

**Virginia Career Works Northern Region  
Thursday, December 13, 2018  
Quarterly Board of Directors Meeting**

**Summary Notes**

**Members Present:**

Robert Bartolotta	Ted Gregory	Chris Riele
Patrick Brennan	George Harben	Linda Seyer
Anthony Cancelosi	Patricia Hughes	Mary Ann Shurtz
Louis Cernak, Jr.	Christina Keeney	Joseph Terry
Marjorie Clift-Bowman	Donna Motsek	William Trumbull
Sheryl Granzow	Steve Partridge	Hector Velez
Kenneth Garrison	Leanne Rerko	

**Executive Director:** David Hunn

**Staff:** Tyna Gaylor, Seema Jain, Ann Hyslop, Sheila Jones, Rebecca Bennett, Eliza Chappell, Tisha Chase

**Observers:** Elissa Johnson (for Thomas Fleetwood), Myra Mobley, Trang Montgomery, Tatiana Nuth, Attia Mahmood, Lisa Tatum, Marissa Pierce, Greg Vaughn (Rapid Response)

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

**Approval of September 13, 2018 Summary Notes:** A motion was made by Chris Riele and seconded by Steve Partridge to approve the Board Summary notes from September 13, 2018. The notes were approved unanimously, with no abstentions.

**Board Approval of Interim Vice Chairman, Virginia Career Works – Northern Board of Directors:** David Hunn reported the resignation of the Leslie Channel and announced Chris Riele as the Interim Vice Chairman. Tom Rowley had formed a team to find a Vice Chairman to serve.

A motion was made by Sheryl Granzow and seconded to approve Chris Riele as the Interim Vice Chairman.

**Chairman’s Report:**

Donna Motsek served as the Interim Chairman for Todd Rowley, who was away on business travel. Ms. Motsek introduced a new board member, Dr. Joseph Terry, President of J. Terry & Associates, of Prince William County. She then asked for Committee Reports.

**Quality Assurance Committee:** Robert Bartolotta reported for the Quality Assurance Committee meeting on November 16, 2018.

- The Committee reviewed and consider four (2) new training provider and their program (4) new programs from existing providers.
- The Committee approved fifty-nine (59) of the existing approved Area #11 Eligible Training Providers to continue in PY 19.

- A summary of training funding obligations for the fiscal year through October 31, 2018 shows that over \$311,000 has been allocated for 159 WIOA Adult, Dislocated, and Youth clients.

**Youth Committee:** Chris Rieley reported for the Youth Committee, which met on November 27, 2018. The Committee discussed the following:

- The Committee reviewed the latest caseloads, participant demographics, and program expenditures for the Northern Virginia WIOA Youth program. The WIOA Youth Program was at 218 enrollments, and currently at almost 99% Out of School Youth enrollments and 1% In School Youth enrollments.
- The fall/winter cohort of the Youth Leadership Academy launched in December and is an 8-week program to help WIOA young adults develop leadership skills, employment strategies, and financial capability skills, while connecting with a network of their peers.
- The Committee received an update on *Skill Source*'s Pay for Performance Project; the first data validation is underway with Third Sector Capital Partners and is expected to be completed this month.

**SkillSource Group, Inc. (SSG) Board:** George Harben reported that the *SSG* Board of Directors has acted on the following items since September 2018:

- Reviewed and accepted the 2018 Audit and Uniform Guidance for The *SkillSource* Group, Inc., both prepared by our outside auditor. I am pleased to note that there were no findings or auditor concerns in both documents and I offer our congratulations to the *SkillSource* Group Vice President for Finance, Tyna Gaylor, for another outstanding audit year.
- Reviewed and approved the revised FY 2019 Budget for The *SkillSource* Group, Inc. This Board will consider even further revisions and will ratify a revised FY 2019 Budget later in this morning's meeting.
- Accepted an expansion funding award of \$297,000 from the Virginia Community College System for the Disability Employment Initiative, Round 8.
- Approved an amendment to the *SkillSource* 401 (k) Plan with Fidelity Investments, the retirement plan provider for our Board staff. The *SkillSource* 401 (k) Plan was started in 2006 with zero assets and the Plan has had no major revisions in the past 12 years. This new Plan makes Fidelity Investments as a co-fiduciary with *SkillSource* and will offer better fund investment options for our staff. More importantly, fees for both the *SkillSource* Group and our individual staff members will be reduced as a result of these revisions. The current value of the *SkillSource* 401 (k) Plan exceeds \$2 million.
- Later in today's Board meeting, this Board will review and ratify two new mandated Agreements between *SkillSource* Group, this Board and Fairfax County Government. These Agreements result from our recent PY 2017 WIOA Monitoring Review and require that a new Fiscal Agent Memorandum of Understanding and a Service Agreement be established between *SkillSource* and Fairfax County Government, on behalf of the Northern Virginia Workforce Consortium.

