



Board of Directors Meeting

Agenda and Meeting Materials

**Friday, March 10, 2023
11:30 a.m. – 12:30 p.m.**

Join Zoom Meeting

<https://us02web.zoom.us/j/81555035592?pwd=Y04xY0JtdGNCaU8vLzJsVmtzbEFudz09>

**Meeting ID: 815 5503 5592
Passcode: 512764**

www.vcwnorthern.com

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

**March 10, 2023
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 February 16, 2023 Board of Directors Meeting

Action Items:

- FY 2023 Internal Budget Reallocations for WIOA One-Stop Operator
- Approval of FY 2024 Initial Budget Assumptions

Information Items:

- Review of WIOA Client Demographics
- Memo on WIOA Youth Program Spending
- *SkillSource* Group January 2023 Financial Management Reports
- Update on FY 2023 WIOA 40% Expenditure Rate
- *SkillSource* Group Editorial in the Washington Business Journal
- Approved/Pending Contracts and Grants Matrix

Adjournment

**The *SkillSource* Group, Inc.
Board of Directors Meeting
Summary Notes
February 16, 2023**

The *SkillSource* Board of Directors meeting commenced at 11:33 a.m.

Members participating via Zoom: George Harben, Robert Bartolotta, Stephen Deal, Christopher Rieley, Joseph Carter, Wayne Hallheimer, Rebecca Hughes, and Roxanna Mejia

President and CEO: David Hunn

SSG Staff: Seema Jain, Nancy Nguyen, and Sabrina Miller

Observers: Desiree Roberts

Approval of December 15, 2022 Summary Notes:

A motion was made and seconded to accept the December 15, 2022, Summary Notes and approved unanimously, with no abstentions.

Action Items:

Approval of Employer Incumbent Worker Training Proposals

Seema Jain reported that in FY 2023, \$90,000 in funding has been allocated for Incumbent Worker Training (IWT). Approximately \$7,983 has been obligated in IWT funding, leaving \$82,017 remaining in IWT funding.

Ms. Jain presented 2 companies, Little Austria Bakery and iPower, LLC. Little Austria Bakery requested \$2,250 for 3 employees to be trained. The *SkillSource* group will cover 90% training cost at \$2,025. After training, these employees will receive a Hazard Analysis Critical Control Point (HACCP) Certification. iPower, LLC requested \$8,515 for 5 employees to be trained. The *SkillSource* Group will cover 90% of the training cost at \$8,515. After training, these employees will receive a Certified Cybersecurity Maturity Model (CMMC) Professional certificate or a Certified Cybersecurity Maturity Model (CCMC) Assessor certificate.

A motion was made to approve the Employer Incumbent Worker Training Proposals by George Harben and was seconded. The motion was approved unanimously, with no abstentions.

Approval of Revised *SkillSource* Group Financial Management Procedures

David Hunn reviewed changes to the SSG Financial Management procedures. These changes included naming Christopher Rieley as SSG Board Chairman and staff on boarding and termination processes.

A motion to approve the SkillSource Group Financial Management procedures was sought and seconded. The motion was approved unanimously, with no abstentions.

Information Items:

Review of Governor’s State Workforce Agency Reorganization Legislation

David Hunn reviewed the proposed reorganization of the State Workforce agencies and programs within the Commonwealth of Virginia.

New FY 2022 SkillSource Return on Investment Study

David Hunn highlighted the new FY 2022 SkillSource Return on Investment Study. The Virginia Career Works Northern Region system was instrumental in helping 833 individuals obtain jobs in FY2022. The associated incremental household income for those individuals was approximately \$36.1 million. The total impact of those programs and services is estimated to be 1,003 jobs in Northern Virginia, associated with \$47.1 million in total regional labor income, \$34.1 million in additional regional economic output, and \$6.2 million in state, local, and federal tax revenue.

Excluding job placements through One-Stop services, the Virginia Career Works Northern Region helped 745 individuals obtain employment through its non-self-service programs in FY2022. The increased household income for those was approximately \$31.2 million. The total impact of those programs is estimated to be 891 jobs in Northern Virginia, associated with \$40.7 million in total regional labor income, \$29.5 million in additional regional economic output, and \$5.3 million in state, local, and federal tax revenue.

In FY2022, the public cost associated with all VCWNR programs and services was \$7.2 million. Comparing benefit and cost, the benefit-to-cost ratio for VCWNR non-self-service programs was 5.6, while the benefit-to-cost ratio rose to 6.5 for all VCWNR programs and services.

Mr. Hunn attached the full ROI Study for the Board’s review.

SkillSource Group December 2022 Financial Management Reports

Nancy Nguyen and Seema Jain reviewed the financial results of operations for the six months ended December 31, 2022, reflecting a decrease in Net Assets of \$21,214 on a budgeted increase of \$1,201, resulting in an unfavorable variance of \$22,412.

The Change in Net Assets comprises:

Increase (Decrease) in Net Assets Without Donor Restrictions	\$5,759
Increase (Decrease) in Net Assets With Donor Restrictions	<u>\$(26,973)</u>
Total Increase (Decrease) in Net Assets	\$(21,214)

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.

Increase in Net Assets Without Donor Restrictions reflects unrestricted revenue from Ticket to Work (TTW), interest revenue, Federated Campaigns, and the surplus of billable indirect costs over actual indirect costs, offset by expenses in the TTW program, and other expenses charged to

Unrestricted Funds.

The decrease in Net Assets With Donor Restrictions reflects the timing difference of revenue and expense recognition, and not an indication of under-performance. The UW FEC and NVITE grant revenues received in early calendar year 2022 were recognized at that time; however, many expenses did not incur until the second half of calendar year 2022, which is the first half of fiscal year 2023. Some new UW FEC funding is anticipated in early 2023, which was recorded in December 2022 as accrued revenue. However, this new funding is not expected to cover all of FY23 costs, resulting in the deficit in this program.

Program Activities:

WIOA: As of December 31, 2022, PY 2021 Adult, Dislocated Worker, and Youth programs have expended 100% of total allocations. Adult and Dislocated Workers' combined training rate was 44.6%, exceeding the required minimum rate of 40%. WIOA Youth's cumulative Work Experience expenditure rate is 33.6%, exceeding the required minimum rate is 20%. Most of December WIOA expenses were charged to WIOA PY22, with expenditure rates for WIOA Adult, Dislocated Worker, and Youth of 23%, 12% and 11% respectively.

Ticket to Work: Cash receipts after six months totaled \$83,732, of which \$30,000 was FY 2022 revenue accrued at the end of FY 2022; therefore, only \$53,732 was recorded as FY 2023 revenue. \$28,496 was accrued at the end of December, bringing six months of revenue to \$82,228 to cover program expenses.

Indirect costs:

Actual indirect cost rate at the end of December is 9.35%, while the de minimis rate is 10% resulting in \$7,175 surplus. The actual indirect cost is expected to be 10% at the end of the fiscal year.

Update on FY 2023 WIOA 40% Expenditure Rate

Nancy Nguyen discussed per the formula prescribed in *VWL 14-17 Change 2* and *VWL 14-17 Change 3*, the PY 2021 training rate as of December 31, 2022, is 44.6%.

SkillSource Achievement of Highest Ratings on Candid and Charity Navigator

David Hunn shared The *SkillSource* Group's high ratings with Candid and Charity Navigator.

Approved/Pending Contracts and Grants Matrix

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

The Board of Directors meeting adjourned at 12:24 p.m.



DATE: March 7, 2023

TO: **David Hunn**, President, and CEO
Skill Source Group

FROM: Lisa Tatum, Division Director, Public Assistance and Employment Services *LT*
Department of Family Services

CC: Timothy Elcesser, Finance Manager, Department of Family Services
Desiree Roberts, Budget Manager, Department of Family Services
Daniel Mekbib, Assistant Director, Department of Family Services
Trang Montgomery, Program Manager, Department of Family Services

SUBJECT: DFS Budget Amendment Request for WIOA Adult, Dislocated, Youth & PW Elevate

Budget Amendment Request for WIOA:

DFS is requesting \$13k in incremental funds to support the WIOA Adult and Dislocated grant programs. DFS would like to transfer, \$132k of the WIOA Dislocated award to the WIOA Adult program, consistent with current caseload data. Please find a summary of proposed changes below:

DFS Budget Amendment Request – WIOA Adult & Dislocated					
July 1, 2022 -June 30, 2023					
	ADULT		DISLOCATED		Notes
	Current Budget 2.24.23 Matrix	Proposed Change	Current Budget 2.24.23 Matrix	Proposed Change	
Program Staff	\$938,106	\$10,000	\$462,052	(\$10,000)	Caseloads are evaluated semi-annually to determine how staff time is allocated to each program. Based on the data from July – December 2022, 80% of staff time is dedicated to Adult with 20% dedicated to dislocated WIOA program. Moving \$10k from Dislocated to Adult.
Program Operating Costs	\$5,000	\$10,000	\$5,000	\$3,000	Operational costs to include professional development for employees (Workforce Development Certification & Conference), and cell phones for direct WIOA support staff.
Supportive Services	\$3,000	\$-	\$2,000	\$-	
Training	\$530,000	\$125,000	\$160,000	(\$125,000)	Moving funds to be consistent with caseload data.
TOTAL	\$1,476,106	\$145,000	\$629,052	(\$132,000)	

DFS is requesting \$144k in incremental funds to support the WIOA Youth grant programs. Based on the January 3, 2023 memorandum “Request for changes to WIOA personnel Allocations”, semi-annually DFS reviews the level of effort staff expend on WIOA grant programs. After this review, it was determined that 33% of Tatiana Nuth and Lisa Vivian’s time should be allocated to WIOA youth effective January 2023. Please find a summary of proposed changes below:



DFS Budget Amendment Request – WIOA Youth July 1, 2022 -June 30, 2023			
	Current Budget 2.24.23 Matrix	Proposed Changes	Notes
Program Staff	\$759,373	\$124,000	Increased salaries related to pay compression and three vacant WIOA youth positions were filled. January 2023, 33% of Tatiana Nuth and Lisa Vivian salaries are being charged to WIOA youth, consistent with current level of effort.
Program Operating Costs	\$5,000	\$10,000	Operational costs to include professional development for employees (Workforce Development Certification & Conference), and cell phones for direct WIOA support staff.
Supportive Services	\$30,000	\$10,000	Job coaching to assist clients with disabilities that need job coaching with service source.
Training	\$210,000	\$0	
TOTAL	\$1,004,373	\$144,000	

Budget Amendment Request for Elevate:

DFS is requesting \$26.6k in additional funding to support the Prince William Elevate grant program driven by an increase in staff salary expenditures. Please find a summary of proposed changes below:

DFS Budget Request – Prince William Elevate March 1, 2023 – February 28, 2024			
	Current Budget 2.24.23 Matrix	Proposed Changes	Notes
Program Staff	\$305,292	\$26,600	Increased salaries due to pay compression (+\$12k) and estimated MRA and merit increases anticipated July 1, 2023. 5% is presently budgeted for MRA and merit increases.
Training	\$185,000	\$0	
TOTAL	\$490,292	\$26,600	

Should you have any questions or concerns related to this budget amendment request, please contact the DFS Budget Manager, Desiree Roberts at Desiree.Roberts@fairfaxcounty.gov.

