



Board of Directors Meeting

Agenda and Meeting Materials

Thursday, November 17, 2022

11:30 a.m. – 12:30 p.m.

Join Zoom Meeting

<https://us02web.zoom.us/j/88964884637?pwd=QU1LZ2tnZG1jOFgyK1RVUjZkdK9VZz09>

Meeting ID: 889 6488 4637

Passcode: 279758

www.vcwnorthern.com

**THE SKILLSOURCE GROUP, INC.
Board of Directors Meeting**

**November 17, 2022
11:30 a.m. – 12:30 p.m.**

Join Zoom Meeting

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AGENDA

Chairman's Comments

Approval of Summary Meeting Notes from October 14, 2022 Board of Directors Meeting

Action Items:

- Approval of New *SkillSource* Group, Inc. Board Member
- Approval of New Governor's Workforce Innovation Grant Award to Serve Afghan Refugees

Information Items:

- Governor Youngkin to Propose New State Workforce Agency
- *SkillSource* Group September 2022 Financial Management Reports
- Update on FY 2022 WIOA 40% Expenditure Rate
- Center Walk-In Traffic Increases Since June 2022
- Memorandum to Virginia Labor Secretary Regarding Center Security
- LinkedIn Learning Presentation to Virginia Hire Ed Conference
- Approved/Pending Contracts and Grants Matrix

Adjournment

**The *SkillSource* Group, Inc.
Board of Directors Meeting
Summary Notes
October 14, 2022**

The *SkillSource* Board of Directors meeting commenced at 11:31 a.m.

Members participating via Zoom: Robert Bartolotta, Patrick Small, William Trumbull, Christopher Rieley, George Harben, Roxana Mejia, Marc Tate, Steve Deal, Cris Daniluk, and Joe Carter

President and CEO: David Hunn

SSG Staff: Seema Jain, Nancy Nguyen, and Deborah Shaffer

Observers: Desiree Roberts and Tim Elcesser

Approval of June 24, 2022, Summary Notes:

A motion was made by Marc Tate and seconded by Chris Rieley to accept the June 24, 2022, Summary Notes, and approved, with one abstention from Robert Bartolotta, as he had not attended the meeting.

Action Items:

Approval of New Board of Directors Members

David Hunn presented two new *SkillSource* Board Members for consideration and approval - Steve Deal of Salesforce and Cris Daniluk of Rhythmic. A motion was made to approve the two new members by Marc Tate and seconded by Robert Bartolotta, and approved unanimously, with no abstentions.

Approval of Updated FY 2023 SkillSource Group Budget

David Hunn and Seema Jain reported on the updated draft of the FY 2023 *SkillSource* budget, which reflected over \$9.95 million in revenues and \$9.948 million in expenses, with a slight Increase in Net Assets of \$2,520.

This budget now includes actual PY 2022 WIOA allocations for Area #11. The WIOA Adult, Dislocated Worker, and Youth programs saw an increase of 64.9%, 1.8%, and 66.2% from PY 2021 levels, respectively.

The FY 2023 budget reflects updated WIOA caseload ratios, which became effective starting July 1, 2022, and impact the allocation of certain operating costs among the WIOA programs. The WIOA Adult/Dislocated Worker ratio is 67% and 33%, respectively. The split between all three WIOA Adult/DW/Youth Programs is 57%, 28%, and 15%, respectively. The One-Stop Center set-aside funding estimate for 2023 has also been updated. The FY 2023 budget also reflects a transfer of \$265,000 from the WIOA Dislocated Worker to the WIOA Adult Program.

Given the increase in the WIOA Adult and Dislocated Worker funding allocations, the training budget has been increased from \$570,000 in the previous budget to \$690,000. **The WIOA Adult and Dislocated Worker Training rate is now at 46.13% (required minimum rate is 40%).**

With the increase in WIOA Youth funding, the training, supportive services, and work experience budget for the WIOA Youth Program has also been increased by a combined total of \$68,000 from the previously budgeted level. **The WIOA Youth Work Experience Rate is now at 27.56% (required minimum rate is 20%).**

At the request of the One-Stop Operator, Fairfax County Department of Family Services, four (4) additional case management and administrative positions have been added to the One-Stop Operator's budget, increasing the total One-Stop Operator's personnel costs to \$2,159,531 from \$1,871,540 as previously budgeted. The increase in staff is to help meet the increased demand for training and workforce services.

Other changes incorporated in the interim FY 2023 budget include:

- Increase in Ticket to Work Program revenue estimate for FY 2023 to \$170,000, given actual cash received in FY 2022 was \$156,058. With this adjustment, the program is expected to achieve a surplus of \$6,923 at year-end.
- The projected Indirect Cost Rate is 10%. There are currently no unbillable indirect costs.

SkillSource staff are continuing to monitor unrestricted expenses, and other factors that may impact the proposed FY 2023 budget.

A motion was made by Roxana Mejia and seconded to approve the updated draft of the FY 2023 *SkillSource* Budget. The Board of Directors approved unanimously, with no abstentions.

Acceptance of WIOA Incumbent Worker Training Proposal

Seema Jain reviewed the WIOA Incumbent Worker Training grant request from Millsapps, Ballinger & Associates. The total training cost for 1 employee is \$1,870. Semicolon Craft and Forgeworks is eligible for a 90% reimbursement, totaling \$1,683. The employee to be trained will receive a SHRM-Certified Professional certification.

A motion was made by Marc Tate and seconded to approve the WIOA Incumbent Worker Training Proposal. The Board of Directors approved unanimously, with no abstentions

Information Items:

FY 2022 Preliminary *SkillSource* Group Audit Results

The Board of Directors reviewed the preliminary *SkillSource* Group Audit results for FY 2022, which was clean. The Board deferred approval of the Audit Report to the *SkillSource* Audit Committee.

Washington Business Journal HUB Article and Ad Featuring SkillSource

David Hunn reviewed a new article about *SkillSource* featured in the Washington Business Journal, as well as an advertisement for *SkillSource* that will be featured online on the Washington Business Journal site.

***SkillSource* Group Preliminary June 2022 Financial Management Reports**

Nancy Nguyen reviewed the preliminary financial results of operations for twelve months ended June 30, 2022, reflect an **increase in Net Assets of \$103,988** on a budgeted decrease of 51,090, resulting in a favorable variance of 155,081.

The Change in Net Assets comprises:

Increase (Decrease) in Net Assets Without Donor Restrictions	\$(38,763.36)
Increase (Decrease) in Net Assets With Donor Restrictions	<u>\$142,751.81</u>
Total Increase (Decrease) in Net Assets	\$103,988.45

The changes in Net Assets Without Donor Restrictions and Net Assets With Donor Restrictions reflect the net result of revenues offset by expenses in each class of net assets.

Major Program Activities:

WIOA: As of June 30, 2022, PY 2021 Adult, Dislocated Worker, and Youth programs have expended 75%, 76%, and 68% of total allocations, respectively. Adult and Dislocated training rate was 34.9%. It is expected that the 40% training rate will be achieved by the time the program year ends in 2023. WIOA Youth Work Experience expenditure rate is 31% (the required minimum rate is 20%).

