

NORTHERN VIRGINIA WORKFORCE DEVELOPMENT BOARD

Quarterly Board Meeting

Thursday September 7, 2017

Summary Notes

Members Present:

Robert Bartolotta	Sheryl Granzow	Carl Savino
Stephanie Berkowitz	George Harben	Linda Seyer
Nannette Bowler	Larry Hoffman	Karen Smaw
Anthony Cancelosi	Luke Howe	Todd Rowley
Marjorie Clift-Bowman	Patricia Hughes	Carl Savino
Beth Doyle	Christine Kallivokas	Mary Ann Shurtz
Meti Fekadu	Roxana Mejia	Hector Velez
Thomas Fleetwood	Donna Motsek	Clifford Yee
Michael Forehand	Janet Muldoon	
Robert Frew	Richard Nagel	
Matt Garcell	Bruce Patterson	
Kenneth Garrison	Stacey Redmon	
Ellen Graham	Christopher Rieley	

Executive Director: David Hunn

Staff: Deb Stopak, Tyna Gaylor, Eliza Chappell, Seema Jain, Sheila Jones, Ann Hyslop

Observers: Kim Carr, Marissa Pierce, Trang Montgomery, Aimee Brobst, Karla Quiroz, David Browne, Myra Mobley, Rebecca Bennett, Greg Vaughn, Melanie Stover, Trung Nho

Chairman's Report

The Board Chairman, Todd Rowley, briefly referenced the letters to Gerald Gordon and Corey Stewart. He commented on Mr. Haymore's approval of our Workforce Area's Annual Workforce Development Plan.

Mr. Rowley introduced four (4) new Northern Virginia Workforce Board Members, Janet Muldoon from the Office of Senator Richard L. Saslaw, Matt Garcell from Cushman Wakefield, Marjorie Clift-Bowman from the Virginia Employment Commission, and Richard Nagel from Neighbor's Keeper.

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, 2017 Summary Notes

Todd Rowley sought a Board motion to accept the Board Summary Notes from June 7, 2017 with a change to the 9th. It was seconded. The Board of Directors approved the June 9, 2017 Summary Notes unanimously.

Board Committee Reports

Quality Assurance: Committee Chair Donna Motsek provided a summary of Quality Assurance Committee activities including the approval of 3 new training providers during their last meeting. She congratulated the Fairfax *SkillSource* Centers for receiving their certification for the next 3 years.

Program Planning: Committee member Anthony Cancelosi gave a brief update on the Pay for Performance Program. He commented that this is the 1st initiative of its kind in the nation.

SkillSource Group, Inc.: Hector Velez provided a summary of recent *SkillSource* Board activities, including the approval of the Interim FY 2018 SSG Budget.

Necessary Board Actions Aligned with Approved 2017-2020 Strategic Priorities

1. Become a Thought Leader for Workforce Development

Final FY 2017 WIOA Training Expenditure Rate – State Code Mandate

Tyna Gaylor presented results of the 40% Training Requirement for the WIOA Adult & Dislocated Worker Training. Ms. Gaylor and Mr. Hunn responded to Board member questions.

Update on Federal Work Opportunity Tax Credit

Seema Jain presented the status update on the enrollment efforts for the Federal Work Opportunity Tax Credit (WOTC). Ms. Jain, Mr. Hunn and Ms. Clift-Bowman fielded questions about the program.

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

Implementation of Amazon Web Service – Solutions Architect Apprenticeship for Veterans Ms. Jain provided a brief overview of the Amazon Web Service. She introduced Melanie Stover and Trung Nho of Northern Virginia Community College to assist in the overview of the implementation.

Amazon Web Services (AWS) has launched a Northern Virginia Solutions Architect Apprenticeship Program for veterans and military spouses with an Information Technology background. Northern Virginia was one of just three sites in the nation that AWS selected to launch this program. Spanning 12 months, the program includes four months of training from July to September 2017, conducted by Northern Virginia Community College at their Regional Center for Workforce Education and Training in Woodbridge, Virginia. Eight (8) months of On-The-Job-Training will begin in October 2017 at the AWS facility in Herndon, Virginia.