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

SUBJECT: Review and Approval of the Assumptions for the FY 2024 Budget

The State has not yet provided guidance on FY 2024 WIOA allocations; however, Federal guidance states that new program year allocations cannot decrease by more than 10% from the prior year's level. For the FY 2024 budget, the *SkillSource* Group is assuming a 10% reduction across the three (3) WIOA programs.

Since it is unknown at this time if the WIOA Adult and Dislocated Worker FY 2023 budgets will be fully expended, carry-in is projected at the FY 2023 budgeted One-Stop Set Aside, or an estimate of \$551,146, collectively.

The FY 2024 budget will assume 10% WIOA Administration (maximum allowable is 10%) and **the WIOA Adult & Dislocated Worker Training rate at a minimum of 40%**. Transfer from WIOA Dislocated Worker to Adult is expected, and the specific amount of transfer will be calculated when the interim FY 2024 budget is presented.

Additional personnel and fringe budget assumptions include:

SkillSource Group

- 16 FTEs with eight (8) funded directly by WIOA, including portions of the President and CEO, Vice President and Deputy Director, Director of Budget & Financial Accounting, Junior Accountant, Program Coordinator, Resource Coordinator at the VCW – Cherokee Avenue Center, Ticket to Work Program Senior Director, and Ticket to Work Program Case Manager.
- 4% preliminary cost of living increase.
- 9% health insurance increase on average.
- 6% life & disability insurance increase on average.
- 30% average fringe rate, which includes payroll taxes, unemployment insurance taxes, health insurance, STD, LTD, life insurance, and a 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 WIOA Adult and Dislocated Worker programs, 6 for the WIOA Youth program, 2 for the Senior Community Service Employment Program (SCSEP), and 3 for the Prince William ELEVATE program. SkillSource will be working with Fairfax County DFS on their FY 2024 budget projections.

There are no staff reductions currently proposed in this Draft Budget.

Grants and awards incorporated in the interim FY 2024 budget include:

- Renewed award from the National Council on Aging to serve older workers through the WIOA Title V Older Worker program, known as the Senior Community Service Employment Program. (2.0 DFS FTE)
- Two renewed annual awards 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, as well as parent(s) below 200% of the Federal poverty guidelines, who reside in Fairfax, Prince William and Loudoun in securing employment, often through paid work experience. (2.25 SSG FTEs)
- One new 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, as well as parent(s) below 200% of the Federal poverty guidelines, who reside in Fairfax, Prince William and Loudoun in securing employment, often through paid work experience. (1.10 SSG FTEs)
- Renewed award as the Supporting Organization for Go Virginia Region 7 (1.65 SSG FTE)
- Renewed award from ICF International through a U.S. Department of Labor H-1B grant award (0.6 SSG FTE)
- Continued funding for the CAREER NEG (through September 2023), the Department of Aging and Rehabilitative Services (DARS) Summer Earn and Learn grant (through December 2023), and the Prince William County ELEVATE grant (through October 2024).
- New funding in July 2023 from the United Way Financial Empowerment Center award, which provides year-round integrated financial services in the Woodbridge Center, and NVITE, which focuses on jobseekers moving into IT training and employment. (.18 SSG FTEs)

We are assuming no state funding for the security services at the VCW – Prince William Center and the VCW – Cherokee Avenue Center after June 30, 2023. The security services cost for FY 2024 will be funded by WIOA and is estimated at \$168,901.

Educating Youth through Employment (EYE) is budgeted to continue in 2024 with breakeven financial results. The Woodbridge and Alexandria Center budgets will incorporate an increase in personnel costs due to cost-of-living adjustments and increase in other operating costs due to inflation, with the *SkillSource* portions represented in the line-item Comprehensive Center Costs (2.50 FTEs.).

Indirect costs will be based on the De minimis rate method. The De minimis rate is 10% of the Modified Total Direct Costs (MTDC). MTDC includes direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). There are currently no budgeted unbillable indirect costs.

ACTION REQUESTED:

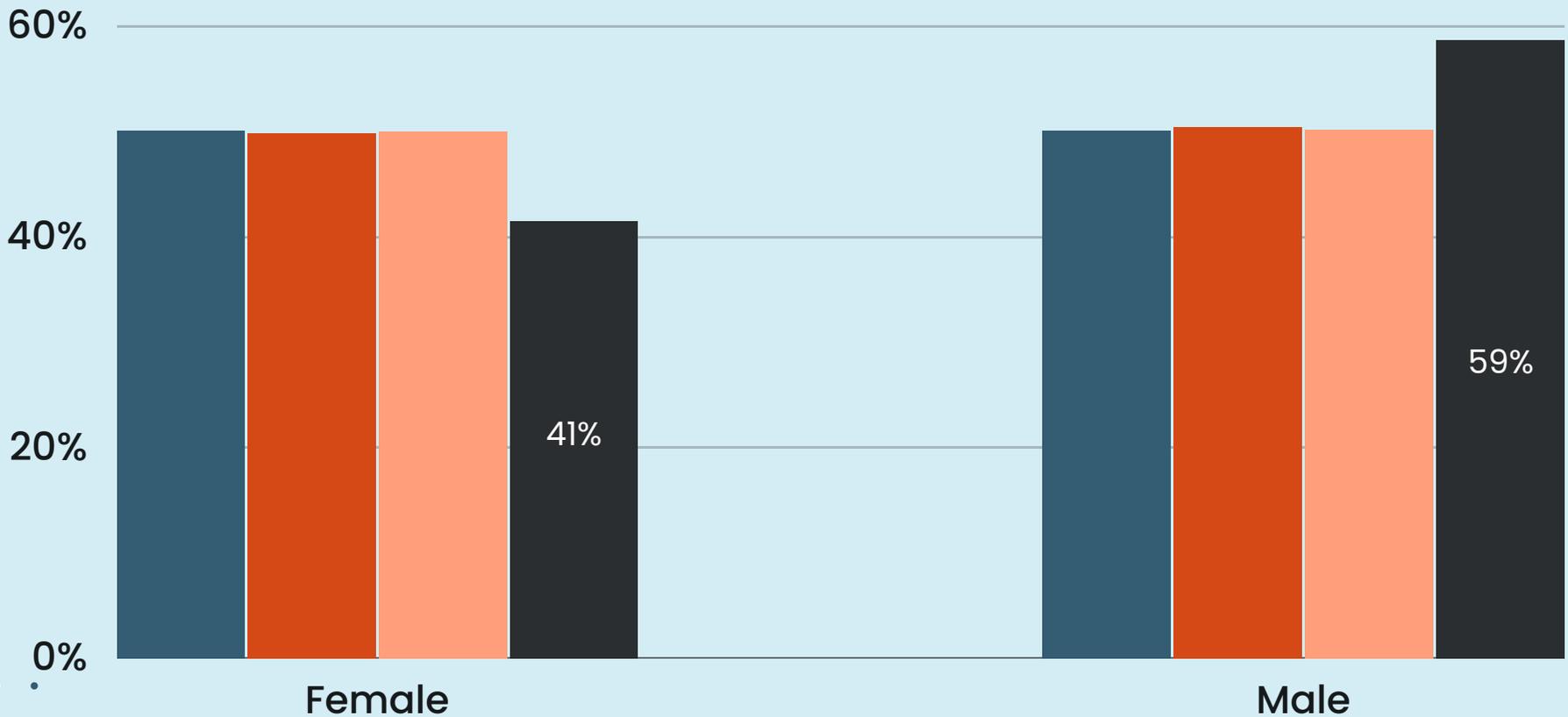
The *SkillSource* Group Board of Directors approves the initial assumptions for the FY 2024 Interim *SkillSource* Budget.

