



Board of Directors Meeting

Agenda and Meeting Materials

Friday June 23, 2023
11:30 a.m. – 12:30 p.m.

Join Zoom Meeting

[https://us02web.zoom.us/j/86395074935?pwd=L0NubE1KM0JyZ0ZFRI
VlcuFrNEUvUT09](https://us02web.zoom.us/j/86395074935?pwd=L0NubE1KM0JyZ0ZFRIVlcuFrNEUvUT09)

Meeting ID: 863 9507 4935

Passcode: 348143

www.vcwnorthern.com

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

**June 23, 2023
11:30 a.m. – 12:30 p.m.**

Join Zoom Meeting

**[https://us02web.zoom.us/j/86395074935?pwd=L0NubE1KM0JyZ0ZFRI
VlcnFrNEUvUT09](https://us02web.zoom.us/j/86395074935?pwd=L0NubE1KM0JyZ0ZFRI
VlcnFrNEUvUT09)**

Meeting ID: **863 9507 4935**

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AGENDA

Chairman's Comments

Approval of Summary Meeting Notes from May 25, 2023 Board of Directors Meeting

Action Items:

- Approval of Final FY 2024 *SkillSource* Group Budget
- Approval to Purchase *SkillSource* Group Management Information System

Information Items:

- Review of New Talent Up Fairfax Initiative
- Closure of the *SkillSource* Group Fairfax Jail Pre-Release Employment Center
- *SkillSource* Group April 2023 Financial Management Reports
- Northern Virginia One Stop Operator Program Report
- Update on FY 2023 WIOA 40% Expenditure Rate
- Approved/Pending Contracts and Grants Matrix

Board Executive Session

Adjournment

The SkillSource Group, Inc.
Board of Directors Meeting
Summary Notes
May 25, 2023

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

Members participating via Zoom: William Trumbull, Robert Bartolotta, Stephen Deal, Christopher Rieley, Rebecca Hughes, Todd Rowley, James Thomas, Wayne Hallheimer, Debra Eshelman, and Patrick Small

President and CEO: David Hunn

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

Observers: Tim Elcesser, and Lily Parker

Approval of April 14, 2023 Summary Notes:

A motion was made by James Thomas and seconded by Stephen Deal to accept the April 14, 2023 Summary Notes and approved unanimously, with no abstentions.

Action Items:

Approval of FY 2024 Initial Budget – Second Pass

Seema Jain and Nancy Nguyen reported the second draft of the FY 2024 Budget shows a balanced budget with total revenues equal total expenses, at \$11.11 million. The increase in Net Assets With Donor Restrictions is expected to offset the decrease in Net Assets Without Donor Restrictions, resulting in no deficit or surplus.

United Way Financial Empowerment Center (UW FEC)	16,845
Ticket to Work	(16,456)
Unrestricted Program	(2,839)
Indirect cost pool	2,449
Total Increase / (Decrease) in Net Assets	(0)

The new PY 2023 WIOA allocations show a reduction of 26% from PY 2022 level, which has been incorporated into this budget version.

This draft of the budget also reflects an increase in the expected WIOA carryover amount from FY 2023; the first draft of the budget assumed carryover amount equal to the set-aside amount from the FY 2023 budget. The carryover is now expected to be equal to the set-aside amount for the first four months of FY 2024, plus estimated unspent training funds from FY 2023.

The FY 2024 budget will assume 10% WIOA Administration (maximum allowable is 10%) and an increase in WIOA Adult and DW training to meet the 40% training rate requirement

for PY 2023; **the WIOA Adult & Dislocated Worker Training rate is budgeted at approximately 43%.** Transfer from WIOA Dislocated Worker to Adult is estimated to be \$550,000.

Additional personnel and fringe budget assumptions include:

SkillSource Group:

- 18.5 FTEs with 10.5 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. Two (2) full-time positions have been added – a WIOA Youth Job Developer and a Jail Center Job Developer (funded by the WIOA Adult program) – as well as one (1) part-time position has been added – a WIOA Youth Program Ambassador.
- 5% preliminary cost of living increase (an increase from 4% in the prior draft of the budget).
- 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

- Number of staff is currently assumed to be the same as in FY 2023: 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. COLA is estimated to be at 7.5%, consistent with what the Fairfax County Board of Supervisors approved countywide. SkillSource will revise these numbers when Fairfax County DFS submits their FY 2024 budget.

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

Other changes incorporated into this second pass of the FY 2024 budget include:

- A \$50,000 purchase of a new ***SkillSource*** Group Management Information System licenses, funded by WIOA and TANF grants.
- Revising the cost allocation plans for the Virginia Career Works - Prince William and Cherokee Avenue Centers, including charging half of the costs for the security guards and 50% of the costs for the Resource Coordinator positions at both Centers to WIOA.

A motion was made by Wayne Hallheimer to approve the second pass of the FY 2024 Interim ***SkillSource*** Budget and seconded by James Thomas. The motion was approved unanimously, with no abstentions.

Approval of New Incumbent Worker Training Applications

Seema Jain reported that FY 2023, \$90,000 in funding has been allocated for Incumbent Worker Training (IWT). Approximately \$51,888 has been obligated in IWT funding, leaving \$38,112

remaining in IWT funding.

Ms. Jain presented 2 companies, NOVA Kids First and JK Moving Services. NOVA Kids First requested \$6,534 for 2 employees to be trained. The *SkillSource* group will cover 90% of the training cost at \$5,881. After training, these employees will receive a Certified Medical Assistant certification. JK Moving Services requested \$6,506 for 2 employees to be trained. The *SkillSource* Group will cover 50% of the training cost at \$3,253. After training, these employees will receive a Commercial Driver's License.

A motion to approve the new Incumbent Worker Training Applications was made by William Trumbull and seconded by Rebecca Hughes. The motion was approved unanimously, with no abstentions.

Approval of Revisions to *SkillSource* Financial Management Policies and Procedures

Seema Jain reviewed the revision of the *SkillSource* Financial Management Policies and Procedures. These changes include adding The Ijaz Group (Ijaz) as accounting services provider and Bids can now be submitted either electronically via e-mail to the e-mail address listed in the RFP, or to the *SkillSource* offices, depending on what is stipulated in the RFP.

Lastly, SkillSource takes into consideration the small business, minority-owned, women-owned status of businesses when advertising procurement opportunities. *SkillSource* will ensure each RFP states the priority to contract with firms that meet these criteria, and will require companies to identify if they meet these criteria as part of the RFP response process. *SkillSource* also will ensure to advertise RFP opportunities where firms that meet these criteria will be able to view and respond to them, and work with partners that work with these types of businesses to help in disseminating these RFP opportunities.

A motion to approve the Revisions to *SkillSource* Financial Management Policies and Procedures was made by James Thomas and seconded Rebecca Hughes. The motion was approved unanimously, with no abstentions.

Information Items:

Initial FY 2024 Federal WIOA Allocations to States

David Hunn reviewed the FY 2024 Federal WIOA Allocations to States. Highlighting comparisons from PY 2022 and PY 2023.

SkillSource Group April 2023 Financial Management Reports

Nancy Nguyen reviewed the financial results of operations for the ten months ended April 30, 2023, reflecting a **decrease in Net Assets of \$121,106** on a budgeted decrease of \$145,128, resulting in a favorable variance of \$24,025.

The Change in Net Assets comprises:

Increase (Decrease) in Net Assets Without Donor Restrictions	\$14,607
Increase (Decrease) in Net Assets With Donor Restrictions	<u>\$(135,713)</u>
Total Increase (Decrease) in Net Assets	\$(121,106)

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	713
Unrestricted	(7,366)
Indirect (surplus)	21,260
Total change in Net Assets Without Donor Restrictions	14,607

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
NVITE	(13,704)
UW FEC	(136,538)
EYE	11,385
MWCOG Van sale proceeds	3,500
Donation restricted for VCW Northern branded clothing	(356)
Total change in Net Assets With Donor Restrictions	(135,713)

The decrease in Net Assets With Donor Restrictions results from the deficits due to the timing difference between revenue and expense recognition of the two programs – the Prince William Financial Empowerment Center funded by the United Way of the National Capital Area (UWNCA) grant (UW FEC), and the NVITE program through the Greater Washington Community Foundation, offset by temporary increases in other programs, as shown in the above table. *SkillSource* received \$206,973 from UWNCA in March 2022 to run the Prince William Financial Empowerment Center at the Virginia Career Works – Prince William Center in Woodbridge, and the full funding was recognized as revenue at that time. However, most expenses did not incur until the second half of calendar year 2022, which is the first half of fiscal year 2023.

Therefore, all expenses that incurred in FY23 were not covered by any revenue. As of April 30, 2023, UW FEC expenses totaled \$135,713, resulting in a deficit in the same amount for this program in FY 2023. To avoid the problem above, *SkillSource* is working with UWNCA to move the next round of annual funding to start in July 2023- and end in June 2024 to align with *SkillSource*'s fiscal year.

Program Activities:

WIOA: As of April 30, 2023, PY22 WIOA Adult, Dislocated Worker, and Youth have expended 55%, 25% and 32% of allocations, respectively. PY 2022 Adult and Dislocated Worker combined training rate was 15.4%, while the required minimum is 40%. The training rate will be higher as more funds are spent and eventually will meet or exceed the 40% requirement by the end of June 2024.

Ticket to Work: Cash receipts after ten months totaled \$119,812, while the FY23 goal is \$162,633. \$45,946 was accrued in April 2023, resulting in \$122,622 in revenue, net of FY22 accrued amount of \$30,000. Total expenses are also \$135,758, resulting in neither profit nor loss.

Ticket To Work	Current Revenue - 10 months
Accrued in April - amount not yet received but expected	45,946
Cash received - 10 months	119,812
Minus: FY22 accrued amount	(30,000)
Current revenue - 10 months	135,758

Indirect costs:

The actual indirect cost rate as of April 30, 2023, was 8.87%, while allowable indirect costs are based on the minimis rate of 10%.

Northern Virginia One Stop Operator Program Report

David Hunn reviewed the One Stop Operator Program report as of April 30, 2023.

Update on FY 2023 WIOA 40% Expenditure Rate

Nancy Nguyen discussed the PY 2022 Training rate as of April 30, 2023, which is 15.4%.

***SkillSource* Group Press Release on Ticket to Work Program**

David Hunn reviewed the press release highlighting the SkillSource Group Ticket to Work Employment Network for Surpassing New Milestone in Transitioning Jobseekers with Disabilities into Employment. The SkillSource Group, Inc., and the Virginia Career Works Northern Region announced that its Northern Virginia Ticket to Work Employment Network had surpassed \$2 million in revenues earned to support local adults with disabilities transitioning to full-time

employment. The Northern Virginia Ticket Employment Network was created in 2010 by The *SkillSource* Group, Inc. and was founded by Ms. Lauren Parker.

***SkillSource* Group Back To Office Memorandum Guidance**

David Hunn shared a memo sent to all *SkillSource* Group Employees for plans to return to the office. SkillSource employees plan to transition to a hybrid work environment , reporting to the office at least three(3) days a week, while working remotely for the other two(2) days.

Approved/Pending Contracts and Grants Matrix

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

The Board of Directors meeting adjourned at 12:41 p.m.