The initial cohort consists of eight (8) veterans. Participants will earn three in-demand IT credentials: AWS Solutions Architecture, CompTIA Linux+, and Net+. Training costs were paid for through a combination of WIOA funds, New GI Bill funds, and from Northern Virginia Community College. After apprenticeship completion, salaries will range between \$70,000 and \$122,000 annually, with benefits. Apprentices will be paid during their 12-month training period, starting at 60% of starting wage, with incremental increases as earned.

Mr. Rowley and Mr. Hunn provided comments on the program. Ms. Stover and Ms. Kno answered questions from the Board.

Enhance WIOA-TANF Program Alignment Through State Initiative

David Hunn introduced Ann Hyslop, Project Director of TANF. Ms. Hyslop presented a several slides on the WIOA-TANF Program and VIEW, the work requirement component of TANIF. She talked about the TANF1

& TANF2 Grants that provides job readiness, job search, employer outreach, job development/placement services, job coaching and paid work experience. Over 80% of clients receive employment. Ms. Hyslop concluded with a few client success stories and introduced the TANF team – David Brown (Woodbridge), Eliza Chappell (Fairfax/Loudoun) and Karla Quiroz (Fairfax/Prince William).

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

Ratify FY 2018 Budget for SkillSource and the Northern Virginia Workforce System

Tyna Gaylor presented the updated FY 2018 *SkillSource* budget reflects \$7,342,877 revenues, \$7,438,300 expenses and a Decrease in Net Assets of (\$95,423). The decrease in projected Change in Net Assets of \$150,839, which was previously presented to this board, results from the PY17 WIOA actual allocations coming in 13% lower than the PY16 allocations, which were used in the previous interim budget.

The updated budget includes actual carry-in balances for WIOA and other ongoing awards; actual awards; and corresponding expense line items. WIOA Training and the One-Stop Set Aside have been adjusted consistent with the actual funding levels.

To respond to reduced funding, the following significant modifications were made.

- One Ticket to Work staff, previously funded by the WIOA Adult program is funded by unrestricted Ticket to Work revenues. The Ticket to Work Program Director is funded by a new DBVI CPID grant (50%) and WIOA Adult (50%) compared to last year’s full funding through WIOA.
- The WIOA funded staff person at the Manassas Center has been reassigned to the new TANF II position. This Center will be staffed by existing WIOA One-Stop personnel.
- The Program Assistant Position has been eliminated and these duties combined with the Training Provider Coordinator into one role.
- Unrestricted funds (reserves) will supplement funding for staff while changes are made to respond to WIOA reductions. This revision provides for 1.9 FTEs funded through unrestricted sources.
- Certain line items including Audit, Financial Management Services and Payroll & HR have been reduced for planned changes or contract decreases.

More detailed budget assumptions follow.

- Workforce Innovation and Opportunity Act Assumptions:
 - WIOA funds for Program Year 2017 are as follows

	Adult	Youth	Dislocated Worker	Total
PY 2016 Allocation	1,266,121	1,331,087	1,454,137	4,051,345
PY 2017 Allocation	1,087,193	1,134,237	1,285,743	3,507,173
Decrease in Funding	-178,928	-196,850	-168,394	-544,172