STAFF: David Hunn
Nancy Nguyen
Seema Jain
703-827-3782

NORTHERN VIRGINIA WIOA DEMOGRAPHICS

GENDER

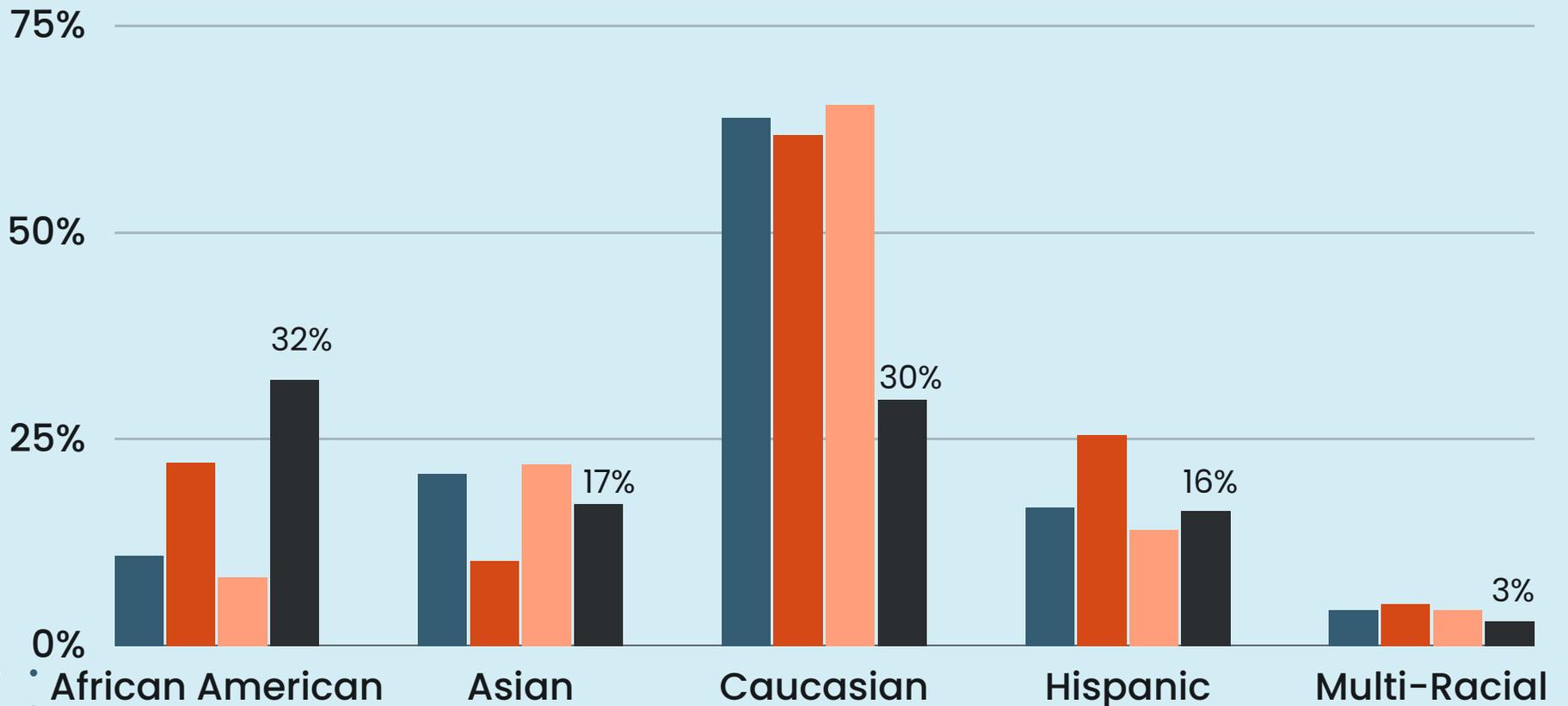
Fairfax County Prince William County Loudoun County
WIOA



NORTHERN VIRGINIA WIOA DEMOGRAPHICS

RACE AND HISPANIC ORIGIN

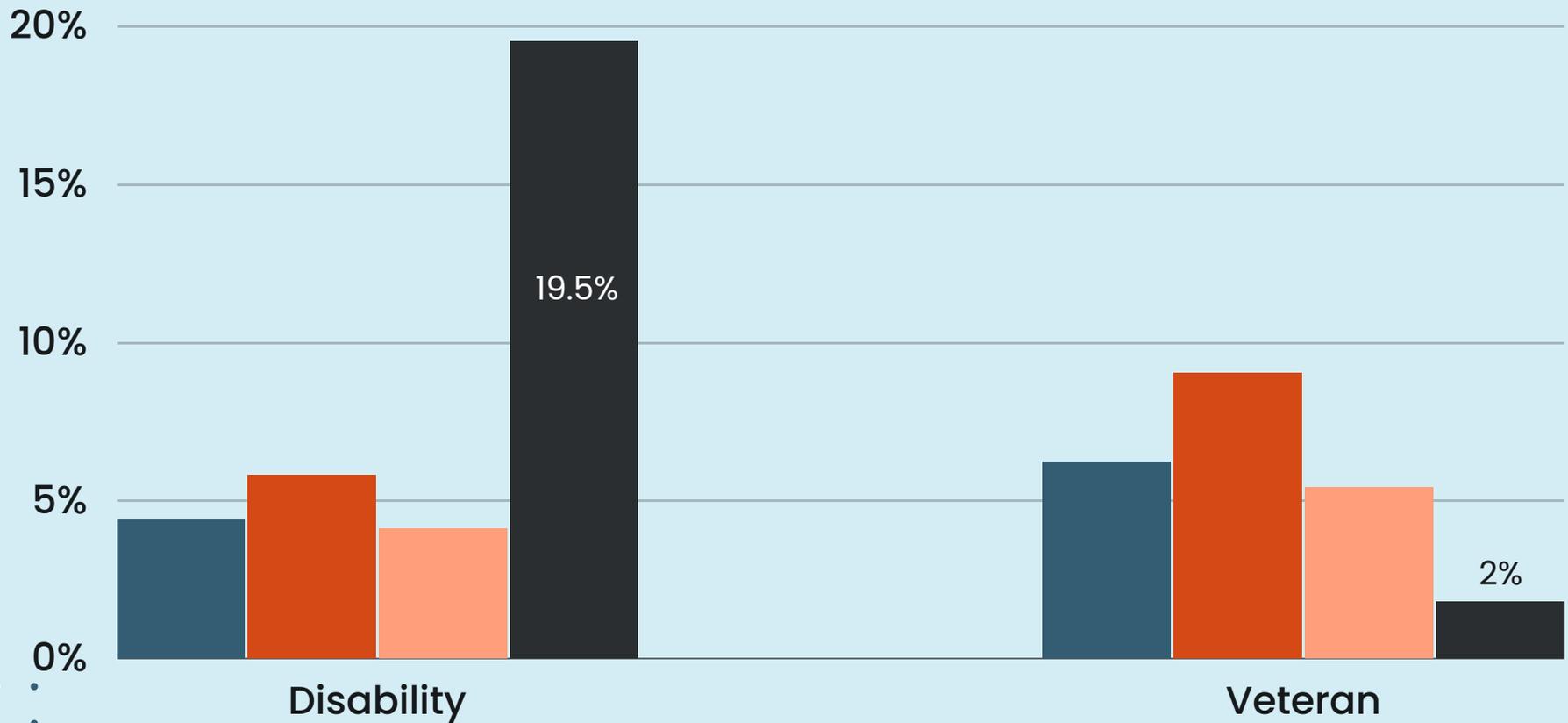
Fairfax County Prince William County Loudoun County
WIOA



NORTHERN VIRGINIA WIOA DEMOGRAPHICS

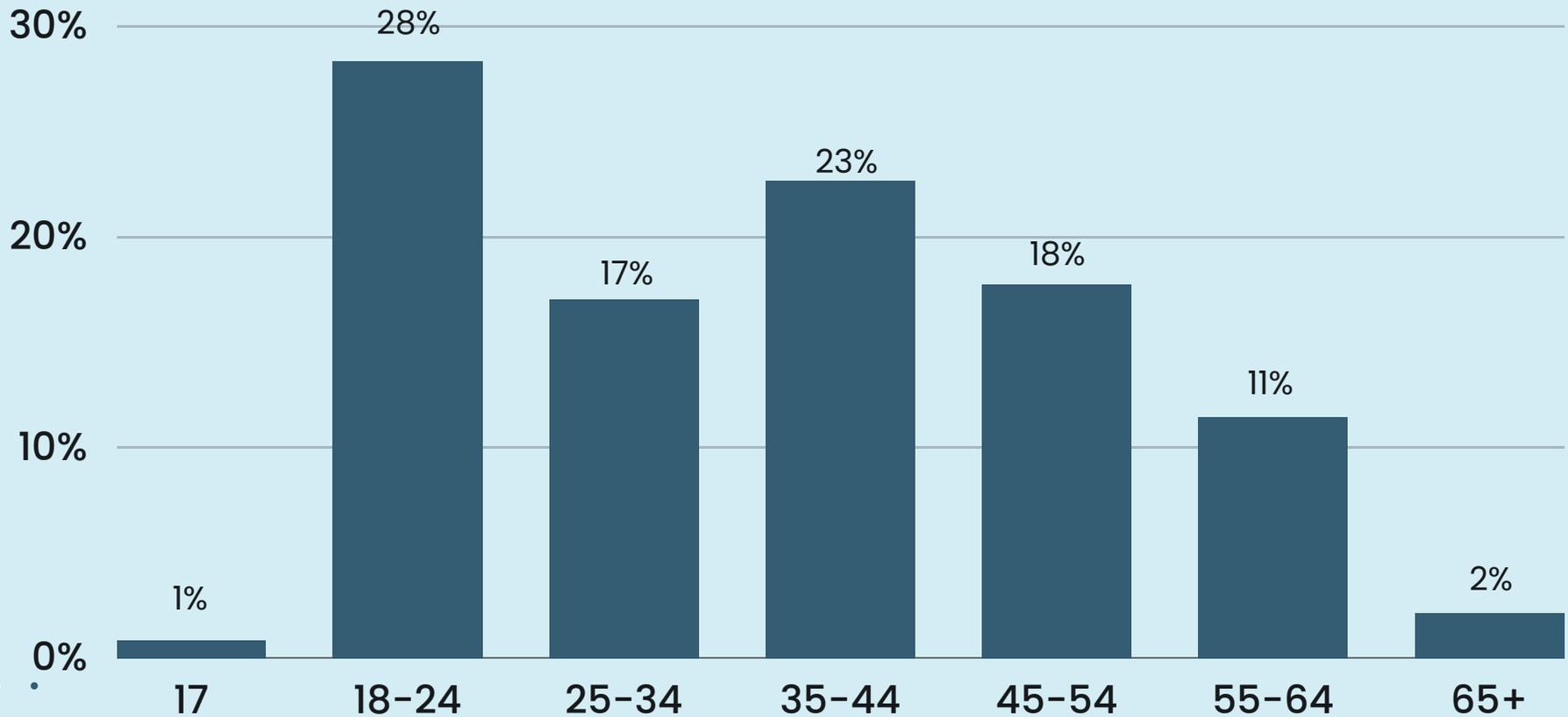
DISABILITY AND VETERAN STATUS

Fairfax County Prince William County Loudoun County
WIOA



NORTHERN VIRGINIA WIOA DEMOGRAPHICS

AGE





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February 25, 2023

TO: Lisa Tatum
Daniel Mekibib
Trang Montgomery
Jamie Hudson
Northern Virginia WIOA One Stop Operator Managers

FROM: David Hunn 
President and CEO

SUBJECT: Observations on PY 2022 WIOA Youth Program Obligations and Spending

This memorandum and attached data charts highlight our observations on PY 2022 WIOA Youth Program obligation and expenditure data through January 2023. I will be presenting this data to the VCW Northern Board of Directors on Thursday March 2, 2023 and will be seeking to work with all of you on possible Northern Virginia Youth Program expansion options in the weeks ahead.