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

SUBJECT: Approval of FY 2024 Final Budget – Third Pass

The Final Draft of the FY 2024 Budget shows a balanced budget with total revenues equal total expenses, at \$11.294 million. The increase in Net Assets With Donor Restrictions is expected to offset the decrease in Net Assets Without Donor Restrictions, resulting in no deficit or surplus.

Program	Increase / (Decrease) in Net Assets
United Way Financial Empowerment Center (UW FEC)	16,823
Ticket to Work	(17,161)
Unrestricted Program	(5,039)
Indirect costs	5,379
Total Increase / (Decrease) in Net Assets	(0)

This draft of the budget incorporates the following changes regarding the WIOA programs:

- Addition of new Dislocated Worker funding of \$47,873, which is the result of fixing an error in the State formula calculating Dislocated Worker funding allocations to local workforce areas. This new funding is added to the temporarily unobligated funds.
- Increase in Dislocated Worker Training to \$65,000 from \$55,000 in the second draft of the budget.
- One-Stop Operator – Fairfax County Department of Family Services
 - Revised the number of staff: 22.5 FTEs for the WIOA Adult, Dislocated Worker and Youth programs combined, 1.5 FTE for the Senior Community Service Employment Program (SCSEP), and 3 for the Prince William ELEVATE program.

Other changes include:

- Conclusion of the Job Access Reverse Commute (JARC) project (Contract #17-033) funded by the Metropolitan Washington Council of Governments (MWCOG) at the end of fiscal year 2023. The previous budget draft assumed the project continues into fiscal year 2024.
- Updating the FY 2024 SCEP budget based on the actual funding level stipulated in the FY24 MOU between *SkillSource* the National Council on Aging (NCOA).
- Updating health insurance and life & disability premiums increases, with health insurance premium increases by 15.24% on average for all employees, and 0% premium increase for life & disability insurance in FY 2024. The previous budget versions assume 9% increase of health insurance and 6% for life & disability insurance.
- Miscellaneous staff time allocation adjustments across grants and programs.

ACTION REQUESTED:

The *SkillSource* Group Board of Directors approves the Final Draft of the FY 2024 *SkillSource* Budget.

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

The SkillSource Group, Inc.
FY 2024 Budget

June 23, 2023



The **SKILLSOURCE GROUP, INC.**
Fiscal Year 2024 Consolidated Budget

	Budget FY 2024	Budget FY2023	Inc. (Dec) in Budget FY23 to FY24	Discussion of Budget FY 2023 to Budget FY 2024
Revenues				
Government contracts	\$ 9,977,359	\$ 8,850,879	1,126,480	Estimated Reduced WIOA funding; conclusion of AJC Security, Covid Disaster Relief, Covid CWH Discretionary, NVITE
Other restricted income	1,155,145	859,296	295,850	Increase in UW FEC funding and increased rental revenue due to increased total One-stop center operating costs
Unrestricted income	160,300	162,808	(2,508)	
Interest	1,800	1,800	-	
Total Revenues	11,294,604	9,874,782	1,419,822	
Expenditures				
<u>SSG Personnel costs</u>				
Salaries	1,545,974	1,335,298	210,676	Salary increase due to COLA
Fringe benefits	442,419	389,574	52,845	Fringe increase due to COLA and estimated increases in health insurance and disability insurance premiums
Total Personnel Costs	1,988,393	1,724,872	263,521	
<u>Operating Expenses</u>				
Annual report production	6,000	6,000	-	
Audit	37,500	38,522	(1,022)	
Communications	46,149	42,631	3,518	
Contracted maintenance & Other repairs	76,122	68,366	7,756	
Dues and memberships	4,035	4,035	-	
Equipment leases & maintenance	10,394	13,350	(2,956)	
Financial mgt services	32,919	35,833	(2,914)	
Insurance (business)	29,084	27,084	2,000	
Leases	514,634	482,512	32,122	Increase in Lease costs
Meetings and conference fees	3,225	3,225	-	
Supplies	140,567	81,170	59,397	
Payroll & HR Services	51,710	53,150	(1,440)	
Professional services/Consultants	145,700	129,238	16,462	Remove Security Services from Professional Services/Consultant
Security Services	84,451	-	84,451	Security Services funded by WIOA
Staff training & development	14,500	4,000	10,500	Lead Virginia training costs for Program Director
Travel (staff)	8,720	8,355	365	
Utilities	31,500	31,500	-	
Total - SSG Operating	1,237,210	1,028,971	208,239	
<u>SSG Program Costs</u>				
Outreach	68,259	45,009	23,250	Increase in Outreach costs for PW ELEVATE
One-stop center costs	160,878	160,331	547	
Incumbent worker training	120,000	130,000	(10,000)	
Pay for Performance Bonus Payment	35,000	35,000	-	
Transitional Employment Work Exp	1,222,249	1,101,076	121,173	
Other training & support	304,416	235,630	68,786	
Program transportation & vouchers	-	5,943	(5,943)	
One Stop Center FY20 Set Aside	1,209,132	601,579	607,553	
Unobligated Funds	510,274	751,279	(241,005)	Decreased WIOA Funding and increased personnel costs due to COLA
Total - SSG Program	3,630,207	3,065,847	564,361	
<u>Subcontract services - One-stop Operator</u>				
One-stop Operator personnel	3,004,799	2,748,935	255,864	Increase personnel costs due to COLA
One-stop operations	72,143	39,788	32,355	
Subtotal - Personnel & Operations	3,076,942	2,788,723	288,219	
Training	1,267,536	1,226,357	41,179	Decreased WIOA Funding (Est.)
Total Subcontract - One-stop Operator	4,344,478	4,015,080	329,398	
<u>Other subcontract and programmatic services</u>				
Contractual personnel & Services	-	119,855	(119,855)	Conclusion of the American Job Center Security grant
Contractual operations	94,315	94,315	-	
Other Training & Services	-	-	-	
Total Subcontract - Others	94,315	214,170	(119,855)	
Total Expenditures	11,294,605	10,048,941	1,245,664	
Increase (Decrease) in Net Assets	\$ (0)	\$ (174,158)	174,158	

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

SUBJECT: Authorization to Purchase New Software Licenses for New *SkillSource* Group Management Information System

Since the *SkillSource* Group, Inc. was created in 2003, the organization has not sought to develop a management information system for case management or business services purposes. Instead, as needed, *SkillSource* has relied on the State of Virginia's VaWC system (mainframe computer system) or Microsoft Access and Excel spreadsheets for individual programs. As of 2023, the *SkillSource* Group Ticket to Work program has over 135 Ticket customers under care and our three State contracts with the Virginia Department of Social Services has served several hundred jobseekers over the past eight years.

Our Managers and staff have reached a breaking point for needing an accessible and reliable database management system that can be accessed virtually and updated continuously. Accurate project reporting through our current processes has become cumbersome, if not nearly impossible. Moreover, the Ticket to Work Program with the Social Security Administration has significant cloud security requirements (FEDRAMP) that has eliminated all other database vendors from our consideration.

SkillSource Group proposed to utilize the LaunchPad cloud-based system, which is in partnership with Abelian. LaunchPad is a Salesforce product and is currently being utilized by 120 organizations across fifteen States. In Virginia, the Hampton Roads Workforce Council has provided a strong recommendation to proceed with LaunchPad and has offered recommendations for reducing set-up time and overall cost containment.

ACTION REQUESTED:

SSG Board of Directors authorization to proceed with purchasing initial LaunchPad software licenses (7) to acquire the Case Management module and to begin implementation with two (2) *SkillSource* Group workforce programs serving several hundred jobseekers. SSG Management will expand LaunchPad into Virginia Career Works Northern Business Services with an additional 15 licenses later in 2023. The SSG Finance Committee approved this action at its May 2023 meeting.

STAFF: David Hunn
703-827-3782

OEM Subscription Agreement

2023-2024

This Subscription Agreement ("**Agreement**") is entered into and effective as of the date executed upon signature of both parties between **Launchpad Careers, Inc.**, a Nevada corporation, having its principal place of business at 4199 Campus Drive, Ste. 550 Irvine CA 92612 ("**Launchpad**") and, **The SkillSource Group, Inc.** having its principal place of business 8300 Boone Blvd., Suite 450, Vienna, VA 22182 ("**Customer**").

Launchpad and **Customer** wish to enter into an arrangement that will allow customers to utilize the Solution in accordance with the Terms and Conditions of this Agreement below:

Definitions

The following terms have the following meanings, and all other capitalized terms have the meaning ascribed elsewhere in this Subscription Agreement:

1. "**Salesforce.com, Inc.**" (**SFDC**) is a Software as a Service (SaaS) Customer Relationship Management (CRM) tool designed to leverage customer transactions and engagement for business opportunities, mainly, in sales, marketing and, to some extent, product development.
2. "**Software as a Service**" (**SaaS**) is a software licensing and delivery model in which software is licensed on a subscription basis and is centrally hosted in the Cloud.
3. "**Cloud Computing**" (**Cloud**) enables ubiquitous access to shared pools of configurable system resources and higher-level services that can be rapidly provisioned with minimal management effort, often over the Internet.
4. "**Salesforce Application**" (**Application**) is a set of licensed functionality, often provided by a party other than SFDC, that expands the functionality SFDCs core CRM.
5. "**Launchpad**" is an Application (OEM Managed Package) to SFDC's CMS that extends SFDC's base functionality using custom objects, programming and specific configuration, aka IP, designed to meet the needs of the Workforce Development Industry.
6. "**Intellectual Property**" (**Launchpad IP Rights**) is all custom objects, programming and configuration included in the Launchpad OEM Managed Package, and is the subject of this agreement. See **Reservation of Rights** for more detail.
7. "**OEM Managed Package**" (**Launchpad IP**) is the distributed Launchpad IP that has met the rigor and earned the approval of SFDC for distribution as a Managed Package.
8. "**Managed Package**" is a collection of application components that are posted as a unit on AppExchange, and are associated with a namespace (Launchpad Cloud) and a Licensed Management Organization (Launchpad Co.), and differ from unmanaged

packages by having some locked components, allowing the managed package to be upgraded later.

9. **“Combined Solution” (Solution)** means the SFDC license in combination with the Launchpad Managed Package.
10. **“Organization” or “Org” (Instance)** means a unique instance of the Solution that contains Customer held by SFDC in a logically separated database (i.e., a database segregated through password-controlled access) in the Cloud accessible at login.salesforce.com.
11. **“Customer Data” (Data)** means all information entered or uploaded, or otherwise added to the Instance by the Customer or other means, which is accessible to the Customer via the Solution for the duration of the agreement or otherwise available via Data Export files at agreement termination.
12. **“Data Export”** is to convert data in the Solution for external use into a CSV file format, or formats available through SFDC, for use without the Solution.
13. **“Customer”** means an entity that purchases one or more annual License(s) and is bound by this agreement.
14. **“License”** means active use to the Solution, for a defined number of Users, for the duration of this Subscription Agreement.
15. **“Subscription Agreement” (Agreement)** sets the effectiveness date and end date of the License, which represents the duration of the Agreement.
16. **“Agreement Renewal” (Renewal)** is the option to renew the original agreement or extend the original terms for an additional, specified time as a covenant to the original agreement.
17. **“Term Start Date”** is synonymous with this Agreement’s Effective Date and is defined by the date that this Agreement received its’ final signature by an authorized Party representative, thereby becoming fully executed.
18. **“Agreement Renewal Date” (Renewal Date)** is synonymous with this Agreement’s Final Cancellation Date and represents the specific date by which Customer, in accordance with the termination process defined herein, must take appropriate action to prevent an unintended termination or automatic renewal of this Agreement.
19. **“Term End Date”** represents the Parties’ agreed-upon date that their respective rights and obligations pursuant to this Agreement shall become ineffective, as defined herein.
20. **“Agreement Termination” (Termination)** is the conclusion of the Agreement which occurs on the Termination Date or when termination conditions are met by any method or reason outlined within.
21. **“Agreement Termination Date” (Termination Date)** date of the Termination.
22. **“Data Separation”** is an act of providing the collected Data captured in the Solution, during the agreement period, as a Data Export, the Big Schema and the implementation Guide to the Customer.
23. **“Big Schema”** is an SFDC object pictorial of the data structures used to define the relationships between the data elements within the Solution.
24. **“Implementation Guide”** is a text document that provides implementation details of the Solution that includes data structures, non-IP coding and processes, and workflows.

