

**NORTHERN VIRGINIA WORKFORCE DEVELOPMENT BOARD**

**Wednesday, April 18, 2018**

**Quarterly Board Meeting**

**Summary Notes**

**Members Present:**

Anthony Cancelosi	Ellen Graham	Steven Patridge
Louis Cernak, Jr.	Sheryl Granzow	Bruce Patterson
Marjorie Clift-Bowman	Oanh Henry	Christopher Rieley
Beth Doyle	Elisa Johnson*	Todd Rowley
Andrea Eck	Christina Keeney	Linda Seyer
Meti Fekadu	Leanne Marko	Mary Ann Shurtz
Robert Frew	Donna Motsek	Zuzana Steen
Kenneth Garrison	Richard Nagel	Hector Velez

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\*Representative for Thomas Fleetwood.

**Executive Director:** David Hunn

**Staff:** Deb Stopak, Tyna Gaylor, Eliza Chappell, Seema Jain, Ann Hyslop, Tisha Chase, Sheila Jones, Mark Chernisky, Karla Quiroz, Lauren Parker, Yvonne McIntire

**Observers:** Myra Mobley, Debbie Warf (Northern Regional Manager, Virginia Employment Commission), Shelly Rodriguez, Tatiana Nuth, Laura Bowles, Myra Raross, Attia Mahmood, Kimberley Carr, Dai Nguyen, Lori Epp

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

**Approval of December 7, 2017 Summary Notes:** A motion was made by Chris Rieley to approve the Board Summary notes from December 7, 2017 which was seconded by Richard Nagel. The notes were approved unanimously.

**Chairman's Report**

The Board Chairman, Todd Rowley, praised the Board's 2017 Annual Report, introduced Christina Keeney of George Mason University as a new Workforce Board member, then moved to Committee Reports.

**Quality Assurance:** Donna Motsek provided a summary from the Quality Assurance Committee activities. The Committee approved programs of two new training providers, Marshall CDL Driving School and Lord Fairfax Community College, and three existing training providers, Intellectual Point, George Mason University, and A Security Training Academy. A summary of training funding obligations for the fiscal year through February 28, 2018 shows that over \$565,000 has been allocated for 277 WIOA Adult, Dislocated, and Youth clients. The Committee was advised by staff that the Workforce Division of Northern Virginia Community College removed over 46 courses (or 92% of their courses) from the Board's Approved Eligible Training Provider List in early 2018. The NVWDB staff has shared their concerns with NVCC officials and ongoing discussions and meetings to resolve any concerns are continuing. The Committee also noted that recent program and file monitoring of the Fairfax and Prince William *SkillSource* Centers were all positive.

**Youth Committee:** Chris Rieley provided a summary of the activities of the Youth Committee emphasizing the need to recruit employers for the EYE Program which is scheduled to start July 1, 2018.

**SkillSource Board:** Hector Velez provided a summary of activities of the *SkillSource* Board meetings noting award of Incumbent Worker Training (IWT) funds, transfer of money for IWT, Pay For Success Data Validator contract to Third Sector Capital Partners; authorized a five-year lease extension for the Prince William Workforce Center (through 2024); and adding Wayne Hallheimer, who was instrumental in negotiating the lease for the Cherokee Avenue Center, to the SSG Board of Directors.

## **Board Review of Actions Aligned with Approved 2017-2020 Strategic Priorities**

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

#### **Pending FY 2018 WIOA Training Expenditure Rate – State Code Mandate**

Tyna Gaylor presented an update on the FY 2018 WIOA Expenditure rate. It is State mandated that local workforce boards spend 40% of WIOA Adult and Dislocated Worker funds are on jobseeker training. Program year 2016, actual percentage was 40%. The actual percentage for 2017 was 26%. Current FY 2018 is at 28%. Ms. Gaylor noted that meeting the 40% mandate by the end of the fiscal year in June will be challenging. Ongoing efforts include: increasing WIOA enrollments though additional case management resources; providing \$1,500 additional training funds to earn stackable credential(s); and reallocating a portion of Individual Training Account budget to Incumbent Worker Training.

#### **Approval of New Local Policies for WIOA One Stop Operator**

Seema Jain presented a request for Board of Directors approval of four revised policies:

- Self-Sufficiency Standard for Employed Adults and Dislocated Workers determined to need career training services under Title I of WIOA;
- WIOA Dislocated Worker Unable to Return Policy;
- WIOA Priority of Service Policy recipients of public assistance, low-income individuals (at 150% of the Lower Living Standard Income Level), and individuals who are basic skills deficient; and
- WIOA Priority of Service for Veteran and Eligible Spouses except in the case of recipients of public assistance, other low-income individual, and individuals who are basic skills deficient.

Chris Rieley made a motion was to approve the four revised local policies in administering WIOA programs. Hector Velez seconded the motion which was approved unanimously.

