

NORTHERN VIRGINIA WORKFORCE DEVELOPMENT BOARD

Thursday, September 13, 2018

Quarterly Board Meeting

Summary Notes

Members Present:

Robert Bartolotta	George Harben	Staci Redmon
Joseph Carter	Patricia Hughes	Chris Rieley
Marjorie Cliff-Bowman	Christina Keeney	Carl Savino
Andrea Eck	Mohammad Hussein (New)	Mary Ann Shurtz
Debra Eshelman	Jennifer Miller	Karen Smaw
Matt Garcell	Janet Muldoon	Crystal Thrower
Ted Gregory	Steve Partridge	

Executive Director: David Hunn

Staff: Tyna Gaylor, Seema Jain, Ann Hyslop, Sheila Jones, Rebecca Bennett, Eliza Chappell, Tisha Chase, Mark Chernisky, Karla Quiroz, Warren Smith, Christine Slattery, Lauren Parker

Observers: Myra Mobley, Shelly Rodriguez, Mouly Aloumouati, Lara Bowles, Trang Montgomery, Tatiana Nuth, Marissa Pierce, Lisa Tatum, Amy Hudson, Myra Mobley, Elisa Johnson (for Tom Fleetwood), Mason Bishop, Dothea Brown.

Board Member Roll Call: Sheila Jones conducted roll call and a quorum was met. The meeting commenced at **8:36 a.m.**

Approval of June 7, 2018 Summary Notes: A motion was made by Chris Rieley and seconded to approve the Board Summary notes from June 7, 2018. The notes were approved unanimously, with no abstentions.

Chairman's Report

George Harben of the Prince William County Department of Economic Development is serving as the Acting Chairman, as Chairman Todd Rowley is on business travel. Acting Chairman Harben, noted that Board Member and Board Vice Chairman, Leslie Channell of the Health Care Corporation of American and Reston Hospital, had stepped down from the Board and has relocated with her company to Richmond, Virginia. Mr. Harben introduced a new board member, Jennifer Miller of Loudoun County Public Schools. He also introduced several guests in attendance at the meeting. Karen Smaw of the Fairfax County Economic Development Authority was introduced as the new chair for the Program Planning & Policy Committee. Mr. Harben asked for Committee Reports.

Quality Assurance Committee: David Hunn reported for Donna Motsek the following from the Quality Assurance Committee meeting on September 13, 2018.

- The Committee reviewed and consider four (4) new training provider and their program (13) new programs from current providers, including (9) new programs submitted for approval by Northern Virginia Community College.
- A summary of training funding obligations for the fiscal year through August 31, 2018 is over \$179,000 and has been allocated for 94 ITAs for WIOA Adult, Dislocated, and Youth clients.
- Currently Eligible Training Providers are submitting their Annual Renewal Reports. To date, over 81% have submitted reports for renewal.

Youth Committee: Chris Rieley reported when the Youth Committee met on September 11, 2018. The Committee discussed the following:

- The latest caseloads, participant demographics, and program expenditures for the Northern Virginia WIOA Youth program. The WIOA Youth Program was at 199 enrollments, and currently at 98% Out of School Youth enrollments and 2% In School Youth enrollments;
- The summer EYE Program completed in August 2018 with 88 participants and this year’s end of program event included 3 industry panels on IT, Career Design, and Healthcare, as well as a LinkedIn photo booth so all participants received a professional headshot.
- The Committee received an update on *SkillSource’s* Pay for Performance Project; 48 young adults were enrolled in the first year, and 8 has been exited.

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

- Approval of initial FY 2019 Budget;
- Accepted \$5,000 grant from the Herb Block Foundation to support the Pay For Success Project;
- Awarded two contracts for on-going workforce consulting services

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 reviewed the Summary Sheet with the FY 2019 Revised *SkillSource* Group Budget. The revised FY 2019 *SkillSource* budget reflects approximately \$6,645,800 revenues and \$6,718,500 expenses, with a resulting Decrease in Net Assets of \$72,700.

Unrestricted Net Assets as of June 30, 2018 are \$767,200 and this budget projects ending June 30, 2019 assets at \$694,500.

The revised budget includes the PY 2018 WIOA Program allocations, which are provided below compared to the prior year.