The expenditure rates for other major programs are: **SCSEP (99%), Return to Earn (37%), Covid 19 Disaster Recovery Assistance Program (45%), TANF3 (79%), ESLA (82%), GO Virginia (96%).**

The above grants are on the cost reimbursement basis; therefore, revenues and expenses are the same, resulting in no changes in Net Assets.

Program activities that affect changes in net assets:

TANF4: The surplus in the TANF4 (pay-per-performance) program is thanks to the program achieving the targeted outputs/outcomes while incurring lower costs than budgeted. The *SkillSource* Group will reinvest this surplus in the program in FY 2023.

UW FEC: The *SkillSource* Group received in March 2022 the fully executed grant notification agreement from United Way National Capital Area, offering \$206,973 to support the Financial Empowerment Center at the Virginia Workforce Center in Woodbridge. This funding is higher than that of last year by \$56,973. The full contribution amount is recognized in FY 2022 as part of Net Assets With Donor Restrictions.

Ticket to Work (TTW): TTW cash received in FY 2022 were \$156,058, \$60,000 of which was

FY 2021 revenue. Therefore, only \$96,058 of the total cash received in FY 2022 can be recognized as FY 2022 revenue. At the end of June 2022, \$30,000 in revenue was accrued for FY22, which is the amount that is expected to be received in the first few months of FY23, bringing the total FY22 revenue to \$126,058. The total TTW expenses in FY22 were \$156,146. Therefore, the program had a loss of \$30,088 at the end of FY 2022.

Unrestricted expenses: Expenses charged to Unrestricted included miscellaneous salaries/fringes adjustment, leasehold improvement depreciation, unbillable office rent, unbillable telephone expenses, lines of credit fee, professional development for GO Virginia Project Co-Managing Director, LinkedIn Learning raffles as part of Outreach activities.

Indirect costs:

SkillSource's actual indirect cost rate is 9.73% as of June 30, 2022, while the indirect cost rate based on the de minimis rate method is 10%.

Program Activities:

WIOA: As of April 30, 2022, PY 2021 Adult, Dislocated Worker, and Youth programs have expended 59%, 50%, and 55% of total allocations, respectively. Adult and Dislocated training rate was 22.6%. It is expected that the 40% training rate will be achieved by the time the program year ends in 2023. WIOA Youth Work Experience expenditure rate is 32.3% (the required minimum rate is 20%).

Ticket to Work (TTW): As of April 30, 2022, TTW revenue realized was \$101,086. Of this amount, \$60,000 is FY 2021 revenue realized in FY 2022. Therefore, only \$41,086 was recognized as FY 2022 revenue. \$67,247 in revenue was accrued at the end of April to recognize \$108,333 in revenues for the 10 months ended April 30, 2022, which is 83% of the \$130,000 estimated revenue for the entire FY 2022. As a result, the program shows a loss of \$19,038.

Indirect costs:

SkillSource's actual indirect cost rate is 11% as of April 30, 2022, while the maximum allowable indirect cost rate is 10%, per the de minimis rate method, resulting in \$11,695 of unbillable indirect costs. Budgeted unbillable indirect costs for FY 2022 amount to \$17,310.

August 31, 2022 Financial Management Report

The financial results of operations for the two months ended August 31, 2022, reflect an **increase in Net Assets of \$6,471** on a budgeted decrease of \$1,899, resulting in a favorable variance of \$8,373.

The Change in Net Assets comprises:

Increase (Decrease) in Net Assets Without Donor Restrictions	\$3,540
Increase (Decrease) in Net Assets With Donor Restrictions	\$2,931
Total Increase (Decrease) in Net Assets	\$6,471

The changes in Net Assets Without Donor Restrictions and Net Assets With Donor Restrictions reflect the net result of revenues offset by expenses in each class of net assets.

Program Activities:

WIOA: As of August 31, 2022, PY 2021 Adult, Dislocated Worker, and Youth programs have expended 90%, 90%, and 83% of total allocations, respectively. The WIOA Adult and Dislocated training rate is currently at 39.5%. It is expected that the 40% training rate will be achieved by the time the program year ends in 2023. The WIOA Youth Work Experience expenditure rate is 35% (the required minimum rate is 20%).

Ticket to Work: TTW revenue received in cash at the end of August 2022 is \$3,096. \$53,628 was accrued at the end of August, resulting in no gain or loss for this program.

Unrestricted expenses: Expenses charged to Unrestricted included maintenance expenses to prepare the SSG van for sale, leasehold improvement depreciation, and other miscellaneous expenses. *SkillSource* staff continue to monitor Unrestricted expenses to ensure they are charged appropriately.

Indirect costs: The actual indirect cost rate at the end of August is 8.69%, while the de minimis rate is 10%. The actual indirect cost is expected to be 10% at the end of the fiscal year.

Update on PY 2021 and PY 2020 WIOA 40% Expenditure Rate

David Hunn discussed per the formula prescribed in *VWL 14-17 Change 2* and *VWL 14-17 Change 3*, the PY 2021 training rate as of August 31, 2022, is 39.5%. The final PY 2020 training rate was 23.6%.

Approved/Pending Contracts and Grants Matrix

David Hunn reviewed the current new Grants and Contracts Matrix and responded to questions from Board members.

Transition into Executive Session

The SSG Chair, Debra Eshleman, moved the meeting into Executive Session at 12:13 p.m. All non-Board Members and all *SkillSource* Group employees other than David Hunn, left the Zoom session Board Meeting.

The Board of Directors meeting adjourned at 12:18 p.m.

**THE *SKILLSOURCE* GROUP, INC.
BOARD OF DIRECTORS MEETING**

SUMMARY SHEET

SUBJECT: Approval of New Board of Directors Member

SkillSource Board of Directors consideration and approval of a new Board Member, James E. Thomas III, President and CEO of J.E. Thomas and Associates, a Personal Career Coaching and HR Consulting firm, of Dumfries, Virginia, for a term ending November 2024. A brief bio is attached.

ACTION REQUESTED:

1. SSG Board approval of a new Board of Directors member, James E. Thomas III, for a term ending November 2024.



James E. Thomas III

Career Coach, HR Consultant, Author, & Keynote Speaker

www.linkedin.com/in/jimthomascareercoach/

jet3consulting@gmail.com

703 593-9090

Mr. Thomas is an accomplished business executive with substantial experience at varied companies and organizations. He is a presenter, guest panelist, and keynote speaker on numerous human resources, career coaching, and job transition topics. His career as a strategic and innovative HR executive has supported the growth and success of notable companies and organizations across diverse industries. He has been highly active providing personal career coaching to managers, directors, executives, and C-Suite officers, conducting workshops/presentations to working executives and executives in transition, and providing strategic HR consultation to companies.