We are all aware that the Virginia Career Works Northern area received a 186% funding increase in WIOA Youth Program funds for PY 2022, nearly \$1,302,000, to \$2,002,898. Your Team has worked diligently to increase program caseloads since July 2022, to at least 120 enrolled out-of-school young adults (January 2023). State guidelines require that at least 80% of WIOA Formula funds are obligated by June 30, 2023; there are no State requirements for minimum expenditure thresholds for WIOA Youth Program funds.

As of January 2023, roughly 50% of WIOA Youth Program funding has been obligated and just over \$370,000 has been expended. While I anticipated program expenditures to continue increasing, at present rates, total expenditures are unlikely to exceed \$800,000 by June 30, leaving at least \$1,200,000 available for Carryover, in addition to an anticipated new PY 2023 WIOA Youth Allocation estimated to be at least \$1.8 million. None of us want to return unspent PY 2022 WIOA Youth Program funds to the State in June 2024.

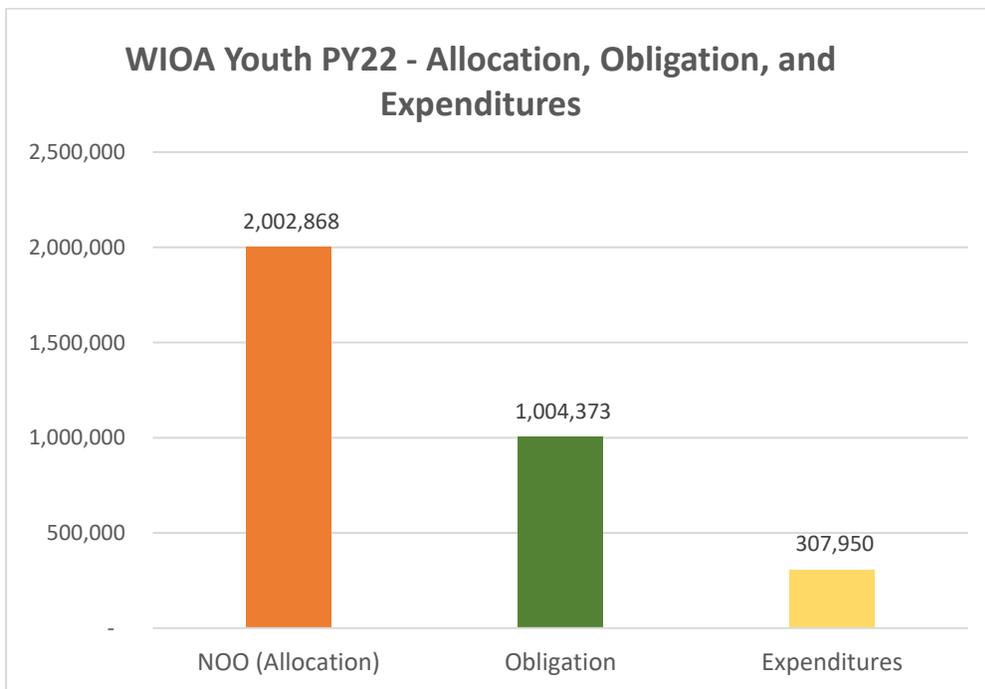
On Thursday March 2, the VCW Northern Board of Directors will consider a policy expansion for the Northern Virginia WIOA Youth Program to serve in-school young adults, a change from our policy of the last five years. This policy option was approved by our Board's Youth Committee in December 2022. If approved by the VCW Northern Board, this policy expansion will allow all of us time to better align our programs and services to enroll more eligible young adults, both out-of-school and in-school. There may be other innovative program expansion options that all of you wish to propose as well. I look forward to meeting with you very soon to begin considering all these options.

Enclosure

The SkillSource Group

PY22 WIOA Youth Programs – Allocation, Obligation, and Expenditures

WIOA Youth PY22	
NOO (Allocation)	2,002,868
Obligation	1,004,373
Expenditures	307,950



VIRGINIA COMMUNITY COLLEGE SYSTEM
Arboretum III - 300 Arboretum Place, Third Floor, Suite 200
Richmond, Virginia 23236

WORKFORCE INNOVATION AND OPPORTUNITY ACT

ISSUED BY: U. S. DEPARTMENT OF LABOR, EMPLOYMENT AND TRAINING ADMINISTRATION

PASS-THROUGH ENTITY: VIRGINIA COMMUNITY COLLEGE SYSTEM

ISSUE DATE: October 26, 2022

GRANT NUMBER: AA-38561-22-55-A-51

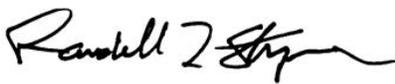
PY 2022 NOTICE OF OBLIGATION

Subrecipient: Fairfax County
DUNS #: 074837626
SAM Unique Entity ID: W2ZUFMBDM378

NOO No.: LWDA 11-22-03
Effective Date: October 1, 2022
Program Code: 2100

<u>CFDA</u>	<u>Fund Type</u>	<u>Prior Level</u>	<u>CHANGE</u>	<u>New Level</u>
17.258	Adult Programs	\$ 346,364	\$ 1,547,844	\$ 1,894,208
17.259	Youth Programs	\$ 2,002,868	\$ 0	\$ 2,002,868
17.278	Dislocated Worker Programs	\$ 299,523	\$ 1,189,944	\$ 1,489,467
	Total All Programs	\$ 2,648,755	\$ 2,737,788	\$ 5,386,543

For this subaward, the Subrecipient must adhere to: PY 22 WIOA Terms and Conditions, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 Code of Federal Regulations (CFR) Part 200, and U.S. Department of Labor exceptions codified at 2 CFR Part 2900. Administrative costs are limited to 10% of the funds allocated and 80% of the funds must be obligated by June 30, 2023. The period of availability expires June 30, 2024.

Approved by: 
 Associate Vice Chancellor
 Career Education and Workforce Development
 (804) 819-4691

Date: 10/26/22

cc: Virginia Career Works - Northern
 SkillSource Group, Inc.
 County of Fairfax, Department of Procurement and Material Management

THE SKILLSOURCE GROUP, INC.
FINANCE COMMITTEE
SUMMARY SHEET

March 10, 2023

SUBJECT: January 31, 2023 Management Report Notes

The financial results of operations for the seven months ended January 31, 2023, reflect a **decrease in Net Assets of \$95,074** on a budgeted increase of \$1,400, resulting in an unfavorable variance of \$96,474.

The Change in Net Assets comprises:

Increase (Decrease) in Net Assets Without Donor Restrictions	\$9,365
Increase (Decrease) in Net Assets With Donor Restrictions	<u>\$(104,439)</u>
Total Increase (Decrease) in Net Assets	\$(95,074)

The changes in Net Assets Without Donor Restrictions and Net Assets With Donor Restrictions reflect the difference between revenues and 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	12
Unrestricted	(2,748)
Indirect (surplus)	12,101
Total change in Net Assets Without Donor Restrictions	9,365

Increase in Net Asset Without Donor Restrictions reflects unrestricted revenue from Ticket to Work (TTW), interest revenue, Federated Campaigns, and the surplus of billable indirect costs over actual indirect costs, offset by expenses in the TTW program, and other expenses charged to Unrestricted Funds.

Program	Change in Net Assets With Donor Restrictions
SCSEP	10,859
NVITE	(12,185)
UW FEC	(118,284)
EYE	11,434
MWCOG Van sale proceeds	3,115
Donation restricted for VCW Northern branded clothing, net of expenses	622
Total change in Net Assets With Donor Restrictions	(104,439)

The decrease in Net Assets With Donor Restrictions reflects the timing difference between revenue and expense recognition, and not an indication of under-performance. The UW FEC grant revenues of \$206,973 received in March 2022 were recognized at that time as FY 2022 funds

under recommendation from the *SkillSource* auditors; however, many expenses did not incur until the second half of calendar year 2022, which is the first half of FY 2023. As of January 2023, UW FEC expenses totaled \$118,284, resulting in the deficit in the same amount for this program in FY 2023. The United Way of the National Capital Area (UWNCA) may approve a some new funding before the end of FY 2023; however, it is not expected to cover all FY 2023 costs, therefore, this program will show a deficit at the end of this fiscal year. In the past, the surplus in this program helped offset the deficits in the Net Assets Without Donor Restrictions.

This will not be an issue for future fiscal years, as *SkillSource* is working with UWNCA to move to an annual grant agreement from June to July that will align with *SkillSource's* fiscal year.

The anticipated deficit can be improved if the Ticket to Work program brings in more revenues than budgeted as we move towards the end of FY 2023.

Program Activities:

WIOA: As of January 31, 2023, PY 2021 Adult, Dislocated Worker, and Youth programs have expended 100% of total allocations. Adult and Dislocated Workers' combined training rate was 44.6%, exceeding the required minimum rate of 40%. WIOA Youth's cumulative Work Experience expenditure rate is 33.5%, exceeding the required minimum rate is 20%. PY 2022 Adult and Dislocated Worker training rate was 8.3%.

Ticket to Work: Cash receipts after seven months totaled \$86,820, of which \$30,000 was FY 2022 revenue that was accrued at the end of FY 2022. Therefore, only \$56,820 was recognized as FY 2023 revenue, \$42,347 short of the budgeted revenue of \$99,167 for seven months.