	Adult	Youth	Dislocated Worker	Total
PY 2018	936,600	978,007	1,196,065	3,110,672
PY 2017	1,087,193	1,134,237	1,285,743	3,507,173
Decrease (\$)	(150,593)	(156,230)	(89,678)	(396,501)
Decrease (%)	-13.9%	-13.8%	-7.0%	-11%

Carry-in is \$682,400 less than FY 2018 because of the increased Training expenditures to achieve the State’s 40% WIOA Training expenditure requirement and the expansion of the Youth program. Collectively, WIOA funding decreased by \$1,037,400 from FY 2018 to FY 2019.

As in the past, transfers between the WIOA Adult and Dislocated Worker Program allocations are allowed. It is estimated that up to \$412,000 of funds will be transferred into the Adult from the Dislocated Worker Program.

Consistent with FY 2018's results, 97% of Youth funds are presumed expended for Out-of-School Youth.

Additional personnel and fringe budget assumptions include:

SkillSource Group

- 19 FTEs (15 full-time and 6 part-time) including slightly over one FTE funded directly by WIOA. An additional 1 FTE is budgeted for the Area 13 Youth Program award.
- 1.3% cost of living increase
- 2% performance bonus pool
- Health insurance at renewal rates (4.5% increase)
- 1% life & disability insurance increase
- 35% fringe rate, which includes continued 10.4% retirement plan contribution and maximum \$520 annual match

One-Stop Operator (Fairfax County Department of Family Services)

- 23 FTEs with 12 for the Adult and Dislocated Worker programs and 11 for the Youth program
- 2.25% market rate adjustments
- 2% performance rate adjustments
- 48.71 % fringe rate

Since most grants are cost reimbursable, the Decrease in Net Assets is driven by unrestricted activities.

- Ticket to Work will achieve its budget in FY 2018 and has added an additional Case Worker through the DARS DEI 8 award. For this reason, the FY 2019 TTW budget has been increased by 10% to \$221,400. Interest is estimated at FY 2018 budget levels.
- Pay for Performance activity includes a carry-in award from the Herb Block Foundation, with offsetting expenses for development of a data-validator tool.
- Unrestricted expenditures include portions of the CEO, Director of Advancement, and TTW Project Director compensation, as well as estimated expenses supporting unrestricted activities.

Grants incorporated in the interim FY 2019 budget include:

- New contract award from Area 13 Bay Consortium for WIOA Youth Program services.
- Renewed annual award from the Virginia Department of Health and Human Services Employment Advancement for Temporary Assistance for Needy Families (TANF) to assist current TANF participants in the VIEW program who reside in Fairfax, Prince William and Loudoun in securing employment, often through paid work experience
- Renewed annual award from the Virginia Department of Health and Human Services Employment Supports for Lifelong Achievement (ESLA) to assist current and former TANF clients, as well as parent(s) below 200% of the Federal poverty guidelines who reside in Fairfax or Prince William to prepare, secure and maintain employment
- Renewed annual award from the Consolidated Community Funding Pool (CCFP) to coordinate and facilitate work experiences for Fairfax County inmates in the Pre-release program
- Carry-in funding from the Metropolitan Washington Council of Governments (MWCOC) for van drivers, gas & insurance to support work experience opportunities at the Pre-release Center in Fairfax County

- Carry-in funding of the Virginia Tech TOGETHER: A Couples' Model to Enhance Relationships and Economic Stability award which provides employment training and assistance for those enrolled in the program who are receiving other services
- Carry-in funding from the Virginia Department for Rehabilitation and Aging Services Disability Employment Initiative (DEI) to enhance and facilitate One-Stop services for individuals with disabilities
- Carry-in funding from the Virginia Department for Rehabilitation and Aging Services Career Pathways for Individuals with Disabilities (CPID) to increase opportunities in the Information Technology sector for individuals with disabilities
- Carry-in funding from the Virginia Community College System for the Virginia Financial Success Network (VFSN) initiative which counsels and assists participants in financial literacy

Educating Youth through Employment (EYE) is budgeted to continue in FY 2019 with breakeven financial results.

The Woodbridge and Alexandria Center budgets are incorporated at breakeven, with the *SkillSource* portions represented in the line item Comprehensive Center Costs.

Revenues and expenses will continue to be refined throughout the year and new awards incorporated.

Indirect costs are estimated based on historic activity and are allocated as required by the Negotiated Indirect Cost Rate Agreement with the US Department of Labor. The budgeted rate is 9.81% on a provisional rate of 12.88%.

The *SkillSource* Group Executive Committee reviewed and approved the changes to the revised FY 2019 *SkillSource* Budget at its August meeting.