25. **“Platform License”** is the SFDC license type “Platform” which provides the User access to Launchpad and is made available in this agreement.
26. **“Development License”** is the SFDC license type “Salesforce” provisioned for use by Launchpad and its designated implementation partner. Launchpad and partner will retain up to two licenses during implementation and post implementation. No charge to customers.
27. **“Admin User”(Admin)** is a set of privileges that can be assigned to a Platform License user of the Solution that grants rights to manipulate the configuration of the Solution, and to provide direct support to other License users of the Solution within the Instance.
28. **“User”** means a Customer employee, consultant, contractor, partner, representative, agent or other individual (including an authorized Reseller employee or agent) for whom a License may be provisioned and for whom credentials have been Activated for use.
29. **“Salesforce Shield”** Salesforce Shield consists of Platform Encryption, Event Monitoring and Field Audit Trail. For more information please access [-https://www.salesforce.com/products/platform/products/shield/](https://www.salesforce.com/products/platform/products/shield/)
30. **“Activated”** is the process of confirming a username and password (Account) on the SFDC Instance and provisioning a Platform License.
31. **“Deactivate”** is the removal of the provisioned License from the Account - making the License available for provisioning.
32. **“AppExchange”** means the online directory of applications that interoperate with the SFDC, located at <http://www.salesforce.com/appexchange> or at any successor websites.

Terms & Conditions

Provision of Service.

Launchpad shall make the Solution available to Customer pursuant to the terms and conditions set forth in this Agreement. In addition to the terms of this Agreement, Customer’s use of the Solution shall also be subject to the terms of SFDC, master subscription and end-user agreements, which are available at www.salesforce.com/company/legal/.

Term.

The "Effective Date" of this Agreement is the date it is accepted by an authorized representative of Customer and, unless terminated in accordance with the termination provisions provided herein, shall continue for a period of twelve (12) months (the "Initial Term"). *Following the initial term, unless* written notice of intent not to renew is provided by either party **on or before the Final cancellation date to stop auto renewal**, this Agreement shall be automatically renewed on an annual basis and billed annually.

Please see Fees, Payments and Renewal Cancellation Dates for details.

User.

Each User of the system must be provisioned a separate Platform License for their Account. Sharing of a License or an Account is strictly prohibited by Launchpad and is a direct violation of this agreement. The name and title of each provisioned User must be captured in the User's Account details in the Solution.

Accounts with Activated Licenses, and Licenses assigned to a User, may be Deactivated during the agreement period. Accounts that are Deactivated will not have access to the Solution. Deactivated Licenses may be reprovisioned to other Users during the agreement period.

Customers may increase the number of Licenses from the units defined in this agreement by submitting a written request directly to Launchpad. Any such License increase shall be coterminous with the term of the executed Agreement; and pricing for the additional Licenses shall be the same as the above rate, prorated for the remainder of the Agreement term. Licenses added at Renewal will be at the full rate.

Admin User.

An Admin is an Active Platform License User of the Solution that has a privilege set (Permissions) that grants rights to manipulate the configuration of the Solution, and to provide direct support to other Users of the Solution within their Instance.

OEM Platform License Access and Restrictions.

SFDC Platform Licenses are designed for users who only need access to custom apps, known as the Solution, and NOT the standard CRM functionality. Salesforce Platform users DO have access to the "core" Salesforce Standard Objects and functionality via the Solution:

- Accounts
- Contacts
- Reports
- Dashboards
- Customer Tabs

SFDC Platform License does restrict access to the following Standard Objects and functionality and are NOT a part of the Solution:

- Leads
- Opportunities
- Forecasts
- Cases
- Solutions

Customers may create additional custom objects, with Launchpad approval. Objects made available by the Solution, and those accessible to the Platform Licenses, are the only

objects Licensed for use by the Customer in this Agreement.

Product Support.

Launchpad uses our certified partners to provide the implementation of services. Launchpad will contract directly with customers for licenses which will provide access to our product(s). The customer may opt to have a separate contract directly with our certified partners for the services rendered.

Use of the Service

Launchpad Responsibilities

Launchpad and its Implementation Partners shall: (i) in addition to its confidentiality obligations, not use, edit or disclose to any party other than Customer the Customer Data; (ii) provide reasonable telephone and standard login support needs as related to licensing to Customers Users (either directly or through salesforce.com in accordance with its terms); and (iii) use commercially reasonable efforts to make the licencing Service generally available 24 hours a day, 7 days a week, except for: (a) planned downtime (of which Launchpad shall give at least 4 hours notice and which Launchpad shall schedule to the extent reasonably practicable during the weekend hours; or (b) downtime caused by circumstances beyond Launchpad's reasonable control, including acts of God, acts of government, flood, fire, earthquake, civil unrest, acts of terror, strikes or other labor problems not involving Launchpad employees, computer or telecommunications failures or delays involving hardware or software not within Launchpad's possession or reasonable control, and network intrusions or denial of service attacks.

Customer Responsibilities

Customers are responsible for all activities that occur under User accounts. Customer shall: (i) use commercially reasonable efforts to prevent unauthorized access to, or use of, the Solution, and notify Launchpad promptly of any such unauthorized use; and (ii) comply with all applicable local, state, federal, and foreign laws in using the Service.

Use Guidelines

Customer shall use the Service solely for its internal business purposes as contemplated by this Agreement and shall not: (i) license, sublicense, sell, resell, rent, lease, transfer, assign, distribute, timeshare or otherwise commercially exploit or make the Service available to any third party, other than as contemplated by this Agreement; (ii) send spam or otherwise duplicative or unsolicited messages in violation of applicable laws; (iii) send or store infringing, obscene, threatening, libelous, or otherwise unlawful or tortious material, including material harmful to children or violative of third party privacy rights; (iv) send or store material containing malicious or other harmful computer code, files, scripts, agents or programs; (v) interfere with or disrupt the performance of the Service or the data

contained therein; or (vi) attempt to gain unauthorized access to the Service or its related systems or networks.

Implementation

Under the direction of an internal Launchpad dedicated resource, we will utilize implementation partners to provide configuration and development work, data migration and assist in solution design and/or support. Launchpad does not warrant any such third-party implementation or any of their services. (ie, add on applications)

Launchpad and Implementation Roles

Below you will find your Launchpad Team participation:

- **Business Account Manager** - Responsible for translating the client's goals and participating on customer kickoff calls. Communicates with customer executives to ensure overall success of the project and expectations are being met.
- **VP of Product** - Responsible for reviewing and approving the Business Requirement Document confirming the solution design is approved prior to development. Oversees, internal product control and quality assurance.
- **Launchpad Partners:** Launchpad has trusted certified system implementation partners that will be part of lead and owner of the implementation and/or assist with our support cases as needed. Responsible for implementing all system configuration & enhancements, conducting end-user training and facilitating administrator knowledge transfer.

Customer Data. Customer Data shall be considered confidential Information subject to the terms of this Agreement. Launchpad may access Customer Data, solely to respond to service or technical problems or at Customer's request or as otherwise permitted under this Agreement.

License Details and Fees

The license fees are a subscription based license and are effective for the initial year reflected below. The fees for the initial year of the Agreement:

License Description	UNITS	RATE	PRICE
Launchpad License (Salesforce OEM) Includes + Gov Cloud Total Add on Launchpad Licenses - 6 total - Administrative - 1 - Platform - 5 Effective June 2023 through May 2024	6	\$900	\$5,400.00

Govcloud Pricing - 30% Effective June 2023 through May 2024	1	1	\$1,620.00
Launchpad Developer Partner Admin License Effective Dates: June 2023 through June 2024	1	n/c	n/c
Total Annual License Costs + Gov Cloud Costs			\$7,020.00

The License fee is a per User access fee to the solution. Fees are based on the total number of Licenses, not the extent of actual usage. Fees are non-refundable, and the number of Licenses purchased cannot be decreased during the term of the Agreement. Because Fees are based on monthly units, Licenses purchased in the middle of a monthly period will be charged for that monthly period in full and going forward based on the number of monthly periods remaining in the subscription term.

1. **Payment Terms.** Upon a fully executed signature of the Agreement, payment for licenses referenced above will be invoiced and a due date will be provided. Delay in payment may cause suspension of access to the Solution for all Users. Subsequent renewal periods will be invoiced in advance of the Renewal Date.
2. **Renewal Date.** The Renewal Date is used to provide you the actual provisioned date in which your licenses will renew. Your Renewal Date:

Your Renewal Date: June, annually

3. **Final Cancellation Date.** If the customer determines the Agreement will not be renewed or requests a reduction of Licenses, Customer will send written notice to Launchpad *on or before the date referenced, Final Cancellation Date.*
 - i. **Renewal reminder notice from Launchpad**
 1. **Date: Annually in April**
 - ii. **Final Cancellation Date:**
 1. **Date: April 15th, annually**
 - a. **Initial: _____**
 - iii. **Renewal Invoice and Agreement sent:**
 1. **Date: Annually in May**
 - iv. **Renewal Invoice Due:**
 1. **June 1st, annually**

Overdue Payments. Any payment not received from Customer by the due date shall accrue late charges at the rate of 1.5% of the outstanding balance per month, or the maximum rate permitted by law, whichever is lower, from the date such payment was due until the date paid.

Suspension of Service. Launchpad reserves the right to suspend the Service provided to Customer, without liability to Customer, until such amounts are paid in full or defaults are remedied.

Discontinuation of Service. Should this Agreement terminate by any method or reason outlined within, Customer access to the Solution will cease at midnight on the Termination Date. Within ten (10) days, Launchpad will provide Customer with the Data Separate files as the final distribution of Data to Customer. The Customer has ten (10) days to review and confirm data receipt. Data will no longer be available for extraction thirty (30) days after Agreement termination.

Taxes. Launchpad's fees do not include any local, state, federal or foreign taxes, levies or duties of any nature ("**Taxes**"). Customers are responsible for paying all Taxes, excluding only taxes based on Launchpad's income. If Launchpad has the legal obligation to pay or collect Taxes for which Customer is responsible under this section, the appropriate amount shall be invoiced to and paid by Customer unless Customer provides Launchpad with a valid tax exemption certificate authorized by the appropriate taxing authority.

Billing and Contact Information. Customers shall maintain complete and accurate billing and contact information on the Solution always.