He is Founder and President of J. E. Thomas & Associates, a Personal Career Coaching and HR Consulting firm. His key focus is devoted to providing individual career coaching to managers through executives in transition as well as working executive professionals in need of advice and counsel to achieve their career aspirations. His Transition Road Map "secret sauce" methodology has had a positive impact on the careers of hundreds of professionals. He continues to provide human resources consulting to companies on strategic issues involving organization layout and strategy, HR forensic assessment, executive development, senior level management issues, and employee relations matters. Also, Mr. Thomas was a regular monthly presenter to professional job seekers at the Virginia Employment Commission offices in Alexandria and Woodbridge, VA. To date, thousands of professionals have attended his strategic job preparation presentation.

Prior to starting his firm Mr. Thomas was the EVP, Human Resources & Administration for webMethods, Inc. (a publicly traded software company acquired by Software AG). In this position, he provided leadership to the human resources, facilities, and information technology departments across thirteen locations worldwide.

With over 25 years of relevant HR experience, Mr. Thomas has held HR management or senior HR executive level positions at Ford Motor Company, Lockheed Martin, American Red Cross-National Headquarters, LCI International, Scientech, and 2nd Century Communications.

He has served as Vice Chair of the Northern Virginia Employer Advisory Committee (an affiliate organization of the Virginia Employment Commission); prior Board Member at the Community Foundation of Northern Virginia; prior Advisory Board Member at Horne International (a public company); prior Board Member at the Institute for Corporate Productivity (i4cp.com). Served as Cub Master for his son's scout pack, and PTA President at Providence Elementary School, where his son attended school. He also served on the Advisory Team for the Superintendent of Schools for the City of Fairfax.

Mr. Thomas holds BA and MA degrees from Montclair State University

**THE SKILLSOURCE GROUP, INC.
BOARD OF DIRECTORS MEETING**

SUMMARY SHEET

SUBJECT: Approval of New Governor’s Workforce Innovation Grant Award to Serve Afghan Refugees

SkillSource was awarded \$168,201 from the Virginia Community College System for the Governor’s Investment in Workforce Development Services Innovation Grant to offer a career pathways workforce initiative to serve 45 refugees over the 17-month grant period by providing targeted professional job development, work-based learning opportunities, training and the acquisition of industry-recognized credentials, to assist them to successfully integrate into the local economy. All participants must be dual-enrolled in the Workforce Innovation and Opportunity Act (WIOA) programs. Partner resettlement agencies report overwhelm and request volunteers for employment and resume support, transportation, and mentoring. Dedicated resources can increase co-enrollments to support these organizations, and train WIOA staff in culture-specific issues relating to resumes, interviewing, and transferrable skills.

The Northern Virginia Career Pathways for Refugees Initiative (NVCPR) will provide funding for a part-time Project Director, operating expenses, including outreach and travel costs, and participant services and translation assistance. The 17-month grant period will run from November 1, 2022 to March 31, 2024.

ACTION REQUESTED:

SSG Board approval of the new Governor’s Workforce Innovation Grant Award of \$168,201, that will run from November 1, 2022 to March 31, 2024.



COMMONWEALTH of VIRGINIA
Office of the Governor

G. Bryan Slater
Secretary of Labor

October 31, 2022

David Hunn
Executive Director Virginia Career Works Northern

Dear Mr. Hunn,

On behalf of the Governor, I am pleased to inform you that the proposal you submitted in response to the Workforce Services Investments in Innovative Activities RFP, which was issued in August 2022, has been approved for award of \$168,201

I am asking the WIOA Title I administration staff at VCCS to work with you to complete the formal award documents consistent with regulatory and policy requirements. We look forward to you implementing the work plan of the award successfully. We ask that you keep us informed of the progress you make in serving the most vulnerable population in your region that is currently out of work to return to the labor force. We would also like to share the success of your efforts to engage the public and private sector employers, as stated in your proposal, with other workforce development leaders across Virginia, to potentially implement successful practices within their workforce development regions.

Congratulations and best wishes for success.

Sincerely,

A handwritten signature in blue ink, appearing to read "Bryan Slater", written over a horizontal line.

Bryan Slater

cc: Ed Trumbull, Board Chair
George Taratsas
Randy Stamper

POLITICS

Youngkin to propose new agency for workforce development

The state Labor Secretary made the announcement at a conference in Roanoke.

 by **Markus Schmidt**
November 10, 2022



Governor Glenn Youngkin speaks in Bristol at the Cardinal News Speaker Series in October 2022. Photo Credit: Earl Neikirk/Neikirk Image.

Gov. Glenn Youngkin will propose establishing a new, centralized state workforce agency to administer workforce development and training programs that currently are distributed across multiple agencies, Virginia Secretary of Labor Bryan Slater told a group of community college staffers and partners at the Hire Ed Conference at the Hotel Roanoke on Thursday.

“As the governor has been saying, workforce development is not operating like it should,” Slater said in an email to Cardinal News after the annual conference, where workforce leaders gather to explore the ways in which Virginia’s community colleges respond to the needs of businesses and individuals in the commonwealth.

With over 113 workforce providers, 250 training providers, and 1,500 training programs across the commonwealth, Virginia needs to centralize its workforce training, Slater said. “We are working to create a workforce operations structure that reaches more Virginians, prioritizes workforce development, and efficiently trains and places Virginians in jobs,” he said.

Jim Babb, the spokesman for Virginia’s Community College System, said that Slater announced that the Youngkin administration will ask the General Assembly to establish the new state workforce agency.

“The proposed changes may impact about 30 employees at our system office in Richmond. These are people who have responsibilities for administering several federal workforce programs in Virginia,” Babb said. “We’ve informed our college presidents and our system office staff about the secretary’s visit and message, and we will share additional information with them when we know more.”

Slater did not share details of the reorganization plan Thursday and a spokeswoman for the governor’s office did not provide additional information.

Youngkin [first called](#) for a new approach to workforce development before several hundred business and civic leaders at Christopher Newport University in Newport News back in April.

“We have got to get people to work,” Youngkin told the audience. “That is one of the biggest challenges coming out of the pandemic.”

THE SKILLSOURCE GROUP, INC.
BOARD OF DIRECTORS
SUMMARY SHEET

November 17, 2022

SUBJECT: September 30, 2022 Management Report Notes

The financial results of operations for the three months ended September 30, 2022, reflect a **decrease in Net Assets of \$8,471** on a budgeted decrease of \$2,850, resulting in an unfavorable variance of \$5,617.

The Change in Net Assets comprises:

Increase (Decrease) in Net Assets Without Donor Restrictions	\$(23,760)
Increase (Decrease) in Net Assets With Donor Restrictions	<u>\$15,289</u>
Total Increase (Decrease) in Net Assets	\$(8,471)

The changes in Net Assets Without Donor Restrictions and Net Assets With Donor Restrictions reflect the net result of revenues offset by expenses in each class of net assets.

