

## Virginia Career Works Northern Region

Thursday March 5, 2020

### Quarterly Board of Directors Meeting

#### Summary Notes

#### Members Present:

Marc Austin	Mohamed Hussein	Linda Seyer
Robert Bartolotta	Susana Marino	John Shaw
Anthony Cancelosi	Jennifer Miller	Olivia Shultz
Joseph Carter	Donna Motsek	Mary Ann Shurtz
Louis Cernak	Steven Partridge	Karen Smaw
Marjorie Clift-Bowman	Bruce Patterson	Zuzana Steen
Robert Frew	Leanne Rerko	Joseph Terry
Kenneth Garrison	Christopher Rieley	William Trumbull
George Harben	Roopal Saran	Hector Velez
Patricia Hughes		

**Executive Director:** David Hunn

**Staff:** Ann Hyslop, Seema Jain, Sabrina Walker, Susan Baker, Nancy Nguyen and Karla Quiroz

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

**Board Member Roll Call:** Sabrina Walker conducted roll call and a quorum was met. The meeting commenced at 8:32 a.m.

**Approval of Virginia Career Works Northern Region Board of Directors December 5, 2019 Summary Notes:** The Board Chairman sought approval of the December 2019 Board Summary Notes. A motion was made by George Harben to approve the Board of Directors Meeting Summary Notes from December 5, 2019 and was seconded by Zuzana Steen. The Summary Notes were approved unanimously by the full Board of Directors, with no abstentions.

#### Chairman's Report:

Board of Directors Chairman Chris Rieley made several announcements and shared a few opportunities for Board Members to have more involvement in this Board's activities:

1. The Virginia Department of Education has issued an RFP for new providers of English as a Second Language and Adult Education. State officials have divided responses by local workforce area, and they believe that our local area will have between six – ten proposals submitted, possibly from some of you on the Board. I am seeking several Board Members to serve as Proposal Readers and scorers, along with the Board staff, to respond to these proposals to the State. Proposal scoring rubrics will be shared with local boards by March 25 and will be due back to the State on April 15th. If you are interested, let David Hunn know today, if possible.

2. You will hear later in this meeting of our Board's own Request for Proposals for the renewal of Workforce Innovation and Opportunity Act Youth Program Operator services, for the period starting July 1, 2020. Our RFP will close on March 31, 2020 and we will have a team of Board and Staff reviewers to score and rank the proposals. If you are interested in serving as a Reviewer, let David Hunn and Seema Jain know today, if possible.

3. 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.

I will be meeting with the Governor's Workforce Advisor, Dr. Megan Healy, on March 19 in Richmond, as State and Federal Labor officials are meeting with local workforce board leadership. State officials are working to prepare and submit the State's WIOA Five Year Plan to the U.S. Department of Labor in April 2020. I will also be scheduling a meeting with the new Fairfax County Board of Supervisor's Chairman, Jeffrey McKay, in the next month as well, given his likely role as the Board's Chief Elected Official for the next term.

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

**Quality Assurance Committee:** Seema Jain reported for the Quality Assurance Committee.

- The last meeting of the Quality Assurance Committee convened on December 16, 2019.
- The Committee reviewed and approved programs of one (1) new training provider.
- The Committee review and approved 5 training providers request for price increases of their programs.

**Youth Committee:** Seema Jain reported out for the Youth Committee

- The last meeting of the Youth Committee convened on February 11, 2020.

**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 December 2019, the SSG Board of Directors have met in December and February 2020 and have acted on the following items:

- The Board has made multiple revisions to the FY 2020 *SkillSource* Group Budget, with new grants being awarded along with revisions to both revenue and expenditure assumptions. This Board will be asked to ratify these budget revisions at today's meeting.
- Some of the new FY 2020 grant and contract awards include \$110,000 with the Northern Virginia Regional Commission, for providing staff support to the GO Virginia Northern Region 7 Council, \$150,000 from the United Way of the National Capital Area, for Year Two of the Prince William Financial Empowerment Center and two smaller contracts with the Metropolitan Washington Council of Governments and the Prince William County Service Authority.
- The Board authorized the release of the FY 2021 WIOA Youth Program Operator Request for Proposals, with the bid closing on March 31, 2020. This Board will be briefed on the RFP procurement later in this meeting.
- The *SkillSource* Group Board of Directors will next meet on Friday March 13 and in April, May, and June.

**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**

David Hunn reported that The FY 2020 *SkillSource* Revised Budget reflects revenue of \$6,740,941, expenses of \$6,648,260, **resulting in a projected increase in Net Assets of \$92,680**. These changes reflect a reduction of \$23,901 from January 2020 in Net Assets due to the following funding assumptions and revisions:

- A reduction of \$452,681 in the FY 2020 Senior Community Service Employment Program, due to a slower than planned caseload growth during the fiscal year to date. The fiscal year started at 54 SCSEP trainees; As of February 2020, there are 68 SCSEP trainees and we are aiming for 121 SCSEP trainees by June 2020. This reduction in SCSEP funding also impacts SCSEP staff and payroll processing, increasing utilization of Unrestricted Funding by \$44,233.
- A reallocation of WIOA funding totaling \$108,880 from One Stop Center Personnel to Jobseeker Training. With the recent State decision not to change the WIOA 40% Training Expenditure funding formula in FY 2020, *SkillSource* Management have determined that the local workforce area cannot meet the 40% Expenditure Training Requirement for FY 2020, but our area will strive to maximize WIOA training expenditures for the remainder of the fiscal year.
- Miscellaneous personnel cost reallocations among the WIOA funding streams to fully utilize the WIOA Administrative allocation.