## Necessary Board Actions Aligned with Approved 2017-2020 Strategic Priorities

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

#### Ratification of Further Revisions to FY 2019 Budget for the *SkillSource* Group, Inc.

Tyna Gaylor reported the FY 2019 *SkillSource* Group budget is presented to include the United Way Financial Empowerment Center award, the DARS Disability Employment Initiative Job Seeker Advocate award, the revised terms of the Community Foundation NVITE award, and other refinements and corrections.

Incorporating the new and revised awards into the budget has provided funding for *SkillSource* management staff, reducing the amount classified to unrestricted funding sources or indirect. Additionally, as new and modified awards increase, decrease or reallocate Compensation, the allocation of indirect costs may also change.

Reviewing recent WIOA Adult and Dislocated Worker One-Stop expenditures found that \$3 of Adult training is expended for each \$1 expended for Dislocated Workers. This budget reflects this need, resulting in an increase in the Dislocated Worker to Adult Transfer. Below is a table reflecting some of the changes after inclusion of the above changes.

	Adopted Budget	Revised Budget	Change
WIOA Adult & Dislocated Worker Training	\$2,136,078	\$2,145,390	+ \$9,312
FTEs	18.7 FTEs	19.5 FTEs	+ .8 FTE
WIOA Dislocated Worker to Adult Transfer	\$412,000	\$493,000	+ \$81,000
Indirect Cost Rate	9.81%	8.65%	- 1.16%

Revenues increased from \$6,645,813 to \$6,795,202 or \$149,389. Expenses increased from \$6,712,545 to \$6,825,376 or \$112,831. As a result, the Decrease in Net Assets improved by \$42,558 from a Decrease in Net Assets of \$72,732 approved by the *SkillSource* Group Board of Directors to a Decrease in Net Assets of \$30,174.

A motion was made and seconded to ratify the further revisions to FY 2019 Budget for the *SkillSource* Group, Inc.

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

Forty percent (40%) or more of the WIOA Adult and Dislocated Worker funds must be expended on training each fiscal year. Twenty-four percent (24%) has been expended from July 1 –October 31, 2018. This is combination of 25% from the PY17 allocation and 21% from the PY18 allocation.

#### Board Approval of New Mandated Service and Fiscal Agent Agreements with Fairfax County Government

David Hunn reported that in August 2018, VCCS officials released the PY 2017 WIOA Monitoring Report for the Virginia Career Works – Northern area. The Monitoring Report included Finding 1, which highlighted the lack of appropriate agreements to define roles and responsibilities, and offer proper safeguards, firewalls and conflict of interest disclosures for entities operating under multiple functions. These agreements between the local jurisdictions, as the WIOA Grant Recipient and the local fiscal agent, such as the *SkillSource* Group, are

mandated through Federal regulatory guidance following the new Workforce Innovation and Opportunity Act (WIOA).

Since September 2018, Virginia Career Works – Northern staff have coordinated closely with Fairfax County officials, primarily from the Departments of Family Services, Finance, Purchasing and Risk Management, the County Attorney’s Office and the Office of Management and Budget, to prepare and draft the two Agreements. The Agreements assume that the *SkillSource* Group, Inc. will operate as a subgrant recipient and include 1) WIOA Fiscal Agent Agreement and 2) Federal Subaward Agreement. The Agreements are drafted for a two-year period, to coincide with the two-year Virginia Career Works – Northern Consortium Agreement, which is currently in effect through June 2020. Both Agreements are expected to be finalized and signed in December 2018.