The detailed changes in Net Assets Without Donor Restrictions and Net Assets With Donor Restrictions are presented in the tables below:

Category	Change in Net Assets Without Donor Restrictions
Fundraising	191
Unrestricted, including unbillable indirect costs of \$21,527	(23,951)
Total change in Net Assets Without Donor Restrictions	23,760

Program	Change in Net Assets With Donor Restrictions
NVITE	(2,613)
EYE	11,434
MWCOG Van sale proceeds	3,500
Donation to buy VCWN branded clothing for center and partner staff, net of expenses	2,968
Total change in Net Assets With Donor Restrictions	15,289

Program Activities:

WIOA: As of September 30, 2022, PY 2021 Adult, Dislocated Worker, and Youth programs have expended 98%, 96%, and 91% of total allocations, respectively. Adult and Dislocated Workers'

combined training rate was 42.6%, exceeding the required minimum rate of 40%. WIOA Youth's cumulative Work Experience expenditure rate is 35%, exceeding the required minimum rate of 20%.

Ticket to Work: Revenue received in cash totaled \$32,007, of which \$30,000 is FY 2022 revenue accrued at the end of last fiscal year. Anticipated Ticket to Work revenue in the amount of \$41,992 has been accrued for FY 2023, bringing total TTW revenue for FY 2023 to \$43,992, resulting in no income or loss for this program.

Unrestricted expenses: Expenses charged to Unrestricted included maintenance expenses to prepare the van for sale, leasehold improvement amortization, part of office rent not billable to GO Virginia, employee travel expense not covered by GO Virginia, and delinquent tax owed by a former SCSEP participant.

Indirect costs: The actual indirect cost rate at the end of September is 13.87%, while the de minimis rate is 10%, resulting in \$21,527 in unbillable indirect costs. The indirect costs exceeded budget due to the timing of the annual financial and Uniform Guidance audit costs, **which will resolve over the course of the year.** The actual indirect cost is expected to be 10% at the end of the fiscal year.

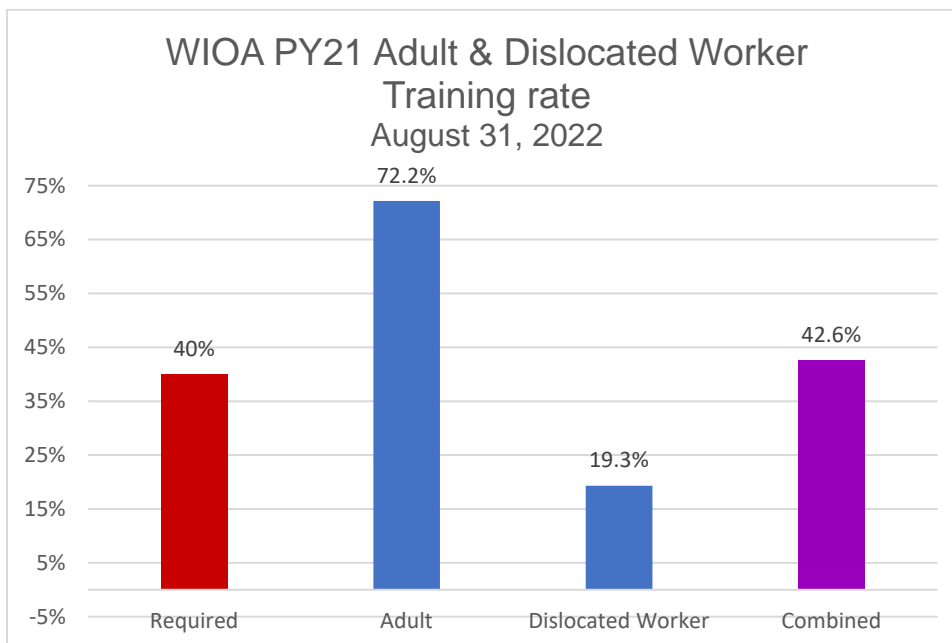
THE SKILLSOURCE GROUP, INC.
BOARD OF DIRECTORS MEETING
SUMMARY SHEET

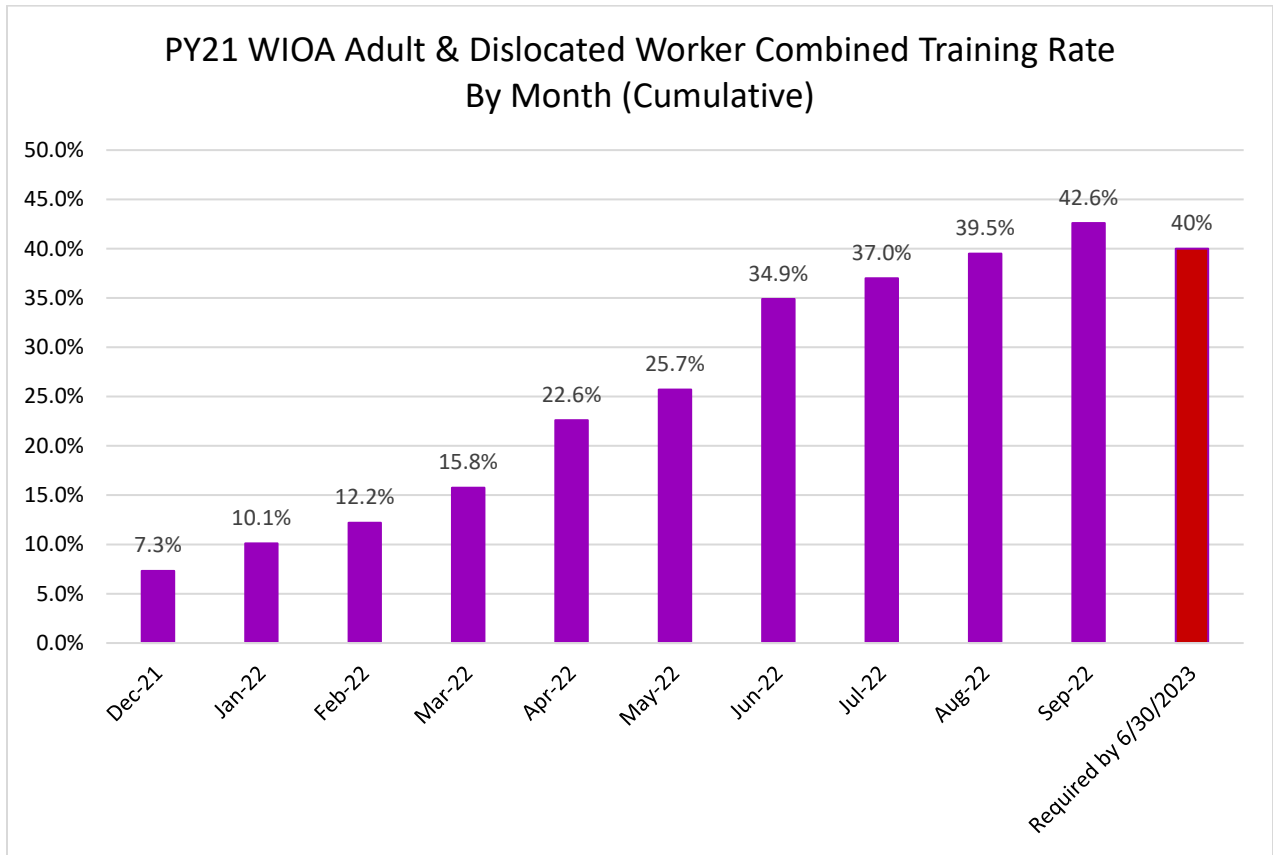
SUBJECT: Update on PY21 and PY20 WIOA 40% Expenditure Rate

Per the formula prescribed in *VWL 14-17 Change 2* and *VWL 14-17 Change 3*, the denominator of the training formula has changed to be the total allocation to Adult and Dislocated Worker program activities (the total NOO Adult and Dislocated Worker allocations minus 10% administration costs), resulting in a very low training rate in the early months of the grant period and a higher rate towards the end of grant period, as funds are exhausted. *VWL 14-17 Change 3* allows a portion of case managers' salaries and benefits, which are attributed to the provision of training services, to be included in the training expenditures.