Reservation of Rights. "Launchpad" is the proprietary software of Launchpad; Launchpad retains all right, title and interest in and to Launchpad. Launchpad and/or partners will have the right to develop customizations and custom enhancements on top of, and integrated with, Launchpad Customer acknowledges that in providing the Solution, Launchpad uses (i) the WorkForce 2.0, Launchpad and salesforce.com names and logos, and other trademarks and service marks; (ii) certain audio and visual information, documents, software and other works of authorship; and (iii) other technology, software, hardware, products, processes, algorithms, user interfaces, know-how and other trade secrets, techniques, designs, inventions and other tangible or intangible technical material or information (collectively, "**Launchpad Technology**") and that the Launchpad Technology is covered by intellectual property rights owned or licensed by Launchpad (collectively, "**Launchpad IP Rights**"). The Launchpad Technology includes the application and customizations that Launchpad developed for Customer whether made at Customer's direction or otherwise, and as between Customer and Launchpad, Launchpad owns all rights to the Launchpad Technology except for the rights expressly granted in this Agreement.

License Grant. Launchpad grants Customers and its Users a non-exclusive, non-transferable (except in connection with a permitted assignment of this Agreement), non-licenseable right to access and use the Solution in accordance with the terms of this Agreement. This Agreement covers 365 days and upon Renewal Date will receive an update for execution.

Scope of OEM Services. Unless otherwise specified Solution may be accessed by no more than the specified number of Licenses. The Solution may only utilize the minimum number of OEM Service components (e.g., custom objects) required to deliver the Reseller Application (Solution) in the form and with the functionality approved by SFDC. ***SFDC reserves the right to review modifications to the Reseller Application. Any additional OEM Service components required as a result of such Reseller Application modifications shall be subject to SFDC approval. Customers may not increase the number of custom objects beyond that provided in the Reseller Application, nor may they develop applications for internal use or install additional applications in connection with the OEM Services included in the Combined Solution. In addition, certain OEM Services may be subject to additional terms as set forth in the Product Catalog.***

Restrictions. Customer, with Launchpad written approval is allowed to (i) modify, copy or create derivative works based on the Solution or Launchpad Technology; (ii) create Internet "links" to or from the Solution, or "frame" or "mirror" any content forming part of the Solution, other than on Customers' own intranets or otherwise for its own internal business purposes; or (iii) disassemble, reverse engineer, or decompile the Service or Launchpad Technology, or access it in order to (A) build a competitive product or service, (B) build a product or service using similar ideas, features, functions or graphics of the Service, or (C) copy any ideas, features, functions or graphics of the Solution other than to incorporate additional grants, programs or program functions into the existing Launchpad implementation.

Upon completion of the designed and developed customer application, customer may create customer objects or leverage our objects for additional functionality, subject to the following items:

- Launchpad will need to review and approve the customer written statement providing the intended use of any related objects to be considered for development in conjunction with the Launchpad application. This is to safeguard and warrant the Launchpad environment and functionality.
- Customers may need to purchase a Salesforce license to specifically configure and/or develop within the approved related objects.
- In the event the customer discontinues the Launchpad application;
 - Launchpad will not be held liable for any impact or technical issues caused by removing or uninstalling the Launchpad Managed Package
 - Customers will need to demonstrate removal of the Launchpad Managed Package and send supporting documentation. (ie,object list)

Confidentiality

Definition of Confidential Information. As used herein, "**Confidential Information**" means all confidential and proprietary information of a party ("**Disclosing Party**") disclosed

to the other party ("**Receiving Party**"), whether orally or in writing, that is designated as confidential or that reasonably should be understood to be confidential given the nature of the information and the circumstances of disclosure, including the terms and conditions of this Agreement, business and marketing plans, technology and technical information, Customer Data and business processes. Confidential Information shall not include any information that: (i) is or becomes generally known to the public without breach of any obligation owed to the Disclosing Party; (ii) was known to the Receiving Party prior to its disclosure by the Disclosing Party without breach of any obligation owed to the Disclosing Party; (iii) was independently developed by the Receiving Party without breach of any obligation owed to the Disclosing Party; or (iv) is received from a third party without breach of any obligation owed to the Disclosing Party.

Confidentiality. The Receiving Party shall not disclose or use any Confidential Information of the Disclosing Party for any purpose outside the scope of this Agreement, except with the Disclosing Party's prior written permission.

Protection. Each party agrees to protect the confidentiality of the Confidential Information of the other party in the same manner that it protects the confidentiality of its own proprietary and confidential information of a like kind, but in no event shall either party exercise less than reasonable care in protecting such Confidential Information.

Compelled Disclosure. If the Receiving Party is compelled by law to disclose Confidential Information of the Disclosing Party, it shall provide the Disclosing Party with prior notice of such compelled disclosure (to the extent legally permitted) and reasonable assistance, at Disclosing Party's cost, if the Disclosing Party wishes to contest the disclosure.

Remedies. If the Receiving Party discloses or uses (or threatens to disclose or use) any Confidential Information of the Disclosing Party in breach of this Section 2, the Disclosing Party shall have the right, in addition to any other remedies available to it, to seek injunctive relief to enjoin such acts, it being specifically acknowledged by the parties that any other available remedies are inadequate.

Warranties & Disclaimers

Warranties. Each party represents and warrants that it has the legal power to enter into this Agreement. Launchpad represents and warrants that (i) it owns or otherwise has sufficient rights to the Service and the Launchpad Technology to grant the rights and licenses granted herein; and (ii) the Service and Launchpad Technology do not infringe any intellectual property rights of any third party.

Disclaimer. Except as expressly provided herein, Launchpad makes no warranty of any kind, whether express, implied, statutory, or otherwise. Launchpad hereby specifically disclaim all implied warranties, including any warranty of merchantability or fitness for a particular purpose, to the maximum extent permitted by applicable law.

Mutual Indemnification

Indemnification by Launchpad. Subject to this Agreement, Launchpad shall defend, indemnify and hold Customer harmless against any loss or damage (including reasonable attorneys' fees) incurred in connection with claims, demands, suits, or proceedings ("**Claims**") made or brought against Customer by a third party alleging that the use of the Service as contemplated hereunder infringes the intellectual property rights of, or has otherwise harmed, a third party; provided, that Customer (a) promptly gives written notice of the Claim to Launchpad; (b) gives Launchpad sole control of the defense and settlement of the Claim (provided that Launchpad may not settle or defend any Claim unless it unconditionally releases Customer of all liability); and (c) provides to Launchpad, at Launchpad's cost, all reasonable assistance.

Indemnification by Customer. Subject to this Agreement, Customer shall defend, indemnify and hold Launchpad harmless against any loss or damage (including reasonable attorneys' fees) incurred in connection with Claims made or brought against Launchpad by a third party alleging that the Customer data infringes the intellectual property rights of, or has otherwise harmed, a third party; provided, that LaunchPad (a) promptly gives written notice of the Claim to Customer; (b) gives Customer sole control of the defense and settlement of the Claim (provided that Customer may not settle or defend any Claim unless it unconditionally releases Launchpad of all liability); and (c) provides to Customer, at the Customer's cost, all reasonable assistance.

Limitation of Liability

Limitation of Liability. In no event shall Launchpad's aggregate liability arising out of or related to this Agreement, whether in contract, tort or under any other theory of liability, exceed the lesser of \$100,000 or the amounts actually paid by Customer hereunder.

Exclusion of Consequential and Related Damages. In no event shall either party have any liability to the other party for any lost profits, loss of use, cost of procurement of substitute goods or services, or for any indirect, special, incidental, punitive, or consequential damages however caused and, whether in contract, tort or under any other theory of liability, whether or not the party has been advised of the possibility of such damage.

Limitation of Action. Except for actions for non-payment or breach of either party's intellectual property rights, no action (regardless of form) arising out of this Agreement may be commenced by either party more than one (1) year after the cause of action has accrued.

Term, Termination, and Perpetual Software License Right

Term of Agreement. This Agreement commences on the Effective Date and continues until all User subscriptions granted in accordance with this Agreement have expired or been

terminated.

Term of User Subscriptions. User subscriptions commence on the Effective Date and continue for one year from such date. User subscriptions shall automatically renew for additional periods of one (1) year at the list price in effect at the time of renewal unless Customer gives Launchpad notice of termination, or before the Final cancellation date to stop renewal, the end of the relevant subscription term.

Termination for Cause. A party may terminate this Agreement for cause: (i) upon 30 days written notice of a material breach to the other party if such breach remains uncured at the expiration of such period; or (ii) if the other party becomes the subject of a petition in bankruptcy or any other proceeding relating to insolvency, receivership, liquidation or assignment for the benefit of creditors. Upon any termination for cause by Customer, Launchpad shall refund Customer any prepaid fees for the remainder of the subscription term after the date of termination.

Outstanding Fees. Termination shall not relieve Customer of the obligation to pay any fees accrued or payable to Launchpad prior to the effective date of termination.

Return of Customer Data. Customer has all ownership of data entered. After such a 30-day period, Launchpad is not accountable or will not maintain or provide customer data. The platform will be deactivated and not used or accessed.

Perpetual Software License Right. Customers are entitled to an unmanaged version of the application, with non-exclusive rights for unlimited use if the vendor at any time either fails to issue essential updates for 12 consecutive months, enters into receivership, or ceases to operate as a going concern.

General Provisions

No Benefit to Others. The representations, warranties, covenants, and agreements contained in this Agreement are for the sole benefit of the parties and their respective successors and permitted assigns, and they are not to be construed as conferring any rights on any other persons.

Notice. All notices under this Agreement shall be in writing and shall be delivered to the addresses set forth at the beginning of this Agreement evidenced by a delivery receipt, by facsimile or by email. Notice shall be deemed to have been given upon: (i) personal delivery; (ii) the second business day after mailing; (iii) 48 hours after sending by confirmed facsimile; or (iv) 48 hours after sending by email.

Severability. If any provision of this Agreement is held by a court of competent jurisdiction to be contrary to law, the provision shall be modified by the court and interpreted so as best to achieve the objectives of the original provision to the fullest extent permitted by law, and the remaining provisions of this Agreement shall remain in effect.

Assignment. Neither party may assign any of its rights or obligations hereunder, whether by operation of law or otherwise, without the prior express written consent of the other party. Notwithstanding the foregoing either party may assign this Agreement together with all rights and obligations hereunder, without the consent of the other party, in connection

with a merger, acquisition, corporate reorganization, or sale of all or substantially all of its assets not involving a direct competitor of the other party. Any attempt by a party to assign its rights or obligations under this Agreement in breach of this section shall be void and of no effect. Subject to the foregoing, this Agreement shall bind to the benefit of the parties, their respective successors and permitted assigns.

Governing Law. This Agreement shall be governed exclusively by, and construed exclusively in accordance with, the laws of the United States and the State of California, without regard to its conflicts of laws provisions.

Venue. The state and federal courts located in Orange County, California shall have exclusive jurisdiction to adjudicate any dispute arising out of or relating to this Agreement. Each party hereby consents to the jurisdiction of such courts and waives any right it may otherwise have to challenge the appropriateness of such forums, whether because of the doctrine of forum or otherwise.

Export Control Laws. Each party shall obey all United States and foreign export control laws or regulations applicable to its performance under this Agreement.

Entire Agreement. This Agreement constitutes the entire agreement between the parties as to its subject matter, and supersedes all prior and contemporaneous agreements, proposals or representations, written or oral, concerning the subject matter of this Agreement. No modification, amendment, or waiver of any provision of this Agreement shall be effective unless in writing and signed by the party against whom the modification, amendment, or waiver is to be asserted.