Chris Rieley asked a few questions of Ms. Gaylor concerning the budgeted decrease in Net Assets. It was noted that FY 2019 is considered a transitional year to right-size the organization in response to decreased Federal WIOA funding and increased statutory pressures. David Hunn commented that Northern Virginia funding was reduced by approximately 14%; however, the walk-in traffic is the same.

A motion was made and seconded by Chris Rieley to approve the adjustments to the revised FY 2019 *SkillSource* Budget.

Final FY 2018 WIOA Training Expenditure Rate – State Code Mandate

The June 30, 2018 WIOA Adult and Dislocated Worker training expenditure rate is 40% compared to the State-mandated floor of 40%. This is an increase of 4% over last month and required reclassifying non-training expenses of \$55,000 to Unrestricted to achieve the metric. Several changes were made during the fiscal year including increased case management, additional training funds for stackable credentials, and increased incumbent worker training grants to assist in meeting the State-mandated floor.

Board Approval of New WIOA Policies – Limited English Proficiency and Accessibility and Reasonable Accommodations

Seema Jain presented two (2) new local policies: Accessibility and Reasonable Accommodations and Limited English Proficiency based on requirements and recommendations from a recent Equal Opportunity (EO) monitoring visit conducted by State officials.

The Accessibility and Reasonable Accommodations outlines steps to ensure nondiscrimination and equal opportunity in Virginia Career Works – Northern Region Centers and the reasonable accommodations required to effectively serve individuals with disabilities.

The Limited English Proficiency provides guidance and establishes a procedure regarding the prohibition against national origin discrimination as it affects persons with Limited English Proficiency (LEP). This policy applies to Virginia Career Works – Northern Region Centers and Workforce Innovation and Opportunity Act (WIOA) Title I grant recipients.

A motion was made by Chris Rieley and seconded by Marjorie Cliff-Bowman to approve the two (2) new local policies: Accessibility and Reasonable Accommodations and Limited English Proficiency. The new local policies were approved unanimously, with no abstentions.

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

Review of Year One Outcomes – WIOA Youth Program Pay for Success Project

Seema Jain provided an overview of the Pay for Success Project and introduced Trang Montgomery, WIOA Supervisor, and Jamie Hudson, WIOA Youth, to present an update.

Ms. Montgomery presented the four (4) WIOA measurements and the bonus payment of \$712 per youth per outcome or \$2,848.

Ms. Hudson presented the referral sources of enrolled client, the services offered to the enrollees, and the progress to date. The highest referrals, seven (7), came from the PWC Criminal Justice Services. There are forty-eight (48) total enrollees. Six (6) have earned credentials; two (2) have attained a GED; and the average salary at closure is \$17,442.

Mr. Hunn commented that early intervention is key for our success with the WIOA Young Adults. He also reminded the Board that this Pay for Success Project is the first of its kind within a local workforce development board in the nation.

SkillSource Ticket to Work Employment Network Reaches \$1 Million in Revenues

Lauren Parker provided an overview of the *SkillSource* Ticket to Work Program; the Employment Network Statistics; and the challenges and success of the program. She provided key points of the program:

- Program inquiries: \$1,639
- Assignments: 295
- Placements: 141
- EN Payments: \$1,027,191
- One of the Challenges: the rapid growth
- One of the Successes: introducing job seekers with disabilities to the public workforce system

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

Update on the Implementation of New State Workforce Board

Seema Jain highlighted a State video that outlined the vision for the new State Workforce Brand. Ms. Jain then discussed:

- Every local workforce board and each of their individual Centers have been branded with a unique name and logo;
- The new branded tools and materials;
- The current website will be undergoing rebranding changes and the URL will transition to vcwnorthern.com; and
- New business cards, letterheads, and other signage are being developed.

Board Business Items

Program Management Reports

David Hunn provided an overview of the One Stop Operator Employment & Training Team Report – August 2018. He noted the following:

- 8,332 center visits;
- 37 WIOA job placements;
- The WIOA Average Annual Salary at Placement - \$62,549 for Dislocated and \$37,250 for Adult; and
- A zero (0) recidivism rate at the AIB Center

Executive Director Items

David Hunn discussed the following items:

- FY 2017 Workforce Area #11 Training and OJT Commitments
- PY 2017 WIOA Monitoring Report
- Ongoing Submission of SSG Grant and Contract Proposals

Adjournment

With all Board activities completed, acting Chairman Harben sought a motion to adjourn the meeting. Robert Bartolotta made a motion and it was seconded. The meeting adjourned at 10:11 a.m.