A motion was made by George Harben 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.

### **Impact of Pending FY 2020 WIOA Training Expenditure Rate – State Code Mandate**

David Hunn gave an update on the State-mandated 40% Training Requirement progress as of December 2019 with and without the addition of case management to the calculations. He noted that the Virginia Career Works Northern Region is not on track to meet the 40% WIOA Training Expenditure requirement, given the State's decision not to revise the WIOA Expenditure formula requirements.

### **Virginia General Assembly Anticipated Outcomes – Anticipated Impacts on Local Workforce Programs**

David Hunn provided an update on the Virginia General Assembly Workforce-Related Legislation. He also provided a handout of Governor Northam's plan for Tuition-Free Community College Program for low- and middle-income students. There was broad Board member discussion on the General Assembly activities and likely outcomes during the remainder of the legislative session.

## **Expand Talent Pipeline of Youth and Adults for Business**

### **Update on New WIOA Youth Program FY 2021 Request for Proposals**

Seema Jain announced a new *SkillSource* Group Request for Proposals on the Workforce Innovation and Opportunity Act (WIOA) Youth Program for the Northern Virginia Workforce Area #11. The RFP will be issued in March 2020 and due in April 2020. The selected program operator will start the new program year in July 2020.

### **Board Approval to Re-Start WIOA Youth Program Pay for Success Initiative**

Seema Jain outlined how in July 2017, the *SkillSource* Group, Inc., the non-profit fiscal agent for Northern Virginia Workforce Area #11, and its Workforce Innovation and Opportunity Act (WIOA) Youth Program Operator, Fairfax County Department of Family Services (DFS), launched its first WIOA Pay-for-Performance (P4P) project. The Northern Virginia Team Independence (NVTI) program was designed to improve employment and skills development outcomes for a subset of 100 WIOA young adults involved in foster care and the justice system in Northern Virginia.

In May 2019, the U.S. Department of Labor advised Virginia officials that the NVTI P4P project was to be halted, due to forthcoming Federal guidance that would be released through a TEGP and because Virginia had not received approval for a WIOA grant modification request to implement a P4P project. *SkillSource* terminated the P4P contract with DFS and stopped all bonus payments. To date, 82 NVTI eligible young adults have been enrolled, increasing the numbers of adjudicated and foster care youth enrolled in the Northern Virginia WIOA Youth Program from approximately 5% to over 30%.

With new Federal guidance to reactivate the Northern Virginia Team Independence (NVTI) program, *SkillSource* is proposing various provisions for the P4P contract addendum to the Northern Virginia WIOA Youth Program Master Services Agreement with DFS and anticipate moving into implementation in Summer or Fall 2020.

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

Lori Epp gave an update and a PowerPoint presentation of all the activities of the Northern Virginia Senior Community Service Employment Program (SCSEP), focusing on jobseekers over the age of 55 years. These updates included current participants, training sites, and plans moving forward.

### **Expand Strategic Partnerships Across Northern Virginia to Accomplish Our Goals**

#### **Review of Year 1 Services at Prince William Financial Empowerment Center**

Seema Jain provided the Year 1 Review of Services of the Prince William Financial Empowerment Center, one of four Centers in the Greater Washington Region, noting that 1,586 clients were served (nearly 50% above initial goals), with 575 client reporting reducing their debt, with 1,700 individual coaching sessions held. With free Federal and State income tax preparation sessions held, over \$172,000 in enhanced income tax returns to nearly 400 applicants was earned. Ms. Jain noted that *SkillSource* and the Virginia Career Works Northern Region are in Year Two of the Financial Empowerment Center activities.

## **Implementation of New Jail Employment Center in Prince William - Manassas**

Ann Hyslop gave a presentation on the New Employment Center at the Prince William Manassas Adult Detention Center, which opened January 2020. The Center is temporarily located off campus at the Iron Building in Manassas, where inmates in the Work Release program currently reside. Ann also shared a PowerPoint presentation to include updates on total visits (first 4 weeks), and new center hours. She noted that this Center is the second jail-based employment center operating in our workforce area, as the Fairfax County Alternative Incarceration Branch Employment Center has been operating since 2008.

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

Trang Montgomery from the Fairfax County Department of Family Services, the One Stop Operator for the Virginia Career Works Northern Region, gave a presentation reporting on the Employment and Training caseloads, job placements and related outcomes, for fiscal year 2020 through January 2020.

## **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 January 2020.

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

David Hunn discussed a number of management and operating items and highlighted new grant and contract awards that have been made since the December 2019 Board meeting, including the VCCS Economic Equity Grant award, the renewal of the Northern Virginia SCSEP grant funding for FY 2021, the new GO Virginia Northern Region administrative support grant, the renewal of the United Way Financial Empowerment Program grant and the renewal of the annual membership for the United Way of the National Capital Area.

### ***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 10:25 a.m.