Payment Terms

The following outlines Launchpad payment schedule and invoice will follow:

Description	Due Date	Amount
Launchpad Workforce Administrative and Platform License (Salesforce OEM) <ul style="list-style-type: none"> - Administrative - Platform - Govcloud 	Upon Commencement	\$7,020.00
Technical Support - Post Go Live <ul style="list-style-type: none"> - 25 hours / \$200 per hour - May add as needed throughout year 	May add on at anytime	n/a
Total Annual License Costs w/GovCloud		\$7,020.00

Approvals

Launchpad Careers, Inc.

By: *Melissa Jankans*
Authorized Signature

Print Name: Melissa Jankans

Title: Chief Administrative Officer

Date: May 24th, 2023

The SkillSource Group, Inc.

By: _____
Authorized Signature

Print Name: David A. Hunn

Title: President and CEO

Date:



THE FAIRFAX TALENT-UP FUND

The Work-Based Learning Opportunity Fund Demonstration Project

June 13, 2023

Economic Initiatives Committee

Bill Browning, Workforce Innovation Manager, Department of Family Services
Theresa Benincasa, Manager, Economic Mobility, Department of Economic Initiatives

Topics & Goals

1. Outline Talent-Up goals and structure
2. Present employer needs and labor realities
3. Confirm Talent-Up unique placement in the economic and workforce development landscape

Objective: Gather feedback from the Board of Supervisors to finalize the program and seek Board approval at July meeting

Talent Up Fund: Needed and Unique

What's Special About Talent Up?



Talent Up Fund: An opportunity to “Grow our Own”^{June 23, 2023}

71%	U.S. employers that report difficulty filling job openings this year
67,659	Current posted open jobs in Fairfax County
50,000	Unemployed <i>and</i> under-employed workers in Fairfax County
1,000s...	STARS workers (Skilled Through Alternative Routes) with transferable skills but no college degree

Talent Up Aligns Urgent **Employer Needs and Worker Opportunities**

Talent-Up Offers Employers a Solution to Hiring Challenges

- ✓ Targets hard-to-fill entry-level professional gateway jobs
- ✓ Advises employers on revising job descriptions to include STARS candidates, increasing the pool of qualified applicants by up to 50%
- ✓ Re-positions WBL as a low-risk temp-to-perm hiring onramp
- ✓ Incentivizes employer participation by underwriting WBL wages during pilot period
- ✓ Easy access to 100s of candidates via talent development partners

Talent Up: How it Works

Outreach partners promote to Fairfax Co. businesses with initial focus on small to medium sized employers

Engage cohorts of businesses that have similar talent needs for a gateway occupational cluster

Advise on addressing hard-to-fill occupations to include STARS and sponsor new internship

Match employer internships posted with talent partners' participants to generate qualified candidates to interview

Employers select intern

Offer coaching support during 2-3 month internship to increase success rates

Encourage conversion of successful internships into full-time offers and support interns in securing related employment

Assess lessons learned and outcomes for each cohort

Talent Up: How it Works

June 23, 2023

Assess lessons learned and outcomes for each cohort

Outreach partners promote to Fairfax Co. businesses with initial focus on small to medium sized employers

Encourage conversion of successful internships into full-time offers and support interns in securing related employment.

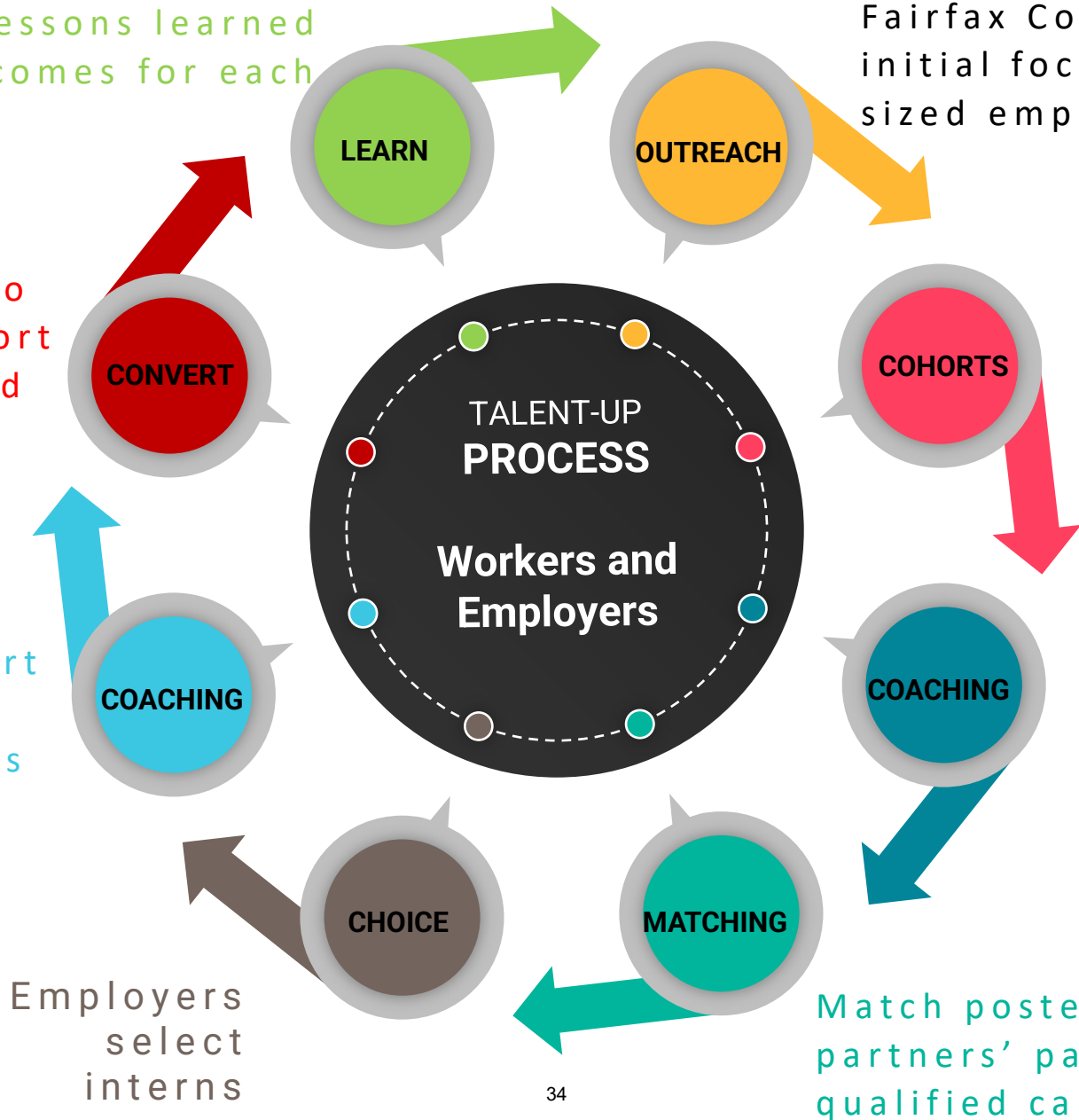
Engage cohorts of businesses that have similar talent needs for a gateway occupational cluster (e.g., IT,)

Offer coaching support during internship to increase success rates

Advise on how and why to sponsor new opportunities

Employers select interns

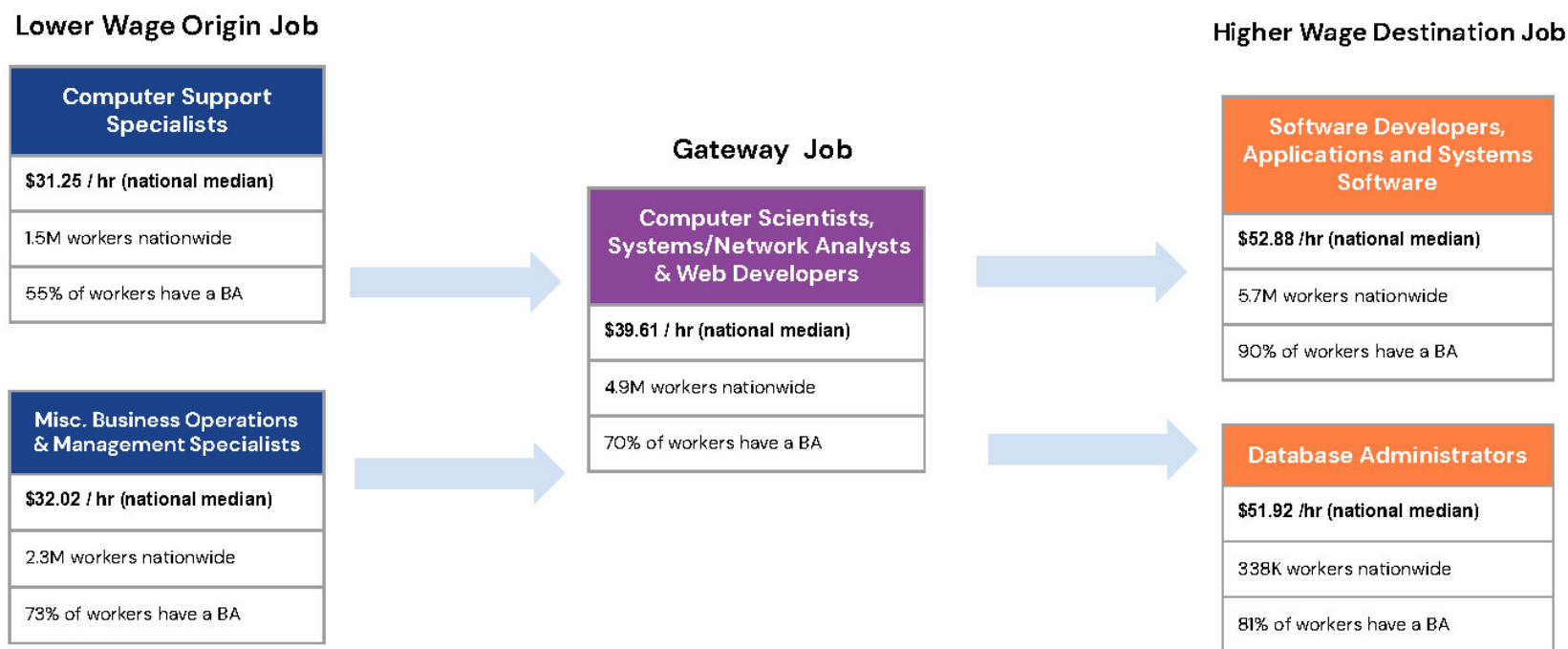
Match posted with talent partners' participants to generate qualified candidates to interview



Focus on High Demand Gateway Occupations for Economic Mobility

Example: IT Computer User Support Specialist

1,245 current openings, \$22 average starting wage



Talent Up: Eligibility Criteria

Employer Selection Criteria

- Physical presence in Fairfax Co.
- Ready to establish a WBL internship

Employer Priority-of-Service

- Targeted occupations
- Starting wages above \$20/hr.
- Has open position to make offer to successful intern

First-come, first-served

Job-Seeker Participation Criteria

- Fairfax County resident, age 18+
- Impacted by pandemic-related unemployment, underemployed or seeking greater economic mobility
- Meets skill requirements of an open internship

(Note: Employers make the final internship selection)

First-come, first-served

Talent Up Fund: Partnering for Success

The ***SkillSource*** Group, Inc. the Program Administrator, *with support from County partners:*

