

Virginia Career Works Northern Region

Thursday December 5, 2019

Quarterly Board of Directors Meeting

Summary Notes

Members Present:

Robert Bartolotta	Mohamed Hussein	Carl Savino
Anthony Cancelosi	Susana Marino	Linda Seyer
Marjorie Clift-Bowman	Roxanna Mejia	John Shaw
Nicholas Dunn	Jennifer Miller	Olivia Shultz
Robert Frew	Donna Motsek	Joseph Terry
Patricia Hughes	Leanne Rerko	Zuzana Steen
	Christopher Rieley	

Executive Director: David Hunn

Staff: Tyna Gaylor, Ann Hyslop, Seema Jain, Sheila Jones, Sabrina Walker, Rebecca Bennett, and Karla Quiroz

Observers: Trang Montgomery, Dai Nguyen, Tatiana Nuth, Jamie Hudson, Lori Epp, Kimberly Carr, Aimee Brobst, Lisa Vivian, Attia Mahmood, Renee Brown, Dorthea Brown, and Lisa Tatum.

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

Approval of September 5, 2019 Summary Notes: A motion was made by John Shaw to approve the Board Summary notes from September 5, 2019 and was seconded by Majorie Clift-Bowman. The Summary Notes were approved unanimously by the full Board of Directors, with no abstentions.

Chairman's Report:

Chairman Rieley reported that there are two upcoming events that may be of interest to Board Members; If you wish to attend, be sure to talk with me or David Hunn after the Board Meeting.

- On Tuesday December 17, from 10 am – 12 noon, the Governor's Office will be holding a regional workforce session to gather information from local stakeholders of the public workforce system, in preparing the State's new WIOA State Plan, to be submitted to Federal Labor in April 2020. This meeting will be held at the NOVA Manassas Regional Center for Workforce Employment and Training. Let us know if you plan to attend.
- On Thursday January 16, 2020, we will hold a New Workforce Board Member Orientation session, from 10:30 a.m. – 1:00 p.m., here at the SkillSource Group offices on the 4th Floor. This session is of most interest to new Board Members, but Board Members of any tenure are invited to participate with us. We will make this a working

lunch and will start and end promptly. Lori Strumpf, our long-time workforce consultant, will be conducting this New Board Member orientation.

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

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

- The last meeting of the Quality Assurance Committee convened on September 26, 2019.
- The Committee reviewed and approved programs of one (1) new training provider and two (2) existing providers.
- The Committee also approved fifty-nine (59) training providers to continue as Area #11 Eligible Training Providers for FY20 and to remove the six (6) Eligible Training Providers that either did not respond to any of the attempts to collect the Annual Renewal documents or requested to be removed from the list. This approval will be subject to the information that will be obtained from the State's Completion and Credential Report, as well as any adjustments to course pricing that will be presented at the next VCWN QA Committee.
- All of the Virginia Career Works – Northern Centers recently underwent Equal Opportunity (EO) monitoring in September by the State's Federal EO Program Monitor. We are currently awaiting the results of that monitoring report

Youth Committee: Seema Jain reported out for the Youth Committee

- The last meeting of the Youth Committee convened on September 10, 2019.
- As of August 31, 2019, the Northern Virginia WIOA Youth Program was at 131 enrollments, and currently at 100% Out of School Youth enrollments.
- 83 young adults participated in this year's summer Educating Youth through Employment (EYE) program. 87% successfully completed the program and 3 gained permanent employment.
- The Committee reviewed the WIOA PY18 Performance Measures; the Area #11 WIOA Youth program exceeded all of the performance benchmarks.
- The Committee also discussed the FY 2020 budget reductions for the WIOA Youth Program, that has resulted in a 15% reduction in WIOA Youth funding, and the impact this will have on staff and caseloads in FY 2020

The SkillSource Group, Inc. (SSG) Board of Directors: Chris Rieley reported for the SSG Board of Directors. Since the Virginia Career Works Northern Board meeting in September 2019, the SSG Board of Directors has met once in September and once in October and have acted on the following items:

- Board Approval of the Interim FY 2020 *SkillSource* Group Budget. This action had been previously ratified by the Virginia Career Works Northern Region Board of Directors at its September 2019 meeting.
- The Board ratified the Approved FY 2020 Incumbent Worker Training contracts that had been authorized by the *SkillSource* Group Incumbent Worker Training Committee. This Board was briefed on the current FY 2020 Incumbent Worker Training contracts in September.