Indirect costs:

Actual indirect cost rate as of January 31, 2023 was 9.06%, while allowable indirect costs are based on de minimis rate is 10%.

The SkillSource Group, Inc.
Budget to Actual
For the Seven Months Ended January 31, 2023

March 10, 2023

	Actual	Current Budget	Variance	Annual Budget	Balance
Revenue					
Government Contracts	3,674,173	5,232,449	(1,558,277)	8,969,913	5,295,740
Other Restricted Income	497,243	642,907	(145,664)	1,102,127	604,884
Unrestricted Income	97,181	99,269	(2,088)	170,175	72,994
Interest Income	1,144	1,050	94	1,800	656
Total	4,269,741	5,975,675	(1,705,934)	10,244,015	5,974,274
Personnel Expenses					
Salaries & Wages	793,803	790,660	(3,143)	1,355,417	561,614
Fringe	226,685	231,970	5,285	397,663	170,978
Total Personnel	1,020,488	1,022,630	2,142	1,753,079	732,592
Operating Expenses					
Annual Report	5,510	3,500	(2,010)	6,000	490
Audit	38,991	22,471	(16,520)	38,522	(469)
Communications	25,993	24,607	(1,386)	42,183	16,190
Contracted Maintenance	28,192	38,378	10,185	65,790	37,598
Dues & Memberships	3,875	2,354	(1,521)	4,035	160
Equipment & Maintenance Costs	14,915	7,788	(7,128)	13,350	(1,565)
Financial Management	14,363	20,903	6,540	35,833	21,471
HR & PR Processing	28,333	31,004	2,671	53,150	24,817
Insurance	17,280	15,799	(1,481)	27,084	9,804
Leases	281,386	280,171	(1,215)	480,293	198,907
Meetings & Conferences	1,804	1,881	77	3,225	1,421
Professional Development	-	2,333	2,333	4,000	4,000
Professional Services	21,860	87,050	65,190	149,228	127,368
Supplies	46,067	47,159	1,092	80,844	34,777
VCW Branded Clothing	3,378	-	(3,378)	-	(3,378)
Travel	7,763	4,757	(3,006)	8,155	392
Utilities	16,553	18,375	1,822	31,500	14,947
Total Operating Expenses	556,264	608,529	52,265	1,043,192	486,928
Program Services					
Outreach	19,086	23,394	4,308	40,104	21,018
Onestop center shared costs	68,317	95,218	26,901	163,230	94,913
Incumbent Worker Training	8,885	75,833	66,948	130,000	121,115
Pay for Performance Bonus Payment (WIOA Youth)	-	20,417	20,417	35,000	35,000
Transitional/Work Experience	556,244	642,294	86,050	1,101,076	544,832
Training & Other Supportive	108,862	202,978	94,117	347,963	239,101
Transportation & vouchers	-	6,869	6,869	11,776	11,776
Total Program Services	761,394	1,067,004	305,609	1,829,149	1,067,755
Contractual Services - One Stop Operator					
Personnel	1,409,876	1,531,212	121,336	2,624,935	1,215,059
Operating	1,741	12,710	10,968	21,788	20,047
Training & Supportive Services	435,233	706,625	271,392	1,211,357	776,124
Total Contractual - One Stop Operator	1,846,851	2,250,547	403,696	3,858,080	2,011,229
Contractual Services - Other					
Personnel	85,504	45,982	(39,521)	78,827	(6,677)
Operating	94,315	55,017	(39,298)	94,315	-
Training & Customer Services	-	-	-	-	-
Total Contractual Services - Other	179,819	101,000	(78,819)	173,142	(6,677)
Total Contractual	2,026,670	2,351,546	324,876	4,031,222	2,004,552
Total Expense	4,364,816	5,049,708	684,893	8,656,642	4,291,827
Unobligated Funds	-	603,044	603,044	1,033,789	1,033,789
NoVA HealthForce Program Services	-	-	-	-	-
One-Stop Center Set Aside	-	321,526	321,526	551,188	551,188
Total Expense	4,364,816	5,974,275	1,609,463	10,241,619	5,876,804
Change in Net Assets	(95,074)	1,400	(96,472)	2,396	97,469

The SkillSource Group, Inc.
Preliminary Statement of Financial Position
As of January 31, 2023

March 10, 2023

Assets	
Current Assets	
Cash & Equivalents	
Operating & Payroll	254,758
Insured Cash Sweep	158,132
Total Cash & Equivalents	412,890
Contracts Receivable	1,406,424
Other Current Assets	
Employee Advances	7,706
Other Account Receivable	409
Total Other Assets	8,116
Prepaid Expenses	33,084
Total Current Assets	1,860,514
Fixed Assets	
Property and Equipment	76,671
Less Accumulated Depreciation	(51,373)
Total Fixed Assets	25,299
Total Assets	1,885,813

Liabilities and Net Assets					
Current Liabilities					
Accounts Payable					682,344
Deferred Income					12,289
Accrued Expenses					168,602
Other Current Liabilities					980
NOVA HealthForce Funds Held in Trust					357,817
Total Current & Other Liabilities					1,222,033
Net Assets					
	<i>Beginning</i>	<i>Increase</i>	<i>Decrease</i>	<i>Change</i>	<i>Year-to-date</i>
Unrestricted Net Assets	446,623	9,365	-	9,365	455,988
Restricted Net Assets					
MWCOG	-	3,500	(385)	3,115	3,115
UW FEC at PW Center	252,928	-	(118,284)	(118,284)	134,644
NVITE	31,859	-	(12,185)	(12,185)	19,673
Other restricted - Donation	-	4,000	(3,378)	622	622
SCSEP	-	647,492	(636,633)	10,859	10,859
TANF4	27,444	77,248	(77,248)	-	27,444
EYE	-	30,375	(18,941)	11,434	11,434
Total Temporarily Restricted Net Assets	312,231	762,615	(867,054)	(104,439)	207,792
Total Net Assets	758,854	771,980	(867,054)	(95,074)	663,780
Total Liabilities and Net Assets					1,885,813

The SkillSource Group, Inc.
Workforce Innovation and Opportunity Act Programs
For the Seven Months Ended January 31, 2023

March 10, 2023

	Actual	Current Budget	Variance	Annual Budget	Balance
WIOA Administration					
<i>SkillSource</i>					
Salaries & Wages	87,790	76,017	(11,773)	130,315	42,525
Fringe	25,099	22,997	(2,103)	39,423	14,324
Operating & Outreach	48,600	35,604	(12,996)	61,036	12,436
Unobligated	-	129,585	129,585	222,145	222,145
Indirect Costs	50,316	36,542	(13,774)	62,644	12,328
<i>Total WIOA Administration</i>	<u>211,807</u>	<u>300,745</u>	<u>88,938</u>	<u>515,563</u>	<u>303,756</u>
WIOA Adult					
<i>SkillSource</i>					
Salaries & Wages	109,064	94,860	(14,204)	162,617	53,553
Fringe	29,662	23,744	(5,918)	40,704	11,042
Operating	10,957	5,973	(4,984)	10,239	(718)
Outreach	7,220	1,812	(5,408)	3,107	(4,113)
One-stop Centers Shared Costs	21,816	27,487	5,671	47,121	25,305
Training-Incumbent Worker	2,295	26,250	23,955	45,000	42,705
Other training and support	22,155	21,047	(1,108)	36,081	13,926
One-Stop Center Set Aside	-	136,909	136,909	234,701	234,701
Unobligated	-	75,035	75,035	128,632	128,632
<i>Total SkillSource</i>	<u>203,169</u>	<u>413,118</u>	<u>209,949</u>	<u>708,202</u>	<u>505,033</u>
<i>DFS</i>					
Personnel & Fringes	467,909	547,229	79,319	938,106	470,197
Operations	(1,307)	2,917	4,223	5,000	6,307
Training & Supportive Services	252,014	310,917	58,903	533,000	280,986
<i>Total DFS</i>	<u>718,616</u>	<u>861,062</u>	<u>142,445</u>	<u>1,476,106</u>	<u>757,490</u>
Indirect Costs	2,864	5,079	2,215	8,707	5,843
<i>Total WIOA Adult</i>	<u>924,649</u>	<u>1,279,259</u>	<u>354,609</u>	<u>2,193,015</u>	<u>1,268,366</u>
WIOA Dislocated Worker					
<i>SkillSource</i>					
Salaries & Wages	104,204	104,504	300	179,149	74,945
Fringe	25,534	26,018	485	44,603	19,069
Operating	8,136	4,683	(3,453)	8,028	(108)
Outreach	3,997	890	(3,107)	1,526	(2,471)
One-stop Centers Shared Costs	10,745	21,205	10,459	36,351	25,606
Training-Incumbent Worker	2,295	26,250	23,955	45,000	42,705
Other training & support	19,623	10,339	(9,284)	17,724	(1,899)
One-Stop Center Set Aside	-	57,236	57,236	98,119	98,119
Unobligated	-	74,865	74,865	128,340	128,340
<i>Total SkillSource</i>	<u>174,535</u>	<u>325,990</u>	<u>151,455</u>	<u>558,840</u>	<u>384,305</u>
<i>DFS</i>					
Personnel	221,847	269,530	47,683	462,052	240,205
Operations	(53)	2,917	2,969	5,000	5,053
Training & Supportive Services	20,592	94,500	73,909	162,000	141,409
<i>Total DFS</i>	<u>242,386</u>	<u>366,947</u>	<u>124,561</u>	<u>629,052</u>	<u>386,666</u>
Indirect Costs	2,614	5,478	2,864	9,390	6,776
<i>Total WIOA Dislocated Worker</i>	<u>419,535</u>	<u>698,415</u>	<u>278,880</u>	<u>1,197,282</u>	<u>777,747</u>

The SkillSource Group, Inc.
Workforce Innovation and Opportunity Act Programs
For the Seven Months Ended January 31, 2023