#### **Assuring Data Integrity and Security Within State and Local Workforce System**

David Hunn noted that during the December 2017, Board of Directors had several questions on the data security of jobseeker personal information being provide to the One Stop Operator and placed online with the Virginia Workforce System's management Information System. Mr. Hunn introduced Tatiana Nuth who presented One-Stop operator PII Safeguard Procedures addressing the way physical case record are locked and use unique State IDs rather than names or social security numbers to identify clients, that records are kept secure in designated staff areas, and that clients review and sign NVWDB's Confidentiality Policy. Ms. Nuth also addressed online security whereby staff members have access to PII based on their job need per Fairfax County DFS IT policy that emails containing PII are encrypted and that agreements are signed to acknowledge compliance.

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

### **Approval of Workforce Memorandum of Understanding (MOU) with American Association of Retired Persons (AARP) Foundation**

David Hunn noted that AARP Foundation is seeking to enter a formal MOU with the NVWDB and other local workforce development areas whereby AARP would provide print and other outreach material for our One Stop Centers for low income persons over 50 years old. Mr. Hunn stated that AARP has entered MOUs with only two other local boards in the Southeast and that the MOU would provide good visibility for the NVWDB. There was discussion regarding concerns by several members that AARP would use this as a marketing tool to clients. The Board was assured that AARP would not receive information about clients or have access to clients directly. Chris Rieley asked if there are AARP funds available for additional programming. David Hunn noted that it was not the intention of the MOU but that the option can be inquired into. Lou Cernak moved that NVWDB enter the MOU which was seconded by Beth Doyle. The motion passed unanimously, with the caveat that AARP marketing to Center jobseekers be monitored.

### **Anticipated Governor's Renewal Certification of Local Workforce Areas**

David Hunn noted that in 2016, the Virginia Board of Workforce Development approved State-wide policies, under the requirements of the Federal Workforce Innovation and Opportunity Act (WIOA), to require local workforce development areas and local elected officials to request re-designation of the participating jurisdictions within a locally-defined workforce development area. The Governor's Office guidance on local workforce area boundaries is expected by June 2018. Mr. Hunn noted that this presents an opportunity for the local workforce development boards in Areas 11 and 12 to consider aligning into one local workforce area representing the Northern Virginia region. There was discussion in which pros (greater integration of services and less confusion for clients) and cons (the large area and diversity populations among jurisdictions would make management more difficult) were discussed. Mr. Hunn sought Board guidance. The conclusion was that a letter should be sent to elected officials with an emphasis on the benefits to and autonomy of Area 12, possibly through a consortium arrangement.

### **Opportunities with Northern Virginia Incumbent Worker Training Efforts**

Seema Jain presented information on the Incumbent Worker Training efforts. Ms. Jain noted that for FY 2018, *SkillSource* has approximately \$80,000 in IWT funds remaining to be spent by June 30, 2018. Ms. Jain noted that depending on the size of the employer, NVWDB can pay up to 90% of the cost of training. She requested the Board's assistance is critical in identifying local employers for this opportunity to upskill their workforce for our local workforce area to meet the State's 40% WIOA training expenditure requirement this year.

## ***3. Maintain the Viability of the Northern Virginia Workforce System's Financial Growth, Quality Delivery System and Relevancy to Job Seekers and Businesses***

### **Preparing New Cherokee Avenue Center in Alexandria for Public Opening**

David Hunn shared photographs of the new Cherokee Avenue Center in Alexandria which is set to open in May 2018. The photos showed furniture donated by the Community Foundation of Greater Washington. Additional furniture will need to be purchased and installed. One Board member expressed difficulty finding the building, so external signage will be very important.

## **New White House Executive Order on Workforce Program Consolidation and Likely Federal Funding Challenges in FY 2019**

David Hunn described the executive order signed by the President that calls for new work requirements across a broad range of means-tested public assistance programs, and further calls for the consolidation or elimination of federal workforce development programs. Federal agencies have a 90-day window in which to review regulations and related public assistance programs. Mr. Hunn noted that current legislative budget proposals leave state funding levels stable but may result in fewer Federal funds for Northern Virginia because of our low unemployment rate. Chris Rieley noted that the decision to reduce funding in this area due to strong economy does not recognize current employer needs.

### **Board Business Items**

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

#### **Department of Family Services Employment & Training Team Report—March 2018**

David Hunn discussed the report and noted that we are on track to have 50,000 jobseeker visits this year, primarily from low skilled and low-income individuals rather than dislocated individuals as has been the case in the past. Mr. Hunn also spoke to questions regarding what would happen if we failed to meet the 40% mandate this year. He noted that the local Board would have to miss the 40% WIOA Training expenditure benchmark for two consecutive years before State sanctions would apply.

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

David Hunn noted that:

- Workforce Area #11 Training and OJT commitments are at \$590,094 for 595 Adult and Dislocated Worker jobseekers;
- Prince William Center, the only State-Comprehensive Center in Workforce Area #11, has successfully been re-certified by State officials; and
- Northern Virginia Workforce Area #11 is implementing Human Centered Design Training. In February Workforce Area #11 was selected by the U.S. Department of Labor for Future American Job Center's cohort training. We are one of eight out of twenty-seven applications from state and local teams selected for this virtual training initiative nationwide.

Deb Stopak updated the Board on pending grant and contract proposals activity.

With all Board activities completed, Chairman Rowley sought a motion to adjourn. A motion was made, seconded and approved unanimously. The Board meeting concluded at 9:49 a.m.