PY 2021 Training rate as of September 30, 2022:

Per VW: #14-17, Change 2& 3	Adult	Dislocated Worker	Combined
WIOA PY21 – NOO (less 10% Administration)	1,033,896.60	1,317,087.50	2,350,984.10
Participant Training expenses	533,139	116,534	649,673
Portion of case managers' compensation for provision of training services	212,892	137,910	350,802
Total Training	746,031	254,444	1,000,475
Training percentage (Total training/ NOO amount)	72.2%	19.3%	42.6%





Commonwealth of Virginia
Summary of Client Visitors at Virginia American Job Centers

Updated as of November 12, 2022

Local Workforce Area	July 2022 Visits	August – October Average Monthly Visits	% Increase (Monthly Average)
#1 VCW Southwest Virginia Region	344	445	29%
#2 VCW New River Valley Region	354	398	12%
#3 VCW Greater Roanoke Region	661	897	36%
#4 VCW Shenandoah Valley Region	455	753	65%
#5 VCW Crater Region	NA	NA	NA
#6 VCW Piedmont Region	66	53	-19%
#7 VCW Central Virginia Region	434	576	22%
#8 VCW South Central Region	236	307	39%
#9 VCW Capital Region	1,270	2,136	68%
#10 VCW West Piedmont Region	NA	NA	NA
#11 VCW Northern Region	918	1,841	100%
#12 VCW Alex-Arlington Council	15	79	420%
#13 VCW Bay Consortium	642	821	28%
#14 VCW Hampton Roads Region	1,743	1,922	10%




NORTHERN REGION

Fairfax County | Prince William County | Loudoun County | City of Fairfax | City of Falls Church | City of Manassas | City of Manassas Park

November 2, 2022

TO: George Taratsas
Workforce Development Director
Office of the Virginia Secretary of Labor

FROM: David Hunn 
Executive Director

SUBJECT: Data Update on American Job Center Jobseeker Visit Increases

This memorandum is an update on the American Job Center Jobseeker Visits from my earlier note of October 26, 2022. The attached Summary includes data from 10 of the 14 local workforce areas in Virginia. I view these data as conservative estimates given reporting delays, with not all Centers or local workforce areas participating in this data report.

Collectively, all local workforce areas are reporting double-digit Center jobseeker visits, increasing from the July 2022 baseline. We noted last week that our Center Managers are reporting that the customer increases are largely VEC Unemployment Insurance-driven. For August – October, the Capital Region estimates at least 58-72% of visits, and the Northern Virginia region estimates over 90% of customer traffic were VEC Unemployed Insurance-related. This surge in Center customer utilization has impacted Center client flow, security and has challenged our Center operational protocols. We are all coping as best as possible.

Your memorandum from Friday October 28, 2022, noting the termination of State funding support for contract security personnel at the American Job Centers as of December 31, 2022, is gravely concerning. With less than seven weeks to renegotiate Center Infrastructure Funding Agreements, most local workforce boards will not have the funding resources to commit to the contract security agency now, in preparation for a January 2023 new contract start date. I strongly encourage the Office of the Secretary of Labor to provide for continued American Job Center contract security funding through June 30, 2023, to allow for a more coordinated and consistent security presence at Centers requiring this support throughout the Commonwealth. An employer's first priority must be the safety of its staff and its customers.

I can be reached at (703) 795-0684 and david.hunn@vcwnorthern.com.

Attachment

8300 Boone Boulevard, Suite 450 | Vienna | VA | www.vcwnorthern.com
Main (703) 827-3782 | Fax (703) 827-3785 | TTY 711 VA Relay

A proud partner of the American Job Center Network

Commonwealth of Virginia
Summary of Client Visitors at Virginia American Job Centers