- Identify local employers with job openings in high-demand occupations
- Screen job-seekers **and match them with employers** in *paid* temp to permanent internships

- Fairfax Dept. Econ Initiatives
- Fairfax EDA
- Opportunity@Work
- No. Virginia Chamber & other local Chambers of Commerce

Talent Development Partners

- DFS/ Virginia Career Works **Northern**
- NOVA
- FCPS Adult & Career Education (ACE)
- Nonprofit workforce development programs

Multi-channel employer outreach campaigns launched in Summer/Early Fall 2023

Talent Up Fund Project Budget



Talent Up Shorter-term Metrics

Talent Up Activates County's Strategic Goals

County-Wide Strategic Plan



QUESTIONS & DISCUSSION

Talent Up Builds a Foundation for Sustainability

By building a successful track record by operating an innovative new initiative during the pilot phase, Talent Up strongly positions Northern Virginia Career Works to secure future sustainability resources in 2025 and beyond, such as:

- ❖ Local employer investments
- ❖ State and Federal grants
- ❖ Corporate and private philanthropy
- ❖ CCFP grant

Fairfax County will lead the State in workforce innovation

Talent-Up Addresses Gaps in Work-Based Learning (WBL) Programs

- Most WBL programs benefit students, either at high school or college
- Talent Up focuses on “The Missing Middle” of skilled, experienced workers including those without a bachelor's degree (STARs)
- Differs from traditional WBL Programs:
 - Employer--driven vs. student-driven
 - Flexible & market responsive vs. rigid policy constraints
 - Safer temp-to-perm hiring onramp vs. high-risk, high-cost, uncertainty

Talent Up Longer-Term Impacts

Taking our Workforce Development Opportunities From Good to Great

- **Employers:** Use more inclusive hiring practices and temp-to-perm internships as an onboarding strategy with their own resources
- **Workers:** Create new pathways to economic mobility and livable wage job opportunities as result of improved systems and employer awareness campaign
- **Build Capacity for Local Workforce System:** Employer drive solutions to workforce challenges, continue to provide WBL opportunities via other existing programs and leverage more strategic relationships with business leaders
- **Talent developers, employers and STARS job-seekers;** continue to use Opportunity@Work's Stellarworx platform that matches employers with STARS candidates

First 100 Days: Employer Outreach Campaign

- Launch event in early Fall 2023
- Specialized events with employers in targeted sectors/occupations
- Targeted 1:1 engagement with larger Fairfax County employers
- Employer engagement via partnership with talent partners
- Cross-referrals with THRIVE Small Business Technical Assistance Program

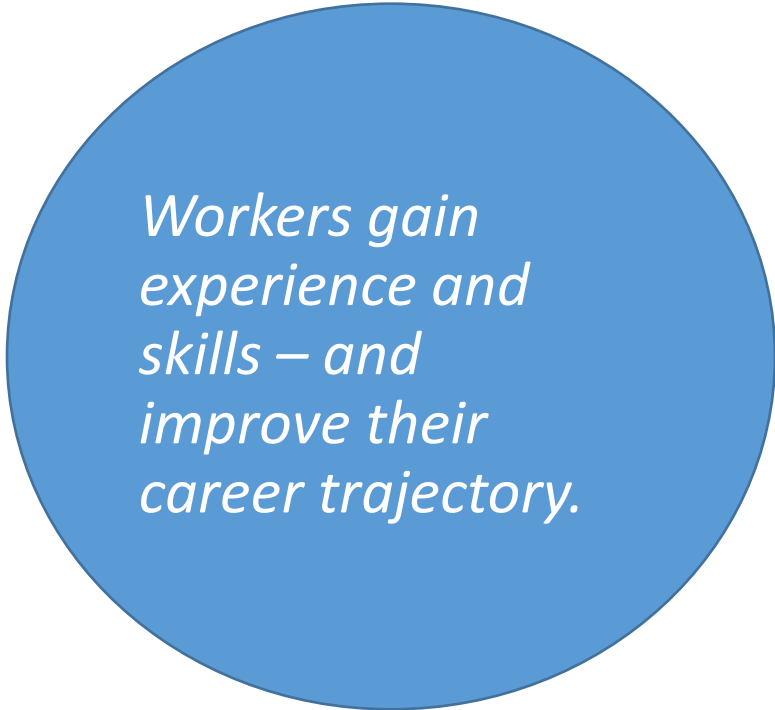
Goal = 500-700 Fairfax County employers engaged during pilot timeframe

Talent Up Fund Project Budget

Total funding request: \$2,500,000 (American Rescue Plan Act Funds)	
Direct Assistance to Potential Employees	
Wage Stipends	\$1,572,500
Worker Coaching & Skill Development	\$203,500
Total	\$1,776,000
Outreach & Engagement Campaigns	
Marketing Materials	\$12,000
Channel 1 - Kickoff Event	\$2,500
Channel 2 - Outreach to Large Targeted Employees	\$1,250
Channel 3 - Talent Supply Cohort	\$1,250
Channel 4 - THRIVE cross promotion	\$1,000
Channel 5 - Chambers & Non-Profits	\$20,000
Total	\$38,000
<u>Platform/ Analytics/ Tracking</u>	\$186,000
Company Coaching & Support	\$75,000
Personnel/ Program Administration	\$425,000
Total	\$500,000
TOTAL	\$2,500,000

Talent Up: How it Works

Talent Up Fairfax Fund: Ready to Launch



Built Upon **Economic Advisory Commission Recommendations**
and **EIC Feedback.**

Talent Up Longer-Term Impacts

Talent-Up as Economic Mobility

Skills Based Pathways for High-Wage Tech Roles

Lower Wage Origin Job

Computer Support Specialists
\$31.25 / hr (national median)
1.5M workers nationwide
55% of workers have a BA

Misc. Business Operations & Management Specialists
\$32.02 / hr (national median)
2.3M workers nationwide
73% of workers have a BA

Gateway Job

Computer Scientists, Systems/Network Analysts & Web Developers
\$39.61 / hr (national median)
4.9M workers nationwide
70% of workers have a BA

Higher Wage Destination Job

Software Developers, Applications and Systems Software
\$52.88 / hr (national median)
5.7M workers nationwide
90% of workers have a BA

Database Administrators
\$51.92 / hr (national median)
338K workers nationwide
81% of workers have a BA

THE SKILLSOURCE GROUP, INC.
FINANCE COMMITTEE
SUMMARY SHEET

June 23, 2023

SUBJECT: April 30, 2023 Management Report Notes

The financial results of operations for the ten months ended April 30, 2023, reflect a **decrease in Net Assets of \$121,106** on a budgeted decrease of \$145,128, resulting in a favorable variance of \$24,025.

The Change in Net Assets comprises:

Increase (Decrease) in Net Assets Without Donor Restrictions	\$14,607
Increase (Decrease) in Net Assets With Donor Restrictions	\$ (135,713)
Total Increase (Decrease) in Net Assets	\$ (121,106)

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	713
Unrestricted	(7,366)
Indirect (surplus)	21,260
Total change in Net Assets Without Donor Restrictions	14,607

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
NVITE	(13,704)
UW FEC	(136,538)
EYE	11,385
MWCOG Van sale proceeds	3,500
Donation restricted for VCW Northern branded clothing	(356)
Total change in Net Assets With Donor Restrictions	(135,713)

The decrease in Net Assets With Donor Restrictions results from the deficits due to the timing difference between revenue and expense recognition of the two programs – the Prince William Financial Empowerment Center funded by the United Way of the National Capital Area (UWNCA) grant (UW FEC), and the NVITE program through the Greater Washington Community Foundation, offset by temporary increases in other programs, as shown in the above table. *SkillSource* received \$206,973 from UWNCA in March 2022 to run the Prince William Financial Empowerment Center at the Virginia Career Works – Prince William Center in Woodbridge, and the full funding was recognized as revenue at that time. However, most expenses did not incur until the second half of calendar year 2022, which is the first half of fiscal year 2023. Therefore, all expenses that incurred in FY23 were not covered by any revenue. As of April 30, 2023, UW FEC expenses totaled \$135,713, resulting in a deficit in the same amount for this program in FY 2023. To avoid the problem

above, **SkillSource** is working with UWNCA to move the next round of annual funding to start in July 2023 and end in June 2024 to align with **SkillSource's** fiscal year.

June 23, 2023

Program Activities:

WIOA: As of April 30, 2023, PY22 WIOA Adult, Dislocated Worker, and Youth have expended 55%, 25% and 32% of allocations, respectively. PY 2022 Adult and Dislocated Worker combined training rate was 15.4%, while the required minimum is 40%. The training rate will be higher as more funds are spent and eventually will meet or exceed the 40% requirement by the end of June 2024.

Ticket To Work: Cash receipts after ten months totaled \$119,812, while the FY23 goal is \$162,633. \$45,946 was accrued in April 2023, resulting in \$122,622 in revenue, net of FY22 accrued amount of \$30,000. Total expenses are also \$135,758, resulting in neither profit nor loss.

Ticket To Work	Current Revenue - 10 months
Accrued in April - amount not yet received but expected	45,946
Cash received - 10 months	119,812
Minus: FY22 accrued amount	(30,000)
Current revenue - 10 months	135,758

Indirect costs:

The actual indirect cost rate as of April 30, 2023, was 8.87%, while allowable indirect costs are based on the minimis rate of 10%.

The SkillSource Group, Inc.
Budget to Actual
For the Ten Months Ended April 30, 2023

June 23, 2023

	Actual	Current Budget	Variance	Annual Budget	Balance
Revenue					
Government Contracts	5,321,234	7,375,732	(2,054,499)	8,850,879	3,529,645
Other Restricted Income	738,951	716,080	22,872	859,296	120,344
Unrestricted Income	137,839	135,673	2,165	162,808	24,969
Interest Income	1,699	1,500	199	1,800	101
Total	6,199,722	8,228,985	(2,029,263)	9,874,782	3,675,060
Personnel Expenses					
Salaries & Wages	1,131,298	1,112,748	(18,550)	1,335,298	203,999
Fringe	318,167	324,645	6,478	389,574	71,407
Total Personnel	1,449,465	1,437,393	(12,072)	1,724,872	275,407
Operating Expenses					
Annual Report	5,510	5,000	(510)	6,000	490
Audit	38,991	32,102	(6,889)	38,522	(469)
Communications	37,070	35,526	(1,544)	42,631	5,561
Contracted Maintenance	40,306	56,972	16,665	68,366	28,060
Dues & Memberships	5,615	3,363	(2,253)	4,035	(1,580)
Equipment & Maintenance Costs	36,683	11,125	(25,558)	13,350	(23,333)
Financial Management	21,888	29,861	7,973	35,833	13,946
HR & PR Processing	39,911	44,292	4,380	53,150	13,239
Insurance	21,783	22,570	787	27,084	5,301
Leases	416,726	402,093	(14,633)	482,512	65,786
Meetings & Conferences	2,102	2,688	585	3,225	1,123
Professional Development	8,507	3,333	(5,174)	4,000	(4,507)
Professional Services	74,024	107,698	33,674	129,238	55,214
Supplies	70,313	67,642	(2,671)	81,170	10,857
VCW Branded Clothing	4,356	-	(4,356)	-	(4,356)
Travel	9,229	6,963	(2,267)	8,355	(874)
Utilities	22,621	26,250	3,629	31,500	8,879
Total Operating Expenses	855,636	857,476	1,840	1,028,971	173,335
Program Services					
Outreach	37,016	37,508	491	45,009	7,993
Onestop center shared costs	97,684	133,609	35,925	160,331	62,647
Incumbent Worker Training	20,296	108,333	88,038	130,000	109,704
Pay for Performance Bonus Payment (WIOA Youth)	-	29,167	29,167	35,000	35,000
Transitional/Work Experience	826,929	917,563	90,634	1,101,076	274,147
Training & Other Supportive	134,941	196,358	61,418	235,630	100,689
Transportation & vouchers	385	4,953	4,568	5,943	5,558
Total Program Services	1,117,251	1,427,491	310,239	1,712,989	595,738
Contractual Services - One Stop Operator					
Personnel	2,017,963	2,290,779	272,816	2,748,935	730,972
Operating	12,723	33,157	20,434	39,788	27,065
Training & Supportive Services	666,467	1,021,964	355,497	1,226,357	559,890
Total Contractual - One Stop Operator	2,697,153	3,345,900	648,748	4,015,080	1,317,928
Contractual Services - Other					
Personnel	107,008	99,879	(7,129)	119,855	12,847
Operating	94,315	78,596	(15,719)	94,315	-
Training & Customer Services	-	-	-	-	-
Total Contractual Services - Other	201,323	178,475	(22,848)	214,170	12,847
Total Contractual	2,898,476	3,524,375	625,899	4,229,250	1,330,774
Total Expense	6,320,829	7,246,735	925,906	8,696,082	2,375,253
Unobligated Funds	-	626,066	626,066	751,279	751,279
NoVA HealthForce Program Services	-	-	-	-	-
One-Stop Center Set Aside	-	501,316	501,316	601,579	601,579
Total Expense	6,320,829	8,374,114	2,053,288	10,048,940	3,728,111
Change in Net Assets	(121,106)	(145,128)	24,025	(174,158)	(53,051)