March 10, 2023

	Actual	Current Budget	Variance	Annual Budget	Balance
WIOA Youth					
<i>SkillSource</i>					
Salaries & Wages	57,885	56,088	(1,797)	96,151	38,266
Fringe	15,348	14,374	(975)	24,641	9,293
Operating	6,019	2,890	(3,129)	4,955	(1,064)
Outreach	2,039	477	(1,562)	818	(1,221)
Comprehensive Center Costs	13,347	22,665	9,318	38,854	25,507
Pay per performance bonus	-	20,417	20,417	35,000	35,000
Training-SSG	21,522	5,539	(15,983)	9,495	(12,027)
One-Stop Center Set Aside	-	127,381	127,381	218,368	218,368
Unobligated	-	323,559	323,559	554,672	554,672
<i>Total SkillSource</i>	<u>116,161</u>	<u>573,390</u>	<u>457,229</u>	<u>982,954</u>	<u>866,793</u>
<i>DFS</i>					
Personnel & Fringe	443,211	442,968	(243)	759,373	316,162
Operations	2,226	2,917	691	5,000	2,774
Work experiences	25,511	40,833	15,322	70,000	44,489
Training & Supportive Services	47,932	99,167	51,234	170,000	122,068
<i>Total DFS</i>	<u>518,880</u>	<u>585,884</u>	<u>67,004</u>	<u>1,004,373</u>	<u>485,493</u>
Indirect Costs	1,604	3,221	1,616	5,521	3,917
<i>Total WIOA Youth</i>	<u>636,645</u>	<u>1,162,495</u>	<u>525,849</u>	<u>1,992,848</u>	<u>1,356,203</u>

Senior Community Service Employment Program (SCSEP)

<i>SkillSource</i>					
Personnel	12,608	12,423	(185)	21,297	8,689
Fringe	4,047	3,886	(161)	6,661	2,614
Operating & Outreach	21,931	22,434	503	38,458	16,527
Transitional Work Experience	530,481	596,663	66,181	1,022,850	492,369
<i>Total SSG</i>	<u>569,068</u>	<u>635,405</u>	<u>66,337</u>	<u>1,089,266</u>	<u>520,198</u>
<i>DFS</i>					
Personnel & Fringe	60,793	87,278	26,484	149,619	88,826
Operations	44	-	(44)	-	(44)
Training + Supportive Services	1,700	-	(1,700)	-	(1,700)
<i>Total DFS</i>	<u>62,537</u>	<u>87,278</u>	<u>24,740</u>	<u>149,619</u>	<u>87,082</u>
Indirect Costs	5,028	5,069	41	8,689	3,661
<i>Total SCSEP</i>	<u>636,633</u>	<u>727,752</u>	<u>91,118</u>	<u>1,247,574</u>	<u>610,941</u>

Covid CWH Discretionary (3/1/2022 - 8/31/2022)

<i>Contractual - FCHD</i>					
Personnel & Fringe	49,825	50,633	808	50,633	808
Mileage	830	-	(830)	0	(830)
<i>Total expenses</i>	<u>50,655</u>	<u>50,633</u>	<u>(22)</u>	<u>50,633</u>	<u>(22)</u>

American Job Center Security (6/14/2021 - 12/31/2022)

<i>SkillSource</i>					
Security Service for one-stop centers	79,855	78,827	(1,028)	78,827	(1,028)
<i>Total Expenses</i>	<u>79,855</u>	<u>78,827</u>	<u>(1,028)</u>	<u>78,827</u>	<u>(1,028)</u>

American Job Center Security (1/1/2023 - 6/30/2023)

<i>SkillSource</i>					
Security Service for one-stop centers	5,649	6,667	1,018	40,000	34,351
<i>Total Expenses</i>	<u>5,649</u>	<u>6,667</u>	<u>1,018</u>	<u>40,000</u>	<u>34,351</u>

Workforce Innovation-NVCPR (11/1/2022 - 3/31/2024)

Personnel	7,879	9,653	1,775	16,548	8,670
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The SkillSource Group, Inc.
Workforce Innovation and Opportunity Act Programs
For the Seven Months Ended January 31, 2023

March 10, 2023

	Actual	Current Budget	Variance	Annual Budget	Balance
Fringe	1,891	2,830	939	4,852	2,961
Operating & Outreach	190	4,799	4,609	8,227	8,037
Work Based Learning & Supportive Service	125	21,933	21,808	37,600	37,475
Indirect	996	1,728	732	2,963	1,967
Total Expenses	11,081	40,944	29,863	70,190	59,109

Area 14 - CAREER (9/13/2021 - 9/12/2023)

<i>SkillSource</i>					
Personnel	252	2,064	1,812	2,949	2,697
Fringe	85	476	391	680	595
Other (outreach, etc.)	0	6,669	6,669	9,527	9,527
<i>Contractual - DFS</i>					
Supportive Services	500	55,095	54,595	78,707	78,207
Total Direct Expenses	838	64,304	63,467	91,863	91,025
Indirect	867	2,087	1,220	2,982	2,115
Total Expenses	1,705	66,392	64,687	94,845	93,140

The SkillSource Group, Inc.
Other Government Programs
For the Seven Months Ended January 31, 2023

March 10, 2023

	Actual	Current Budget	Variance	Annual Budget	Balance
TANF3 Employment Assistance					
Personnel	49,169	46,728	(2,441)	80,105	30,936
Fringe	13,424	17,539	4,115	30,067	16,643
Operating & Outreach	5,887	9,031	3,144	15,481	9,594
Transitional Employment & Training	14,900	16,345	1,445	28,020	13,120
<i>Total Direct</i>	<u>83,380</u>	<u>89,643</u>	<u>6,263</u>	<u>153,673</u>	<u>70,293</u>
<i>Indirect</i>	6,385	6,628	243	11,363	4,978
<i>Total TANF 3</i>	<u><u>89,765</u></u>	<u><u>96,271</u></u>	<u><u>6,506</u></u>	<u><u>165,036</u></u>	<u><u>75,271</u></u>

TANF4 P4P					
Personnel	42,289	42,558	270	72,957	30,668
Fringe	11,318	10,765	(553)	18,454	7,136
Operating & Outreach	10,403	8,276	(2,127)	14,188	3,785
Transitional Employment & Training	7,478	12,250	4,772	21,000	13,522
<i>Total Direct</i>	<u>71,487</u>	<u>73,849</u>	<u>2,362</u>	<u>126,599</u>	<u>55,112</u>
<i>Indirect</i>	5,761	5,651	(110)	9,687	3,926
<i>Total TANF 3</i>	<u><u>77,248</u></u>	<u><u>79,500</u></u>	<u><u>2,252</u></u>	<u><u>136,286</u></u>	<u><u>59,038</u></u>

GO Virginia					
Personnel	79,526	79,807	281	136,812	57,286
Fringe	27,371	27,419	48	47,004	19,633
Operating	6,763	6,215	(548)	10,654	3,891
<i>Total Direct</i>	<u>113,661</u>	<u>113,441</u>	<u>(220)</u>	<u>194,470</u>	<u>80,809</u>
<i>Indirect</i>	11,366	11,344	(22)	19,447	8,081
<i>Total Go Virginia</i>	<u><u>125,027</u></u>	<u><u>124,785</u></u>	<u><u>(242)</u></u>	<u><u>213,917</u></u>	<u><u>88,890</u></u>

PW Elevate (3/1/2022-10/31/2024)					
<u>SSG</u>					
Personnel	10,018	16,486	6,468	14,131	4,113
Fringe	2,212	3,271	1,060	2,804	592
Operating & Outreach	3,578	17,792	14,214	15,250	11,672
IWT & other	2,425	46,667	44,242	40,000	37,575
<u>DFS</u>					
Personnel & Fringes	77,365	288,167	210,802	247,000	169,635
Training	58,582	215,833	157,251	185,000	126,418
<i>Total Direct</i>	<u>154,180</u>	<u>588,216</u>	<u>434,036</u>	<u>504,185</u>	<u>350,005</u>
<i>Indirect</i>	1,364	7,091	5,727	4,052	2,688
<i>Total ELEVATE</i>	<u><u>155,543</u></u>	<u><u>595,307</u></u>	<u><u>439,764</u></u>	<u><u>508,237</u></u>	<u><u>352,694</u></u>

Manassas City CARES (8/1/2020 - 6/30/2023)					
<i>SkillSource</i>		-			
Personnel	2,927	1,110	(1,817)	1,903	(1,024)
Fringe	683	250	(434)	428	(255)
Operating & Outreach	20	2,333	2,313	4,000	3,980
Incumbent worker training & Other training	3,820	42,453	38,633	72,776	68,956
<i>Contractual Personnel & Fringes - DFS</i>	0	-	0	-	0
Contract Operation	0	-	0	-	0
Supportive Services	0	-	0	-	0
Training including ITAs, OJTs	0	-	0	-	0
<i>Contractual - NOVA</i>	0	-	0	-	0
<i>Total Direct Expenses</i>	<u>7,451</u>	<u>46,146</u>	<u>38,695</u>	<u>79,107</u>	<u>71,656</u>
<i>Indirect</i>	363	-	(363)	633	270
<i>Total Expenses</i>	<u><u>7,814</u></u>	<u><u>46,146</u></u>	<u><u>38,332</u></u>	<u><u>79,740</u></u>	<u><u>71,926</u></u>

The SkillSource Group, Inc.
Other Government Programs
For the Seven Months Ended January 31, 2023

March 10, 2023

	Actual	Current Budget	Variance	Annual Budget	Balance
DARS SEAL (3/1/2022 - 9/30/2022)					
<i>SkillSource</i>					
Personnel	294	1,474	1,180	1,474	1,180
Fringe	82	350	268	350	268
Operating & Outreach	1,063	2,300	1,238	2,300	1,238
Transitional Work Experience	25,763	62,168	36,405	62,168	36,405
Training & Support	0	5,000	5,000	5,000	5,000
<i>Contractual - DFS</i>					
		-			
Personnel & Fringe	7,030	25,836	18,806	25,836	18,806
Operations	0	500	500	500	500
Total Direct Expenses	34,231	97,628	63,397	97,628	63,397
Indirect	1,644	1,662	18	1,662	18
Total Expenses	35,875	99,290	63,415	99,290	63,415
ICF-H1B					
SkillSource Salary & Fringe	43,241	67,768	24,527	67,768	24,527
Operating & Program	549	11,011	10,462	18,876	18,327
Indirect	4,379	5,054	675	8,664	4,285
Total expenses	48,169	83,833	35,664	95,308	47,139
Total Other Government (Expenditures)	717,913	1,260,112	542,199	1,529,209	811,296