Updated as of November 2, 2022

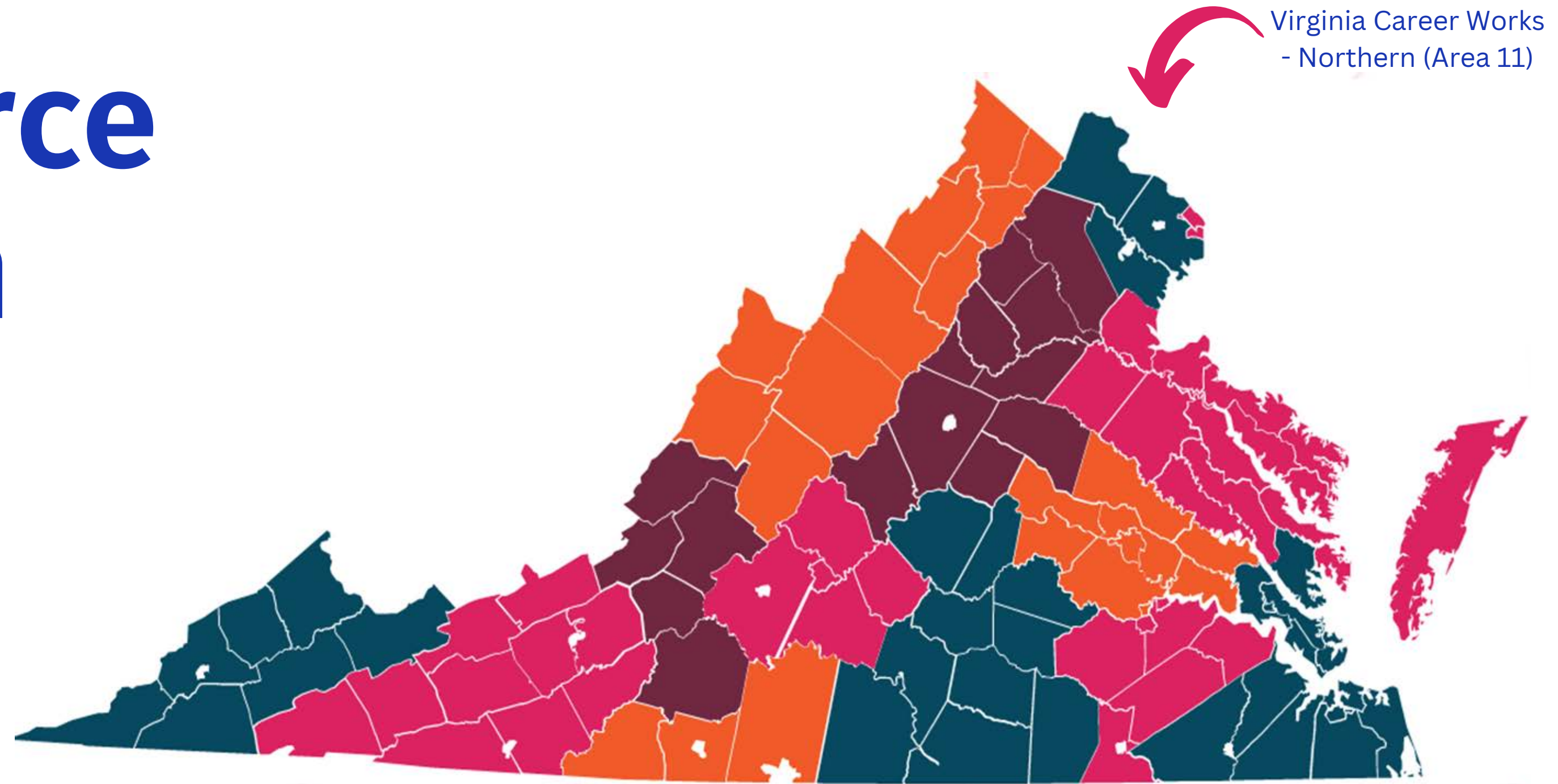
Local Workforce Area	July 2022 Visits	August – October Average Monthly Visits	% Increase (Monthly Average)
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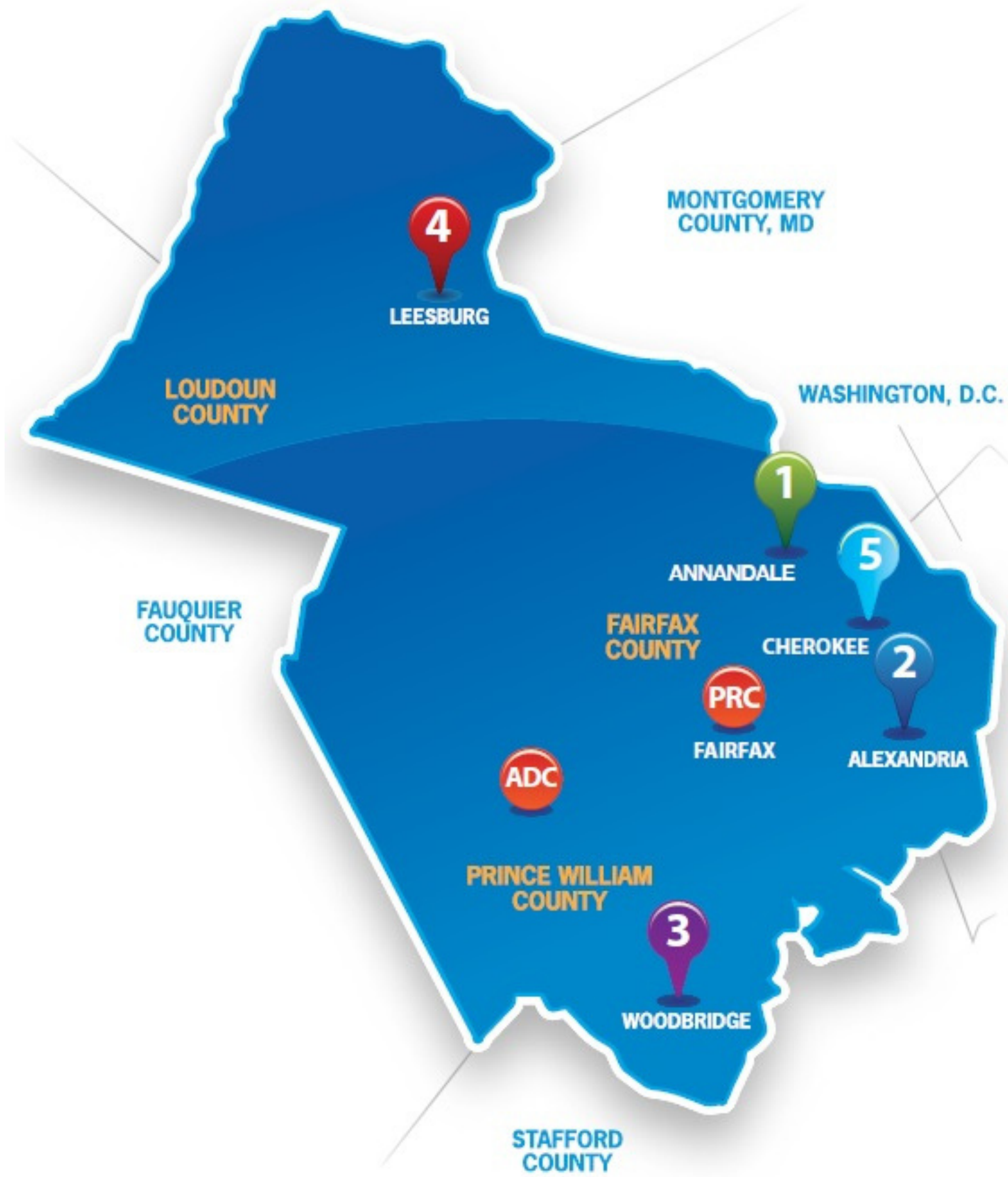


LINKEDIN LEARNING AND THE INCREASING VALUE OF MICROCREDENTIALS FOR TODAY'S WORKFORCE

November 9, 2022

Local Workforce Areas in Virginia





Virginia Career Works - Northern American Job Centers



Northern Virginia LIL Success Story

After seven years of employment with General Dynamics, J.B. found himself out of a job due to budget cuts, because of the pandemic. J.B. filed for Virginia Unemployment Insurance, registered for Workforce Innovation and Opportunity Act (WIOA) services, and began looking for a new job. Within a day of his contract ending, he learned about the Northern Virginia LinkedIn Learning training opportunity. As soon as J.B. activated his LinkedIn Learning account, took his first course, and received his first certification of completion, he was hooked. In total, he had more than 15 IT courses completed in less than a month. Three employers contacted J.B. directly on LinkedIn and invited him to interview for a position within their company. Two employers made J.B. a job offer, and he chose the offer that best met his IT experience and knowledge. J.B. was hired 45 days from his last employment date with a 10% pay increase and the opportunity to telework 100% of the time. J.B. views the LinkedIn Learning experience as a great free opportunity for jobseekers.