Budget updated 3/30/2023

The SkillSource Group, Inc.
Preliminary Statement of Financial Position
As of April 30, 2023

June 23, 2023

Assets					
Current Assets					
Cash & Equivalents					
Operating & Payroll					255,075
Insured Cash Sweep					331,775
Total Cash & Equivalents					586,850
Contracts Receivable					1,100,578
Other Current Assets					
Employee Advances					6,648
Other Account Receivable					394
Total Other Assets					7,042
Prepaid Expenses					32,964
Total Current Assets					1,727,434
Fixed Assets					
Property and Equipment					76,671
Less Accumulated Depreciation					(52,656)
Total Fixed Assets					24,015
Other Assets					
Right of Use Asset					1,590,529
Less Right of Use Asset Accumulated Amortization					(333,879)
Total Other Assets					1,256,650
Total Assets					3,008,099
Liabilities and Net Assets					
Current Liabilities					
Accounts Payable					590,130
Deferred Income					12,289
Accrued Expenses					137,428
Other Current Liabilities					1,557
NOVA HealthForce Funds Held in Trust					357,817
Total Current Liabilities					1,099,222
Long Term Liabilities					
Long-term Lease Liability					1,271,129
Total Long Term Liabilities					1,271,129
Total Liabilities					2,370,351
Net Assets					
	<i>Beginning</i>	<i>Increase</i>	<i>Decrease</i>	<i>Change</i>	<i>Year-to-date</i>
Unrestricted Net Assets	446,623	14,607	-	14,607	461,229
Restricted Net Assets					
MWCOG	-	3,885	(385)	3,500	3,500
UW FEC at PW Center	252,928	-	(136,538)	(136,538)	116,390
NVITE	31,859	-	(13,704)	(13,704)	18,154
Other restricted - Donation	-	4,000	(4,356)	(356)	(356)
TANF4	27,444	122,377	(122,377)	-	27,444
EYE	-	30,375	(18,990)	11,385	11,385
Total Temporarily Restricted Net Assets	312,231	160,637	(296,350)	(135,713)	176,518
Total Net Assets	758,854	175,244	(296,350)	(121,106)	637,748
Total Liabilities and Net Assets					3,008,099

The SkillSource Group, Inc.
Workforce Innovation and Opportunity Act Programs
For the Ten Months Ended April 30, 2023

June 23, 2023

	Actual	Current Budget	Variance	Annual Budget	Balance
WIOA Administration					
<i>SkillSource</i>					
Salaries & Wages	124,143	124,750	607	149,700	25,557
Fringe	34,988	36,631	1,642	43,957	8,969
Operating & Outreach	57,219	50,863	(6,356)	61,036	3,817
Unobligated	-	149,487	149,487	179,384	179,384
Indirect Costs	70,580	67,904	(2,676)	81,485	10,905
Total WIOA Administration	286,931	429,635	142,704	515,562	228,631
WIOA Adult					
<i>SkillSource</i>					
Salaries & Wages	151,854	142,903	(8,952)	171,483	19,629
Fringe	38,366	36,290	(2,076)	43,548	5,182
Operating	36,207	42,033	5,825	50,439	14,232
Outreach	7,220	2,589	(4,631)	3,107	(4,113)
One-stop Centers Shared Costs	34,443	39,268	4,825	47,121	12,678
Training-Incumbent Worker	3,004	37,500	34,496	45,000	41,996
Other training and support	22,155	30,859	8,704	37,031	14,876
One-Stop Center Set Aside	-	217,852	217,852	261,422	261,422
Unobligated	-	94,062	94,062	112,874	112,874
Total SkillSource	293,249	643,354	350,105	772,025	478,776
<i>DFS</i>					
Personnel & Fringes	701,742	790,088	88,346	948,106	246,364
Operations	3,326	12,500	9,174	15,000	11,674
Training & Supportive Services	368,783	548,333	179,550	658,000	289,217
Total DFS	1,073,851	1,350,922	277,071	1,621,106	547,255
Indirect Costs	4,780	4,069	(711)	4,883	103
Total WIOA Adult	1,371,880	1,998,345	626,465	2,398,014	1,026,134
WIOA Dislocated Worker					
<i>SkillSource</i>					
Salaries & Wages	142,363	129,884	(12,479)	155,861	13,498
Fringe	36,191	33,203	(2,989)	39,843	3,652
Operating	16,423	11,690	(4,733)	14,028	(2,395)
Outreach	3,997	1,272	(2,725)	1,526	(2,471)
One-stop Centers Shared Costs	12,144	30,293	18,148	36,351	24,207
Training-Incumbent Worker	3,004	37,500	34,496	45,000	41,996
Other training & support	19,623	11,342	(8,281)	13,610	(6,013)
One-Stop Center Set Aside	-	77,109	77,109	92,531	92,531
Unobligated	-	77,118	77,118	92,541	92,541
Total SkillSource	233,745	409,409	175,664	491,291	257,546
<i>DFS</i>					
Personnel	279,827	376,710	96,883	452,052	172,225
Operations	1,094	6,667	5,573	8,000	6,906
Training & Supportive Services	22,663	30,833	8,171	37,000	14,338
Total DFS	303,583	414,210	110,627	497,052	193,469
Indirect Costs	4,122	3,283	(840)	3,939	(183)
Total WIOA Dislocated Worker	541,450	826,902	285,451	992,282	450,832

The SkillSource Group, Inc.
Workforce Innovation and Opportunity Act Programs
For the Ten Months Ended April 30, 2023

June 23, 2023

	Actual	Current Budget	Variance	Annual Budget	Balance
WIOA Youth					
<i>SkillSource</i>					
Salaries & Wages	83,630	82,678	(952)	99,214	15,584
Fringe	23,062	21,737	(1,325)	26,084	3,022
Operating	17,519	12,463	(5,057)	14,955	(2,564)
Outreach	2,084	682	(1,402)	818	(1,266)
Comprehensive Center Costs	19,009	32,378	13,369	38,854	19,845
Pay per performance bonus	-	29,167	29,167	35,000	35,000
Training-SSG	21,522	10,550	(10,972)	12,660	(8,862)
One-Stop Center Set Aside	-	206,354	206,354	247,625	247,625
Unobligated	-	305,400	305,400	366,480	366,480
<i>Total SkillSource</i>	<u>166,827</u>	<u>701,408</u>	<u>534,582</u>	<u>841,690</u>	<u>674,863</u>
<i>DFS</i>					
Personnel & Fringe	660,508	736,144	75,636	883,373	222,865
Operations	7,429	12,500	5,071	15,000	7,571
Work experiences	34,728	58,333	23,605	70,000	35,272
Training & Supportive Services	68,731	150,000	81,269	180,000	111,269
<i>Total DFS</i>	<u>771,397</u>	<u>956,978</u>	<u>185,581</u>	<u>1,148,373</u>	<u>376,976</u>
Indirect Costs	2,768	2,319	(449)	2,783	15
<i>Total WIOA Youth</i>	<u>940,991</u>	<u>1,660,705</u>	<u>719,714</u>	<u>1,992,846</u>	<u>1,051,855</u>

Senior Community Service Employment Program (SCSEP)

<i>SkillSource</i>					
Personnel	18,510	17,748	(762)	21,297	2,787
Fringe	5,863	5,551	(312)	6,661	798
Operating & Outreach	30,182	32,048	1,866	38,458	8,276
Transitional Work Experience	801,166	852,375	51,209	1,022,850	221,684
<i>Total SSG</i>	<u>855,722</u>	<u>907,722</u>	<u>52,000</u>	<u>1,089,266</u>	<u>233,544</u>
<i>DFS</i>					
Personnel & Fringe	86,211	118,279	32,068	141,935	55,724
Operations	44	1,073	1,029	1,288	1,244
Training + Supportive Services	6,810	14,708	7,898	17,650	10,840
<i>Total DFS</i>	<u>93,065</u>	<u>134,061</u>	<u>40,995</u>	<u>160,873</u>	<u>67,808</u>
Indirect Costs	7,103	7,241	138	8,689	1,586
<i>Total SCSEP</i>	<u>955,890</u>	<u>1,049,023</u>	<u>93,134</u>	<u>1,258,828</u>	<u>302,938</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	26,292	26,667	375	40,000	13,708
<i>Total Expenses</i>	<u>26,292</u>	<u>26,667</u>	<u>375</u>	<u>40,000</u>	<u>13,708</u>

The SkillSource Group, Inc.
Workforce Innovation and Opportunity Act Programs
For the Ten Months Ended April 30, 2023

June 23, 2023

	Actual	Current Budget	Variance	Annual Budget	Balance
Workforce Innovation-NVCPR (11/1/2022 - 3/31/2024)					
Personnel	15,762	13,790	(1,972)	16,548	786
Fringe	3,989	4,043	54	4,852	863
Operating & Outreach	2,509	6,856	4,346	8,227	5,718
Work Based Learning & Supportive Service	2,106	31,333	29,227	37,600	35,494
Indirect	2,226	2,469	243	2,963	737
Total Expenses	26,592	58,492	31,899	70,190	43,598
Area 14 - CAREER (9/13/2021 - 9/12/2023)					
<i>SkillSource</i>					
Personnel	252	2,949	2,697	2,949	2,697
Fringe	85	680	595	680	595
Other (outreach, etc.)	0	9,527	9,527	9,527	9,527
<i>Contractual - DFS</i>					
Supportive Services	920	78,707	77,787	78,707	77,787
Total Direct Expenses	1,258	91,863	90,605	91,863	90,605
Indirect	1,075	2,982	1,907	2,982	1,907
Total Expenses	2,333	94,845	92,512	94,845	92,512