- The Board considered and approved amending the *SkillSource* Group Benefits policy to include Domestic Partners, effective October 2019.
- The Board considered and approved amending the *SkillSource* Group 401 (k) Plan to exclude the new Senior Community Service Employment Program (SCSEP) trainees.
- The Board reviewed and accepted the *SkillSource* Group 2019 Financial Audit and Uniform Guidance, as prepared by our outside auditors.
- The Board reviewed and accepted the *SkillSource* Group 2019 IRS Form 990 submission. This form and all other financial documents are available online at www.vcnorthern.com.
- The *SkillSource* Group Board of Directors will next meet on Friday December 13.

Necessary Board Actions Aligned with Approved 2017-2020 Strategic Priorities

Become a Thought Leader for Workforce Development

Ratification of Revised FY 2020 Budget for The *SkillSource* Group, Inc. and the Virginia Career Works Northern Region

Tyna Gaylor reported that The FY 2020 *SkillSource* budget has been revised to reflect the conclusion of the Temporary Assistance for Needy Families Employment Initiative which reduced grant revenue \$278,100 in and required the termination and redeployment of its *SkillSource* staff. It reflects revenue of \$6,911,682, expenses of \$6,860,440, resulting in a projected Increase in Net Assets of \$51,243, a reduction of \$63,465 due to the use of unrestricted funds to transition staff.

Additional WIOA sources, the Bay Area Youth Consortium (Area 13) and the Senior Community Service Employment Program (Title V), account for 19% of revenue, effectively backfilling VCW Northern recent reductions. An additional 16% of revenue is derived from state sources, primarily from the Department for Rehabilitative Services, followed by the Department of Social Services. While other sectors are responsible for revenue, the 4% attributable to Unrestricted Funds drives the Increase in Net Assets. In FY20, projections for Ticket to Work have been increased to \$250,000 on the heels of another successful year which saw revenues recorded at \$280,000.

Continued strong employment numbers have caused the proportion of WIOA Adult customers to increase and Dislocated Worker customers to decrease. The budget provides for a transfer of \$470,000 of Dislocated Worker funds to the Adult program to meet the needs. Up to 100% of funds can be transferred.

Expenses are generally dictated by the awards, although in the case of WIOA, it is through discussions with the One-Stop operator. Thus, the most significant assumption is that related to the consideration of including a portion of Case Management in the 40% training calculation.

The Chairman of the Virginia Board of Workforce Development met with local Board Directors in April 2019 and is committed, for FY 2020, to revising the 40% WIOA expenditure funding formula to include local case management costs in the WIOA Adult and Dislocated Worker calculation of Training expenditures. Consistent with previous budgets, the One-Stop Operator provided percentage of training activities for each staff position (21%) has been incorporated into the calculation of the 40% training requirement. Including this in the Training calculation reduces Training expenditures from \$730,000 to \$521,000, providing funding for the One Stop Operator budget request and 50% of the CEO's compensation rather than funding it through Unrestricted.

Failure to come to agreement on the inclusion of staffing costs will result in One Stop Operator staff reductions and a projected Decrease in Net Assets.

Youth Program One-Stop Operator staff have decreased by 1 FTE to accommodate the 10% reduction in Youth funds.

Health insurance premiums for FY20 have been adjusted to actual after selection of a CareFirst HMO HSA plan which maintained costs at the same level as in FY19 and provided an alternative to the 17% increase in premiums of the previously selected CareFirst PPO HSA plan.

A motion was made by Olivia Shultz and seconded by Joseph Terry for the Board's ratification of the revised FY 2020 *SkillSource Group* budget. The motion was unanimously approved by the full Board of Directors, with no abstentions.

