8, 2021, at which representatives from one organization attended – Fairfax County Department of Family Services.

Two proposals were received in response to this RFP, from Fairfax County Department of Family Services and America Works. An RFP Review Committee, comprised of SSG staff and VCWN and SSG Board Members, reviewed the proposal and awarded high marks to the proposal from the

Fairfax County Department of Family Services, and unanimously recommended that the *SkillSource* Board approve that the contract award be made to Fairfax County DFS.

A motion was made by Zuzana Steen and seconded by Bruce Patterson to approve the contract award for the FY 2022 WIOA One-Stop Operator and Adult/Dislocated Worker Program Operator for Virginia Career Works – Northern to Fairfax County Department of Family Services. The motion was unanimously approved by the full Board of Directors, with no abstentions

Expand Talent Pipeline of Youth and Adults for Business

Approval of FY 2022 VCW Northern Center Certification Applications for State Review

The VCW Northern Board Consultant, Lori Strumpf, provided an overview on the Virginia Career Works – Northern Region Center Certification process. She reviewed the Center Certification Team (CCT), which was made up of 6 Workforce Development Board members, 2 *SkillSource* Staff, and Ms. Strumpf. She reviewed the State application process and its requirements, the CCT's steps they took to meet or exceed those requirements, and where the process stands now.

The CCT recommended that the State certify 5 Virginia Career Works – Northern One-Stop Centers:

- Virginia Career Works – Prince William Center
- Virginia Career Works – Loudoun Workforce Resource Center
- Virginia Career Works – Cherokee Avenue Center
- Virginia Career Works – Fairfax Alexandria Center
- Virginia Career Works – Fairfax Annandale Center

Once all applications receive approval from the Workforce Development Board, they will be submitted to the Chief Elected Official (CEO) for final approval. After the Board Chair and CEO have signed each application, they will be submitted to the Virginia Community College System for subsequent notice to VBWD by June 30, 2021.

A motion was made by Shekera Alvarado and seconded by Anthony Cancelosi for approval of the FY 2022 VCW Northern Center Certification Applications submittal for State Review. The motion was unanimously approved by the full Board of Directors, with no abstentions.

Approval of Revised WIOA Youth Program Policy for Work Experience Stipend Payment

Seema Jain reported pay cost increase for the WIOA Youth Program Work Experience Stipend. The Policy was revised on May 1, 2021 to include the Paid work experience stipends can be earned at a rate of \$9.50/ hour.

A motion was made by William Threlkeld and seconded by Steven Partridge to accept the revised WIOA Youth Program Policy for Work Experience Stipend Payment. The motion was unanimously approved by the full Board of Directors, with no abstentions.

Ensure Diversity of Funding Sources to Sustain Long-Term Impact

Status Report on LinkedIn Learning License Distribution

David Hunn gave an update on the current LinkedIn Learning License distribution. The report shows Virginia Career Works – Northern leading the state with 375 licenses issued so far. David gave also gave an update on VCWN’s outreach strategies.

Overview of New TANF Initiative and H1B Grant Subcontract Opportunities

Seema Jain presented on Northern VA TANF Employment Advancement Pay for Performance (P4P) Initiative to assist Northern Virginia jobseekers, with an emphasis on delivering case management and job readiness services, occupational training, subsidized work experiences, and job search assistance that will result in increased job placement, increased job retention, higher entry-level employment wages, and increased wage gains with job advancement over time.

The Virginia Department of Social Services has awarded \$150,450 from May 26, 2021 – June 30, 2022, with 3 one-year renewal options.

Jobseeker Services to include:

- Assessments
- Training
- Subsidized Work Experiences
- Supportive Services
- Job Development, Placement, and Retention
- Referrals to other Services

Eligibility:

- Must be resident of Counties of Fairfax, Prince William, Loudoun, or Cities of Manassas or Manassas Park
- Enrolled in TANF or are 200% below Federal Poverty guidelines and have a dependent

The goal is to serve 28 jobseekers, place 7 into training, 15 into employment at an average hourly wage of \$13/hour. VCWN has the **First TANF Pay for Performance (P4P) grant in the State.**

25% would be charged to VDSS for partial operational costs, but the remaining payments would only be made after the achievement of Outputs and Outcomes, as proposed. This innovative strategy reduces risk to VDSS and guarantee of payment is made only upon successful outcome achievement; payments would only be made after independent validation of the outcomes achieved.

Seema Jain then presented on the ICF International LEAD 4 IT H-1B Initiative. The goal is to leverage Virginia’s Work-Based Learning, employment, training, and economic development assets to develop dynamic workforce strategies that train workers and jobseekers for middle- to high-skilled H-1B occupations in IT and cybersecurity, and then replicate it nationally to serve the broader workforce system.

The U.S. Department of Labor (through ICF International subcontract award), has awarded \$416,595 (4-year grant period).

The Partners include Virginia Chamber Foundation (VCF), Franklin Apprenticeships, and the *SkillSource* Group, Inc.

Services include developing new Registered Apprenticeship Programs (RAPs) and Industry-Recognized Apprenticeship Programs (IRAPs) and providing other Work-Based Learning opportunities for unemployed and underemployed workers, including OJTs, Incumbent Worker Training, and paid Work Experiences. Focused Career Paths are Help Desk Technician, Application Developer, System Administrator or Network Engineer, Cybersecurity Technician/Analyst, Help Desk Technician, Application Developer.

SkillSource Role:

- Will provide data reporting and data management services, advice on strategic partnerships and business recruitment, and alignment with the workforce system to leverage WIOA funding and resources.
- Contracted with AGS Prime™ system for a participant data collection system and performance reporting application that reports seamlessly to DOL.
- Will assist ICF with adhering to federal reporting schedules to submit quarterly and annual performance reports.

Continue Building Sustainable Partnerships Across Northern Virginia to Accomplish Our Goals

Virginia Career Works Northern Jobseeker Success Stories

David Hunn presented several success stories from WIOA Adult, Dislocated Worker, and Youth programs.

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 through April 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 FY 2020 Return on Investment Report. 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 10:11 a.m.