A motion was made by Chris Rieley to ratify the WIOA Fiscal Agent Agreement and seconded. A motion was made by Hector Velez to ratify the WIOA Federal Subaward Agreement and seconded by Christine Keeney. Both agreements were approved unanimously, with no abstentions.

### **Board Approval of Updated Bylaws for Virginia Career Works Northern Region Board of Directors**

Seema Jain updated the on the changes to the Virginia Career Works Northern By-laws. She highlighted:

- The name change from NVWDB in Section 1;
- The establishment of the local workforce development board in Section 3; and
- The use of appropriate technology in Section 8.

A motion was made by Hector Velez to accept the updates to the By-laws and seconded. It was approved unanimously, with no abstentions.

### **Board Approval of New WIOA Policy on Non-Discrimination**

Ms. Jain reported the addition of “sexual orientation” to Virginia Career Works Northern Region’s Equal Opportunity Policy to assure compliance with state and federal policies and regulations related to Equal Opportunity (EO) and non-discrimination. A motion was made to accept the revised Board policy on Non-Discrimination and was seconded. It was approved unanimously, with no abstentions.

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

### **Grand Opening of New Financial Empowerment Center at Virginia Career Works Prince William Center**

Ms. Jain highlighted the following:

- \$150k grant award from the United Way of the National Capital Area and SunTrust Bank Foundation;
- Co-located within current Virginia Career Works – Prince William Center
- Sub contract with Virginia Cooperative Extension to deliver the financial services
- Launch date was December 3, 2018
- The goal is to serve 1,000 individuals in the first year
- Some of the services include financial coaching, free tax preparation, small business coaching, housing counseling, and small business coaching

## **One Stop Operator Update on Caseload and Service Strategy for FY 2019 To Date**

Tatiana Nuth and Attia Mahmood presented data from July 1, 2018 – October 31, 2018. There were over 16,000 Center Visits, about 8,800 were Unique One-Stop Visits. There were 120 Job Placements with an average hourly wage at placement of over \$18. They presented the data of all the individual WIOA programs, including Together, VFSN, IWT, NVITE, and NVTI.

Additional data was presented on the Fairfax AIB Center and Ticket to Work. The breakdown report on ITAs showed the highest numbers in the Technology, Healthcare, and Transportation industries.

## **Board Business Items**

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

Mr. Hunn discussed the need for new sign-in systems at the One-Stop Centers.

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

David Hunn provided the items that will be discussed at the Board of Directors meeting:

- **FY 2017 Workforce Area #11 Training and OJT Commitments** – For FY 2019 (through October 2018), Workforce Area #11 has obligated \$311,586 for 157 Adult, Dislocated Worker and WIOA Youth jobseekers. The summary of funding obligations by approved training provider is included here.
- **Governor Northam’s Comprehensive Economic Development Policy** - In December 2018, Governor Northam released his Virginia Comprehensive Economic Development Policy. State and local workforce development initiatives are highlighted on page 7.
- **New State Policy on WIOA Priority of Service** - In September, State officials released a new WIOA Priority of Service policy, instructing local workforce development boards to update and revise their service delivery strategy. The new policy prioritizes veterans and their spouses, along with public assistance recipients.
- **State Requirement to Update Local Workforce Area Plan** - Through Federal regulations and Virginia Workforce Letter #16-01, State officials are expecting local workforce boards to modify local workforce plans at the end of the first two years of the four-year plan. Further State guidance is pending, but local staff may need to coordinate Plan modifications with the Board’s Executive Committee and Chief Elected Official in January – February 2019.
- **Virginia Career Works – Northern Staff Meet with International Visitors** - In October and November 2018, Virginia Career Works - Northern staff met and briefed workforce officials from Morocco and China (Jiangxi Province) on our local workforce initiatives and strategies.
- **Ongoing Submission of SSG Grant and Contract Proposals** – On behalf of NVWDB workforce programs, the *SkillSource* Group, Inc. continues to prepare and submit contract and grant proposals. The attached summary highlights recent proposal submissions and outcomes.

## **Adjournment**

With all Board activities completed, acting Chairman Motsek sought a motion to adjourn the meeting. Hector Velez made a motion and Patrick Brennan seconded.

The meeting adjourned at 9:56 a.m.