The SkillSource Group, Inc.
Other Programs
For the Seven Months Ended January 31, 2023

March 10, 2023

	Actual	Current Budget	Variance	Annual Budget	Balance
NoVaHealthForce					
Balance Forward, July 1, 2022	165,933				
Cash Receipts & Receivables	191,884				
	<u>357,817</u>				
<i>SkillSource</i>					
Professional Expenses					
Meeting Expenses	0				
Program Expenses	0				
<i>Total NoVAHealthForce</i>	<u>0</u>				
<i>Ending Balance</i>	<u><u>357,817</u></u>				
NVITE (Community Foundation)					
<i>Revenue</i>	0	10,041.50	(10,042)	17,214	17,214
<i>Expenses</i>					
Personnel	1,753	1,720.25	(33)	2,949	1,196
Fringe	489	408.33	(80)	700	211
Operating & Outreach	8,836	5,833.33	(3,002)	10,000	1,164
Program Services	0	1,166.67	1,167	2,000	2,000
Indirect	1,108	912.92	(195)	1,565	457
Total	<u>12,185</u>	<u>10,042</u>	<u>(2,144)</u>	<u>17,214</u>	<u>5,029</u>
<i>Excess/Deficit</i>	<i>(12,185)</i>				
United Way Financial Empowerment Center					
<i>Revenue</i>	0	55,967	(55,967)	95,943	95,943
<i>Expenses</i>					
Personnel	5,245	12,816	7,571	10,985	5,740
Fringe	3,126	6,690	3,564	5,734	2,608
Operating & Outreach	13,401	18,085	4,683	15,501	2,100
Contractual Services	94,315	69,466	(24,849)	59,542	(34,773)
Indirect	2,197	4,879	2,682	4,182	1,985
Total	<u>118,284</u>	<u>111,935</u>	<u>(6,349)</u>	<u>95,944</u>	<u>(22,340)</u>
<i>Excess of Revenue over Expenses</i>	<i>(118,284)</i>				
Project Educating Youth Through Employment					
Balance Forward	0			-	
<i>Revenue</i>					
Government	30,375	19,843	10,532	34,016	3,641
Restricted Income	0	0	0	0	0
Total Income	<u>30,375</u>	<u>19,843</u>	<u>10,532</u>	<u>34,016</u>	<u>3,641</u>
<i>SkillSource</i>					
Personnel & Fringe	492	1,064	572	1,824	1,332
Operating, Outreach & Program Expenses	23	3,466	3,444	5,942	5,920
Work Experience - Salaries & Fringe	18,375	14,859	(3,516)	25,473	7,098
Total SkillSource	<u>18,889</u>	<u>19,389</u>	<u>500</u>	<u>33,239</u>	<u>14,350</u>
<i>DFS</i>					
Personnel & Fringe	0	0	0	0	0
Operations, Telecommunications & Travel	0	0	0	0	0
Total DFS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Indirect	51	0	0	777	726
Total Expense	<u>18,941</u>	<u>19,389</u>	<u>500</u>	<u>34,016</u>	<u>15,075</u>
Current Year Net Income (Loss)	<u>11,434</u>	<u>-</u>	<u>(11,434)</u>	<u>-</u>	<u>(11,434)</u>
Excess (Deficit)	<u>11,434</u>	<u>0</u>	<u>(11,434)</u>	<u>0</u>	<u>(11,434)</u>

The SkillSource Group, Inc.
Other Programs
For the Seven Months Ended January 31, 2023

March 10, 2023

	Actual	Current Budget	Variance	Annual Budget	Balance
Ticket to Work					
<i>Revenues</i>	95,956	99,167	(3,211)	170,000	74,044
<i>Expenses</i>					
Personnel & Fringe	80,478	79,523	(955)	136,325	55,847
Operating & Outreach	6,319	4,880	(1,440)	8,365	2,046
Program Costs	479	2,100	1,621	3,600	3,121
Indirect	8,680	8,440	(239)	14,469	5,789
<i>Total Expenses</i>	95,956	94,943	(1,013)	162,759	66,803
<i>Excess (Deficit)</i>	0	4,224	(2,198)	7,241	7,241
Unrestricted (Program-Other-Fundraising)					
Contribution	266	-	266	-	(266)
Federated Campaigns	959	102.08	857	175.00	(784)
Interest	1,144	1,050	94	1,800	656
<i>Total Income</i>	2,370	1,152	1,218	1,975	(395)
Personnel	0	0	0	0	0
Fringe	47	0	(47)	0	(47)
Operating & Program & Contractual	4,841	3,645	(1,196)	6,249	1,408
Indirect	217	76	(141)	131	(86)
<i>Total Expenses</i>	5,105	3,722	(1,384)	6,380	1,275
<i>Excess (Deficit)</i>	(2,736)	(2,570)	2,601	(4,405)	880

The SkillSource Group, Inc.
 One-stop centers and Indirect costs
 For the Seven Months Ended January 31, 2023

March 10, 2023

Virginia Career Works - Woodbridge Comprehensive Center					
	Actual	Current Budget	Variance	Annual Budget	Balance
Revenue					
Restricted Income	316,731	358,234	(41,503)	614,115	297,384
Personnel Expenses					
Salaries & Wages	49,947	54,041	4,094	92,641	42,694
Fringe	22,248	22,220	(27)	38,092	15,844
<i>Total Personnel</i>	<u>72,194</u>	<u>76,261</u>	<u>4,067</u>	<u>130,733</u>	<u>58,539</u>
Operating Expenses					
Communications	10,842	9,193	(1,648)	15,760	4,918
Contracted Maintenance	27,942	34,761	6,819	59,590	31,648
Dues & Memberships	0	312	312	535	535
Equipment & Maintenance Costs	6,062	3,220	(2,842)	5,520	(542)
Professional Services	70	31,905	31,835	54,695	54,625
Outreach	689	583	(105)	1,000	311
Rent	161,592	163,275	1,683	279,900	118,308
Supplies	6,818	4,667	(2,152)	8,000	1,182
Utilities	16,553	16,625	72	28,500	11,947
<i>Total Operating Expenses</i>	<u>230,568</u>	<u>264,542</u>	<u>33,974</u>	<u>453,500</u>	<u>222,932</u>
<i>Indirect</i>	<u>13,968</u>	<u>17,431</u>	<u>3,462</u>	<u>29,881</u>	<u>15,913</u>
Total Expense	<u>316,731</u>	<u>358,233</u>	<u>41,502</u>	<u>614,114</u>	<u>297,383</u>

Virginia Career Works - Cherokee Center					
	Actual	Current Budget	Variance	Annual Budget	Balance
Revenue					
Restricted Income	173,012	171,515	1,498	294,025	121,013
Personnel Expenses					
Salaries & Wages	38,184	36,665	(1,519)	62,855	24,671
Fringe	7,257	7,201	(56)	12,345	5,088
<i>Total Personnel</i>	<u>45,442</u>	<u>43,867</u>	<u>(1,575)</u>	<u>75,200</u>	<u>29,758</u>
Operating Expenses					
Communications	7,362	6,329	(1,033)	10,850	3,488
Contracted Maintenance	0	2,742	2,742	4,700	4,700
Dues & Outreach	689	0	(689)	0	(689)
Equipment Costs	7,549	2,555	(4,994)	4,380	(3,169)
Professional Services	323	26,976	26,653	46,245	45,922
Rent	98,663	96,495	(2,168)	137,850	39,187
Supplies	6,462	583	(5,879)	1,000	(5,462)
<i>Total Operating Expenses</i>	<u>121,049</u>	<u>135,680</u>	<u>14,632</u>	<u>205,025</u>	<u>83,976</u>
<i>Indirect</i>	<u>6,522</u>	<u>8,050</u>	<u>1,528</u>	<u>13,800</u>	<u>7,278</u>
Total Expense	<u>173,012</u>	<u>187,597</u>	<u>14,585</u>	<u>294,025</u>	<u>121,013</u>

The SkillSource Group, Inc.
 One-stop centers and Indirect costs
 For the Seven Months Ended January 31, 2023

March 10, 2023

SkillSource Group Indirect Costs					
	Actual	Current Budget	Variance	Annual Budget	Balance
Personnel Expenses					
Salaries & Wages	35,879	35,690	(189)	61,183	25,304
Fringe	11,440	11,435	(5)	19,603	8,163
Total Personnel	47,320	47,125	(194)	80,786	33,466
Operating Expenses					
Annual Report	-	-	0	-	0
Audit	21,117	11,236	(9,881)	19,261	(1,856)
Communications	1,404	2,333	929	4,000	2,596
Dues & Memberships	-	583	583	1,000	1,000
Equipment & Maintenance Costs	642	2,013	1,370	3,450	2,808
Financial Management Services	14,363	20,903	6,540	35,833	21,471
Payroll & HR	9,896	12,250	2,354	21,000	11,104
Insurance	12,196	12,833	637	22,000	9,804
Legal fees	-	-	0	-	0
Meetings & Conferences	-	-	0	-	0
Professional Development	-	583	583	1,000	1,000
Professional Services	120	6,147	6,027	10,538	10,418
Rent	4,694	4,887	193	8,377	3,683
Supplies	5,422	12,319	6,897	21,118	15,696
Travel	-	-	0	-	0
Total Expenses	117,172	133,212	16,039	228,363	111,191