Top Skills Needed by Northern Virginia Employers

Top Specialized Skills Requested by number of job postings

01. Customer Service.....	17,317
02. Scheduling	14,323
03. Project Management	10,545
04. Budgeting	9,977
05. Vaccination.....	9,551
06. Sales	9,455
07. Customer Contact.....	7,564
08. Software Development	7,058
09. Account Closing	6,710
10. Python	6,701
11. Java	6,316
12. SQL.....	6,176
13. Linux	5,234
14. Software Engineering	5,093
15. Staff Management	4,968

Top Baseline Skills Requested by number of job postings

01. Communication Skills	39,612
02. Teamwork / Collaboration.....	23,037
03. Planning	17,338
04. Organizational Skills	16,498
05. Problem Solving.....	15,851
06. Writing.....	15,280
07. Detail-Oriented.....	14,294
08. Research.....	13,968
09. Microsoft Office	13,747
10. Microsoft Excel	13,641
11. Physical Abilities	10,878
12. Written Communication	10,233
13. Troubleshooting	8,728
14. Creativity	8,527
15. Multi-Tasking.....	8,079



What is a Microcredential?



HIGH QUALITY



STACKABLE



IN-DEMAND



PORTABLE

Microcredentials are short courses that cultivate and verify a particular skill, knowledge or competency that employers want, and help learners bridge their pre-existing skills and knowledge to meet rapidly changing labor market demands without removing them from the workforce.

Why are Microcredentials Important?

The pandemic has accelerated the need for skilled workers, with microcredentials now being referenced as a cost-effective training method to address workforce shortages.

Micro-credentials offer shorter and faster markers of critical skill acquisition, which helps students and learners better align their educational needs with dramatically changing labor markets, without diminishing the breadth, quality and rigor of a degree.



What is LinkedIn Learning?

A vertical promotional graphic for LinkedIn Learning. It features a dark blue background with white and yellow text and illustrations. At the top, a laptop is shown. Below it, the text 'LINKEDIN LEARNING' is written in large, bold, white capital letters. The graphic is divided into five horizontal sections, each with a specific benefit and an illustration. The first section shows a person with a headset working at a laptop. The second section shows a play button icon on a screen. The third section shows a person with a lightbulb idea. The fourth section shows a person with a laptop and a document. The fifth section shows a document icon. The overall design is clean and professional.

LINKEDIN LEARNING

ACCESS 16,000+ EXPERT-LED COURSES

EARN A CERTIFICATE WHEN YOU COMPLETE A COURSE

RECEIVE COURSE RECOMMENDATIONS TAILORED TO YOU

USE PROJECT FILES AND QUIZZES TO PRACTICE WHILE YOU LEARN

VIEW COURSES ANY TIME ON YOUR COMPUTER, TABLET, OR PHONE

<https://www.linkedin.com/learning/>

[Advance Your Skills with LinkedIn Learning Video](#)

Northern Virginia Partnership with LinkedIn Learning

- ◆ In 2021, the Commonwealth of Virginia initiated a partnership with LinkedIn, purchasing LinkedIn Learning Licenses for Virginia jobseekers.
- ◆ State officials distributed LinkedIn Learning Licenses to Virginia's fourteen local workforce development areas, to be used with jobseekers seeking to gain new skills. Northern Virginia received 5,000 LinkedIn Learning Licenses to be shared, for free, with local jobseekers.
- ◆ Due to the success and interest from staff and jobseekers, Virginia Career Works – Northern decided to continue with LinkedIn Learning through its own Workforce Innovation and Opportunity Act (WIOA) Formula Funds.

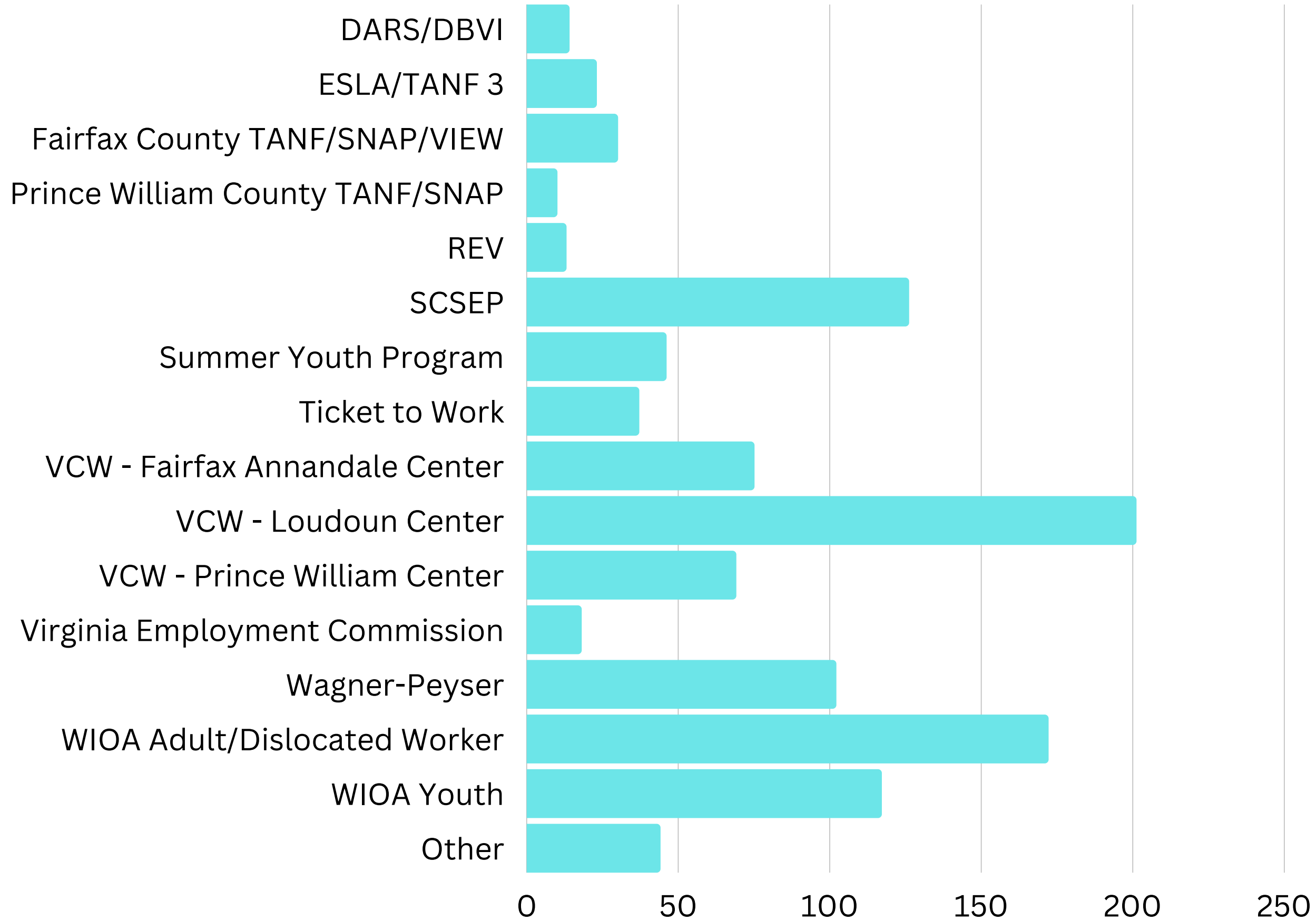


Northern Virginia Partnership with LinkedIn Learning



- ◆ An outreach flyer was created and shared across all VCWN programs, with partners, and available at all VCW Centers.
- ◆ Email blasts through Virginia Workforce Connection.
- ◆ Monthly gift card raffle for LinkedIn Learning License activations.
- ◆ Met program needs for virtual training during the pandemic (SCSEP) and meeting a training need that didn't exist (WIOA Youth Program).
- ◆ Helps with soft skills training, in addition to occupational training and skill building that supplements WIOA-funded training.