FY 2019 WIOA Training Expenditure Rate – State Code Mandated

Tyna Gaylor gave an update on the State-mandated 40% Training Requirement progress as of October 2019 with and without the addition of case management to the calculations. David Hunn followed up for that presentation and shared several slides developed from State officials; these slides showed how the Virginia Career Works Northern Region has consistently reached the 40% WIOA Training Expenditure rate requirement for PY 2016, 2017 and 2018 which was higher than the combined State average for all local workforce areas for those same three fiscal years.

Examining Northern Virginia PY 2018 WIOA Performance Outcomes Compared to State Averages

Trang Montgomery and Tatiana Nuth from the WIOA One Stop Operator, the Fairfax County Department of Family Services, gave a presentation on the PY 2018 Performance Outcomes for the three WIOA Programs, Adult, Dislocated Worker and Youth. They noted the Performance Areas where outcomes were exceeded and discussed several performance benchmarks where the outcomes were not met. The One Stop Operator WIOA Program Director, Dai Nguyen, shared with the Board Members what actions are being taken to assure that the future performance benchmarks are met.

Expand Talent Pipeline of Youth and Adults for Business

Approval of Two Federal Workforce Innovation and Opportunity Act (WIOA) Operating Policies

Seema Jain reported on Two (2) WIOA operating policies. One being a Business Services Policy and the other being a modified Personal Identifying Information Policy. Both policies are to take effect December 5, 2019. Chairman Chris Rieley noted the importance of the Business Services Policy and the need to document how this employer outreach work is being conducted. A motion to approve the two Federal Workforce Innovation and Opportunity Act operating policies was made and seconded by Joseph Terry. The motion was unanimously approved by the full Board of Directors, with no abstentions.

Update on Northern Virginia Senior Community Service Employment Program (SCSEP)

Attia Mahmood from Fairfax County Department of Family Services provided an update on the Northern Virginia Senior Community Service Employment Program. This update included current participant enrollments, work experience sites and goals for the next quarter. Ms. Mahmood noted the need for more community-based work experience sites and encouraged Board Members to consider possible locations in a public or non-profit organization setting. She also discussed the opportunity to raise community awareness for more older worker trainee referrals to the SCSEP Program.

Expand Strategic Partnerships Across Northern Virginia to Accomplish Our Goals

Introduction of New Jail Center in Prince William – Manassas and Necessary Relocation of NOVA Manassas Campus Workforce Center

Seema Jain and Ann Hyslop gave a presentation on the New Jail Center in Prince William opening January 2020. This grant of over \$194,000 for 18 months will provide employment services to about 125 offenders pre- and post-release, and to replicate the current Fairfax Jail based Employment Center at the Prince William-Manassas Regional Adult Detention Center (PWMRADDC). This Center will be temporarily located off campus at the Iron Building in Manassas, where inmates in the Work Release program currently reside. In July 202, following completion of a major ADC expansion, the new Employment Center will be moved to its permanent location at the main Prince William-Manassas Regional Adult Detention Center. The facility has been equipped with computers and office equipment, with more to come. Internet and phone facilities have also been installed.

Northern Virginia One Stop Operator Update on Caseload and Service Strategy for FY 2020

Tatiana Nuth from Fairfax County Department of Family Services gave a presentation reporting on the Employment and Training Team, for fiscal year 2020 through October 2019.

Board Business Items

Program Management Reports

David Hunn provided a brief overview of the Center Program Management report, which highlighted service and performance data for the fiscal year through October 2019. Hunn focused on Center walk-in traffic at the seven (7) Virginia Career Works Northern centers and the demographics of the jobseeker customers entering the Centers

Executive Director Items

David Hunn reviewed a number of Executive Director items, including an update on WIOA Training expenditures and the WIOA Approved Training Providers participating in the program. He also provided an update on The *Skillsource* Group, Inc Financial statement, Uniform Guidance and IRS Form 990 that was completed in October 2019. The Financial statement and audit were both clear, with no findings or management concerns. He reported that the FY 2020 Opportunity Youth Strategic Plan has been submitted to Governor Northam's Chief Workforce Advisor, Dr.

Megan Healy. This new plan was required by the Virginia General Assembly. Lastly, Mr. Hunn provided updates of ongoing submissions 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 10:01 a.m.