- WIOA carry-in of PY 2016 Adult and Dislocated Worker, and Youth allocations are stated at finalized amounts. The result is \$780,000 less in Adult and Dislocated Worker carry-in than FY17.
- WIOA Adult and Dislocated Worker training is budgeted at nearly 43% to ensure compliance with the State legislated minimum requirement of 40%.
- WIOA provides for the transferability of Adult and Dislocated Worker funds. The budget includes a transfer of up to \$470,000 from the Dislocated Worker program to the Adult program to meet the needs of the population.
- The budget reflects that 75% of WIOA Youth funds are spent for Out-of-School Youth and 25% for In-School Youth to meet the new WIOA requirement. End of year Out-of-School enrollment exceeds the minimum requirement and stands at 90%.
- Not less than 20% of Youth funds are for participant Work Experiences to meet the WIOA requirement (which includes personnel costs supporting this activity.)
- One-Stop Set aside is estimated at 4 months of One-Stop personnel and corresponding training amounts and is reduced by the estimated early portion of PY18 funds, which is based on increased PY17 early advances, reducing the burden on FY17 funds and freeing up WIOA Adult and Dislocated Worker funds (reflected in Unobligated.)
- One-Stop Personnel are estimated at 13.2 FTEs funded by the Adult and Dislocated Worker Programs and 11.3 FTE's funded by the Youth program. The budget includes a 1% cost of living adjustment.

The FY 2018 budgeted Decrease in Net Assets of **(\$95,423)** will be covered by reserves:

June 30, 2017 Unrestricted Net Assets	\$920,233
FY 18 Decrease in Unrestricted Net Assets (per budget)	<u>(95,423)</u>
June 30, 2018 Projected Net Assets	<u>\$824,810</u>

Ms. Gaylor answered questions from the Board members.

Todd Rowley sought a motion to ratify the revised FY 2018 *SkillSource* Budget. It was moved, seconded and passed unanimously with no abstentions.

Incumbent Worker Training Policy Revisions and Initiative Update

Seema Jain gave an overview of the Incumbent Worker Training Program and updated the Board on the new guidance from the VCCS. VCCS has provided new guidance related to the IWT grant initiative that training can be conducted through other providers than NOVA, and that proposals can be considered from companies larger than 250 employees, if the targeted location where the employees identified for IWT are based out of is less than 250 employees. This new guidance has resulted in multiple conversations with employers and the submission of 2 new applications for consideration. Staff have also engaged successful IT eligible training providers to also assist in recruiting companies that will take advantage of IWT, which is resulting in multiple calls with employers. The NVWDB has sought approval from VCCS to extend the grant period for 6 months beyond the current December 31, 2017 deadline. This funding is an important resource for employers, particularly given the reduction in WIOA Formula Funds in FY 2018 that could be set aside for IWT activities.

VCCS also released an updated Employee Information Spreadsheet that eliminated employee data that was previously mandated, such as Disability, Annual Family Income and Family Size.

To date, incumbent worker contracts have served 240 incumbent workers.

Final FY 2017 Data on Jobseeker Credentials Attainment and Job Placement

Trang Montgomery presented the FY 2017 Caseload for WIOA was 1,186 clients, which represents \$1,127,937 WIOA training. The IT and Transportation industries had the highest credential gain. Eighty-seven percent (87%) of the jobseekers received employment.

Board Business Items

Program Management Reports

David Hunn presented the end of year reporting data. Take-aways to consider:

- Over 55,000 jobseekers visited the 6 Centers, which equates to over 22,000 individuals;
- The opening the 7th center in Alexandria working with VEC – an additional 22,000 visitors; and
- Average wage of a dislocated worker is \$32 per hour and \$15 per hour for adult workers.

Executive Director Items

David Hunn referred to the PY 2016 WIOA Annual Monitory Report. He indicated that a corrective action plan will be submitted and that the Board will be copied on respond to the State. Ms. Stopak provided an update on Grants and Contracts proposals, highlighting the award of the TANF 2 Grant and that SSG was not awarded the GO Virginia Grant. However, there is another proposal for approximately \$500,000 being submitted to GO VIRGINIA for the GO NOVA Region to provide workforce development services to dislocated workers and veterans.

She also mentioned the award of the DEI Round 8 Initiative from the Department for Aging and Rehabilitative Services, which will be used to promote individuals with disabilities going into IT jobs, and the submission of the NV Refugee Career Pathway Program proposal to the U.S. Department of Health and Human Services.

Adjourn

The Board of Directors meeting adjourned at 10:35 am.