Total Licenses Per Program



Northern Virginia Partnership with LinkedIn Learning

1,105 LinkedIn Learning Licenses have been issued in total.



Northern Virginia LIL Success Story

November 17, 2022

DS was referred to the Workforce Innovation and Opportunity Act (WIOA) Youth Program by his DARS (Virginia Department of Aging and Rehabilitative Services) case manager. At the time of enrollment, he was employed part-time with Regal Cinemas. DS identified a wide range of career interests: Administrative, IT, and Automotive.

DS was provided a LinkedIn Learning account where he pursued the Administrative Professional training, a course designed to provide skills and knowledge applicable for most career industries. He earned a certificate of completion and was able to add this achievement to his resume.

DS went on to pursue a paid work experience through the Summer Educating Youth through Employment (EYE) program. He was placed at JR's Auto Solution where he performed auto repairs and vehicle maintenance. After exposure to the administrative and automotive industries, DS enrolled in the Woodrow Wilson Center's IT program. DS is an active student gaining introductory knowledge of computer concepts, information technology (IT) software, customer service skills, data entry skills, and verbal comprehension skills.

Requesting a LIL License

VCW - Northern LinkedIn Learning License Request Form

This form should be completed by the program staff person that is requesting a LinkedIn Learning License on behalf of their client or program participant. If you are a jobseeker, please contact your case manager or your local Virginia Career Works - Northern Center for information on how to request a LinkedIn Learning License by visiting <https://vcwnorthern.com/contact/>.

 Enable Immersive Reader

* Required

Participant Information

This should be the information for the participant who will receive the LinkedIn Learning license.

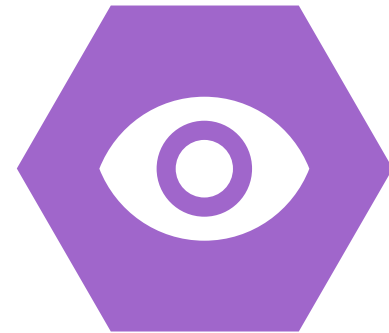
1. Participant First Name *

Enter your answer

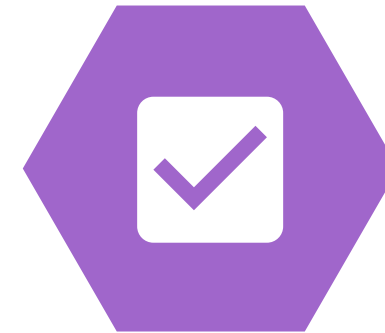
Northern Virginia Partnership with LinkedIn Learning



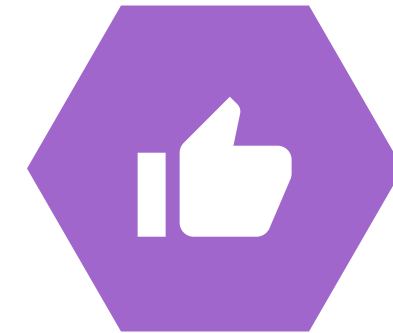
**VCWN users
viewed 6,850
hours of LinkedIn
Learning courses.**



**VCWN users
viewed 15,664
courses.**



**VCWN users
completed 4,481
online courses.**





**VCWN users
completed
110,330 online
video training
sessions.**

LinkedIn Learning Pathways

Learning pathways can be created and saved into the Virginia Career Works Library, that is shared by all of the local workforce areas.

These pathways of LinkedIn Learning training modules are related to certain skills / competencies, in order for jobseekers to easily access the library and the pathways that have already been placed in there.

The screenshot shows the LinkedIn Learning interface for the Virginia Career Works' Library. The top navigation bar includes 'LEARNING', 'People', 'Content', and 'Reports', along with a search bar and user options. The main content area displays the library name and a '+ Add' button. Below this, there are filters for 'All content', 'Tags', 'Skills', 'Types', and 'All languages'. A table lists two items sorted by last modified date.

Content name	Type	Author	Last modified	Unique Viewers (last 90 days)	
 Sample	Learning Path	Ralph Critten	Apr 15, 2021	0	Share ▾ More ▾
 VCW Sample Learning Path	Learning Path	Meg Callahan	Apr 15, 2021	0	Share ▾ More ▾

Most Utilized LinkedIn Learning Courses by VCWN Users



Business

Microsoft Excel
Time Management
Diversity & Inclusion
Project Management



Creative

Social Media Marketing
AutoCAD



Technology

Network Security
Python Programming
CompTIA



Certificates of Completion and LinkedIn Badges



Clients can also earn certificates after completing courses, that can be added to their LinkedIn profile to showcase their skills and demonstrate to employers their commitment to learning.

Northern Virginia LIL Success Story



J.D. is a single mother who applied for Supplemental Nutrition Assistance Program (SNAP) benefits after losing her job due to the COVID-19 Pandemic. She had been working in accounting and administrative work but had only worked with certain systems that were not universally used. While in the SNAP E&T program, she completed certification trainings in Microsoft Word, Excel, and Google Docs to brush up on her skills. J.D. was also dual enrolled in the Northern Virginia TANF Employment Assistance program, and recently enrolled in the Re-Employing Virginians (REV) training grant to access opportunities to build on her skills in accounting. She expressed interest in taking a QuickBooks class. She was provided with a LinkedIn license to access QuickBooks training and continued her online trainings in Microsoft Office and Google Docs.

As JD was preparing for a job interview, she reviewed her continued training through LinkedIn to build her skills while out of work. During her job interview, she focused on her work with these systems and was comfortable saying she had preliminary experience in QuickBooks through LinkedIn Learning. JD was offered the accounting position earning \$31.25 hourly, or \$65,000 annually.



The <i>SkillSource</i> Group, Inc.				
SUMMARY OF PENDING FUNDING AND DEVELOPMENT ACTIVITIES				
To the <i>SkillSource</i> Board of Directors November 14, 2022				
Project Name/Solicitation	Funding Request	SSG Funding	#s to Be Served	Proposal Status
APPROVED				
Governor's Investment in Workforce Development Services Innovation for Northern Virginia Career Pathways for Refugees Initiative	\$168,201	\$168,201	45	Approved
	\$168,201	\$168,201	45	
NOT APPROVED				
	\$0	\$0	0	
PENDING				
2022 Cox Charities Grant Funding Proposal	\$5,000	\$5,000	NA	Submitted on 10/16/2022
Virginia Serious and Violent Offender Reentry (VASAVOR) Case Management Services to Virginia Department of Corrections	\$312,983	\$312,983	60	Submitted on 10/21/2022
FY 2023 - 2024 United Way of the National Capital Area Member Application				Submitted on 11/4/2022
	\$317,983	\$317,983	60	