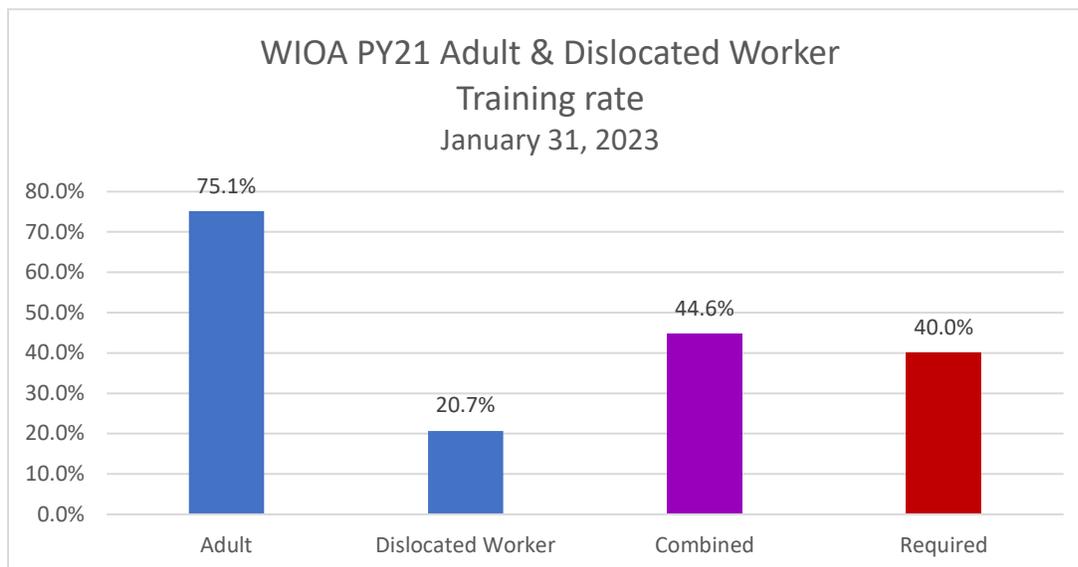
**THE SKILLSOURCE GROUP, INC.
BOARD OF DIRECTORS MEETING
SUMMARY SHEET**

SUBJECT: Update on PY21 and PY22 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.

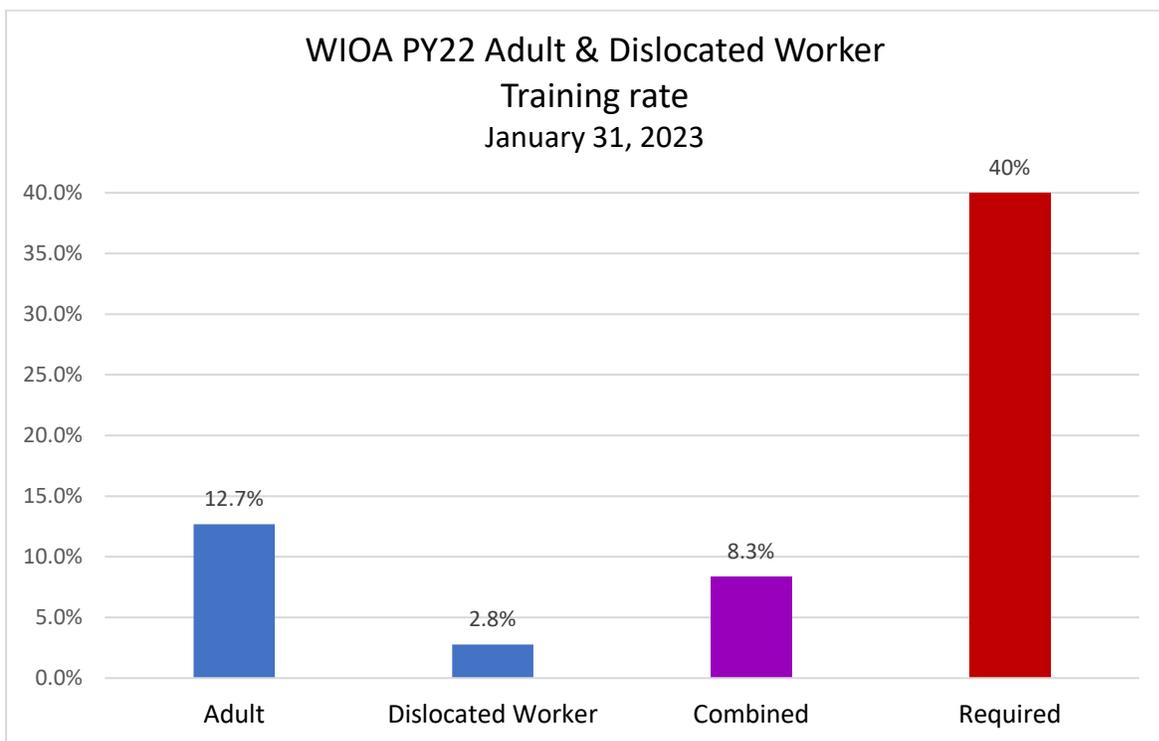
PY 2021 Training rate as of January 31, 2023 (FINAL):

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	563,891	126,006	689,897
Portion of case managers’ compensation for provision of training services	212,892	146,482	359,375
Total Training	776,783	272,488	1,049,272
Training percentage (Total training/ NOO amount)	75.1%	20.7%	44.6%



PY 2022 Training rate as of January 31, 2023:

Per VW: #14-17, Change 2& 3	Adult	Dislocated Worker	Combined
WIOA PY22- NOO (less 10% Administration)	1,704,787.20	1,340,520.30	3,045,307.50
Training expenditure	137,527.70	9,088.62	146,616.32
Portion of case managers' compensation for provision of training services	78,747.00	27,996.25	106,743.25
Total Training	216,274.70	37,084.87	253,359.57
Training percentage	12.7%	2.8%	8.3%



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How Northern Virginia employers can recruit and retain staff amid economic uncertainties and labor shortages

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By Marc Tate – Vice Chairman, The SkillSource Group, Inc.
Mar 3, 2023

While economists speculate on the outlook for the national economy, employers across many industries are trying to navigate a still-tight labor market.

In Northern Virginia, employers looking for workers can tap into the public workforce system for support. This system combines government, academic, philanthropic and corporate resources to create and deliver a wide range of workforce development programs.

Locally, the public workforce system is centered around the [Virginia Career Works Northern Region](#), which offers a wide range of workforce development programs designed to align employers with eager job seekers who possess the skills, credentials and a willingness to get to work. It represents much of the Northern Virginia labor market, including the counties of Fairfax, Loudoun and Prince William and the cities of Fairfax, Falls Church, Manassas and Manassas Park. Its staff operates from brick-and-mortar American Job Centers throughout the area and are also accessible online.

Recruitment tools

Local workforce areas offer a variety of tools for employers to utilize in recruiting, assessing and identifying new candidates. Employers can evaluate potential new hires through a work experience assignment at the work site or an on-the-job wage-subsidy contract, which allows an employer to share the costs of a newly hired employee with the local workforce board while the worker learns the basics of the new job. Local employers can also participate in free job fairs, both virtual and in person.

Increase profitability by training and upskilling your employees

A popular opportunity for employers seeking to increase the skills of their current staff is Incumbent Worker Training grants, which are developed in partnership between a business, the local workforce board and an approved training provider. While this training effort requires some employer cost-sharing, the public workforce system will support employers' efforts to upskill their workers, making their business more competitive and profitable.

The partnership between a training program and employers is critical to the success of both sides, said Debora Harvey, executive director for the Heavy Construction Contractors Association, which represents contractors that focus on transportation and utility infrastructure projects.



Debora Harvey is the executive director for the Heavy Construction Contractors Association.

"You can train people, but unless you have somewhere for them to go at the end of the program, that program's only half successful," Harvey said. "The partnership between the training program and the industry basically guarantees the graduates of these programs a place of employment where they can be nurtured and further trained."

A more recent addition to Virginia's public workforce effort is the Virginia Initiative for Growth and Opportunity, or [GO Virginia](#). It's a bipartisan, business-led economic development initiative created to change the way Virginia's diverse regions collaborate on economic and workforce development activities. GO Virginia's Northern Council is focused on increasing high-wage workers for fast-growing industries throughout the region. SkillSource leads direction and implementation of the GO Virginia Region 7 Council as a contractor partner with the Northern Virginia Regional Commission (NVRC).

The GO Virginia Northern Council targets multiple industry clusters, including cybersecurity, life sciences, engineering services, financial and consulting services and research organizations. Since its founding in 2017, the Council has funded 26 projects totaling \$13.2 million.

"I view this as akin to what we had to do with moonshots," said Sumeet Shrivastava, an IT industry executive who serves on the Council's board of directors. "We're looking at competing not only internally, but also against the rest of the world. You have to have a macro-level strategy."



Sumeet Shrivastava is an IT industry executive who serves on the Council's board of directors.
DOUG SANFORD

Companies in the cybersecurity, nanotechnology and biotechnology fields are among those that have found the supply of workers does not meet the current demand, Shrivastava said. GO Virginia has helped create certification programs that help people gain new science, technology, engineering and math (STEM) skills quickly.

The same shortage Shrivastava is seeing in STEM workers is true for skilled trades positions, Harvey said, pointing to a recent survey that found the Heavy Construction Contractors Association's member contractors are approximately 3,500 workers short of what they need to meet current demand.

"That's just our members," Harvey said. "If we extrapolate that throughout Virginia, that makes it about 11,000 construction workers short of being able to fulfill our complete potential. On top of that, the average age for a heavy equipment operator is 55. So, we're not just looking at a downturn; we're looking at a cliff with retiring individuals, not just out of the heavy equipment operator skillset, but a lot of construction trade skills."

More details are online at [vcwnorthern.com](#). Contact Seema Jain at the Virginia Career Works Northern team at (703) 827-3782 and seema.jain@vcwnorthern.com. Employers also can learn more about the GO Virginia Northern Council and its program priorities at [gonorthernva.com](#). The GO Virginia Northern Managing Partners can be reached by calling Susan Baker at (703) 403-6983 or Ann Hyslop at (703) 906-3421.

The SkillSource Group Inc. is a nonprofit organization that serves as the fiscal agent for [Virginia Career Works Northern Region](#), a public-private partnership aimed at promoting economic prosperity and long-term growth in the region.

Marc Tate is vice chairman of The SkillSource Group Inc.

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