The SkillSource Group, Inc.
Other Government Programs
For the Ten Months Ended April 30, 2023

June 23, 2023

	Actual	Current Budget	Variance	Annual Budget	Balance
TANF3 Employment Assistance					
Personnel	69,517	70,570	1,053	84,684	15,167
Fringe	17,971	19,684	1,713	23,621	5,650
Operating & Outreach	11,032	13,190	2,158	15,828	4,796
Transitional Employment & Training	19,400	24,350	4,950	29,220	9,820
<i>Total Direct</i>	<u>117,921</u>	<u>127,794</u>	<u>9,874</u>	<u>153,353</u>	<u>35,433</u>
<i>Indirect</i>	10,442	9,736	(706)	11,683	1,241
<i>Total TANF 3</i>	<u>128,363</u>	<u>137,530</u>	<u>9,167</u>	<u>165,036</u>	<u>36,673</u>

TANF4 P4P					
Personnel	60,443	60,798	355	72,957	12,514
Fringe	15,856	15,378	(477)	18,454	2,598
Operating & Outreach	16,271	11,823	(4,447)	14,188	(2,083)
Transitional Employment & Training	21,383	17,500	(3,883)	21,000	(383)
<i>Total Direct</i>	<u>113,951</u>	<u>105,499</u>	<u>(8,452)</u>	<u>126,599</u>	<u>12,648</u>
<i>Indirect</i>	8,426	8,073	(353)	9,687	1,261
<i>Total TANF 3</i>	<u>122,377</u>	<u>113,572</u>	<u>(8,805)</u>	<u>136,286</u>	<u>13,909</u>

GO Virginia & Project Admin					
Personnel	112,268	120,402	8,134	144,482	32,214
Fringe	38,039	37,851	(188)	45,421	7,382
Operating	18,165	16,453	(1,711)	19,744	1,579
<i>Total Direct</i>	<u>168,472</u>	<u>174,706</u>	<u>6,234</u>	<u>209,648</u>	<u>41,176</u>
<i>Indirect</i>	16,847	17,471	623	20,965	4,118
<i>Total Go Virginia</i>	<u>185,319</u>	<u>192,177</u>	<u>6,858</u>	<u>230,613</u>	<u>45,293</u>

PW Elevate (3/1/2022-10/31/2024)					
<i>SSG</i>					
Personnel	15,308	23,552	8,244	14,131	(1,177)
Fringe	3,168	4,673	1,506	2,804	(364)
Operating & Outreach	16,627	25,417	8,790	15,250	(1,377)
IWT & other	14,288	66,667	52,379	40,000	25,712
<i>DFS</i>					
Personnel & Fringes	232,820	411,667	178,847	247,000	14,180
Training	163,831	308,333	144,502	185,000	21,169
<i>Total Direct</i>	<u>446,041</u>	<u>840,308</u>	<u>394,267</u>	<u>504,185</u>	<u>58,144</u>
<i>Indirect</i>	4,291	10,130	5,839	4,052	(239)
<i>Total ELEVATE</i>	<u>450,333</u>	<u>850,438</u>	<u>400,106</u>	<u>508,237</u>	<u>57,904</u>

Manassas City CARES (8/1/2020 - 6/30/2023)					
<i>SkillSource</i>					
Personnel	3,963	2,200	(1,763)	2,640	(1,323)
Fringe	902	498	(404)	598	(304)
Operating & Outreach	1,074	3,333	2,259	4,000	2,926
Training	7,709	59,825	52,116	71,790	64,081
<i>Contractual Personnel & Fringes - DFS</i>					
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>13,648</u>	<u>65,857</u>	<u>52,209</u>	<u>79,028</u>	<u>65,380</u>
<i>Indirect</i>	594	-	(594)	724	130
<i>Total Expenses</i>	<u>14,242</u>	<u>65,857</u>	<u>51,615</u>	<u>79,752</u>	<u>65,510</u>

The SkillSource Group, Inc.
Other Government Programs
For the Ten Months Ended April 30, 2023

June 23, 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	56,795	96,811	40,017	67,768	10,973
Operating & Program	703	15,730	15,027	18,876	18,173
Indirect	5,750	7,220	1,470	8,664	2,914
Total expenses	63,248	119,761	56,514	95,308	32,060
Total Other Government (Expenditures)	1,178,229	1,771,455	593,226	1,545,917	367,688

The SkillSource Group, Inc.
Other Programs
For the Ten Months Ended April 30, 2023

June 23, 2023

	Actual	Current Budget	Variance	Annual Budget	Balance
NoVaHealthForce					
Balance Forward, July 1, 2022	165,933				
Cash Receipts & Receivables	191,884				
	357,817				
<i>SkillSource</i>					
Professional Expenses					
Meeting Expenses	0				
Program Expenses	0				
<i>Total NoVAHealthForce</i>	0				
<i>Ending Balance</i>	357,817				
NVITE (Community Foundation)					
<i>Revenue</i>	0	-	0	-	0
<i>Expenses</i>					
Personnel	2,303	2,457.50	155	2,949	646
Fringe	610	583.33	(27)	700	90
Operating & Outreach	9,546	8,333.33	(1,212)	10,000	454
Program Services	0	1,666.67	1,667	2,000	2,000
Indirect	1,246	1,304.17	58	1,565	319
Total	13,704	14,345	641	17,214	3,510
<i>Excess/Deficit</i>	(13,704)				
United Way Financial Empowerment Center					
<i>Revenue</i>	0	0	0	0	0
<i>Expenses</i>					
Personnel	10,548	18,308	7,761	10,985	437
Fringe	5,061	9,557	4,495	5,734	673
Operating & Outreach	24,418	25,835	1,417	15,501	(8,917)
Contractual Services	94,315	99,237	4,922	59,542	(34,773)
Indirect	2,196	6,970	4,774	4,182	1,986
Total	136,538	159,907	23,368	95,944	(40,594)
<i>Excess of Revenue over Expenses</i>	(136,538)				
Project Educating Youth Through Employment					
Balance Forward	0			-	
<i>Revenue</i>					
Government	30,375	28,347	2,028	34,016	3,641
Restricted Income	0	0	0	0	0
Total Income	30,375	28,347	2,028	34,016	3,641
<i>SkillSource</i>					
Personnel & Fringe	492	1,520	1,028	1,824	1,332
Operating, Outreach & Program Expenses	68	4,952	4,884	5,942	5,875
Work Experience - Salaries & Fringe	18,375	21,228	2,853	25,473	7,098
Total SkillSource	18,934	27,699	8,765	33,239	14,305
<i>DFS</i>					
Personnel & Fringe	0	0	0	0	0
Operations, Telecommunications & Travel	0	0	0	0	0
Total DFS	0	0	0	0	0
Indirect	56	0	0	777	721
Total Expense	18,990	27,699	8,765	34,016	15,026
Current Year Net Income (Loss)	11,385	-	(11,385)	-	(11,385)
<i>Excess (Deficit)</i>	11,385	0	(11,385)	0	(11,385)

The SkillSource Group, Inc.
Other Programs
For the Ten Months Ended April 30, 2023

June 23, 2023

	Actual	Current Budget	Variance	Annual Budget	Balance
Ticket to Work					
<i>Revenues</i>	135,758	141,667	(5,909)	170,000	34,242
<i>Expenses</i>					
Personnel & Fringe	114,385	113,604	(781)	136,325	21,940
Operating & Outreach	8,466	6,971	(1,495)	8,365	(101)
Program Costs	622	3,000	2,378	3,600	2,978
Indirect	12,285	12,058	(228)	14,469	2,184
<i>Total Expenses</i>	135,758	135,633	(126)	162,759	27,001
<i>Excess (Deficit)</i>	0	6,034	(5,783)	7,241	7,241
Unrestricted (Program-Other-Fundraising)					
Contribution	266	-	266	-	(266)
Federated Campaigns	1,660	145.83	1,514	175.00	(1,485)
Other	154				
Interest	1,699	1,500	199	1,800	101
<i>Total Income</i>	3,778	1,646	1,979	1,975	(1,650)
Personnel	0	0	0	0	0
Fringe	47	0	(47)	0	(47)
Operating & Program & Contractual	9,898	5,208	(4,691)	6,249	(3,649)
Indirect	487	109	(378)	131	(356)
<i>Total Expenses</i>	10,432	5,317	(5,115)	6,380	(4,052)
<i>Excess (Deficit)</i>	(6,653)	(3,671)	7,094	(4,405)	(5,702)

The SkillSource Group, Inc.
One-stop centers and Indirect costs
For the Ten Months Ended April 30, 2023

June 23, 2023

Virginia Career Works - Woodbridge Comprehensive Center					
	Actual	Current Budget	Variance	Annual Budget	Balance
Revenue					
Restricted Income	471,358	476,824	(5,467)	572,189	100,831
Personnel Expenses					
Salaries & Wages	71,393	77,201	5,808	92,641	21,248
Fringe	30,967	31,743	777	38,092	7,125
<i>Total Personnel</i>	<i>102,359</i>	<i>108,944</i>	<i>6,585</i>	<i>130,733</i>	<i>28,374</i>
Operating Expenses					
Communications	15,292	13,133	(2,159)	15,760	468
Contracted Maintenance	38,592	49,658	11,066	59,590	20,998
Dues & Memberships	550	446	(104)	535	(15)
Equipment & Maintenance Costs	17,495	4,600	(12,895)	5,520	(11,975)
Professional Services	323	13,833	13,510	16,600	16,277
Outreach	689	833	145	1,000	311
Rent	237,826	233,250	(4,576)	279,900	42,074
Supplies	14,380	6,667	(7,713)	8,000	(6,380)
Utilities	22,621	23,750	1,129	28,500	5,879
<i>Total Operating Expenses</i>	<i>347,768</i>	<i>346,171</i>	<i>(1,598)</i>	<i>415,405</i>	<i>67,637</i>
<i>Indirect</i>	<i>21,230</i>	<i>24,901</i>	<i>3,671</i>	<i>29,881</i>	<i>8,651</i>
Total Expense	471,358	480,016	8,658	576,019	104,661

Virginia Career Works - Cherokee Center					
	Actual	Current Budget	Variance	Annual Budget	Balance
Revenue					
Restricted Income	260,094	210,088	50,005	252,106	(7,988)
Personnel Expenses					
Salaries & Wages	53,567	52,379	(1,188)	62,855	9,288
Fringe	10,889	10,288	(601)	12,345	1,456
<i>Total Personnel</i>	<i>64,456</i>	<i>62,667</i>	<i>(1,789)</i>	<i>75,200</i>	<i>10,744</i>
Operating Expenses					
Communications	10,658	9,042	(1,616)	10,850	192
Contracted Maintenance	0	3,917	3,917	4,700	4,700
Dues & Outreach	689	0	(689)	0	(689)
Equipment Costs	17,361	3,650	(13,711)	4,380	(12,981)
Professional Services	323	6,792	6,468	8,150	7,827
Rent	148,713	114,875	(33,838)	137,850	(10,863)
Supplies	7,897	833	(7,064)	1,000	(6,897)
<i>Total Operating Expenses</i>	<i>185,641</i>	<i>139,108</i>	<i>(46,533)</i>	<i>166,930</i>	<i>(18,711)</i>
<i>Indirect</i>	<i>9,997</i>	<i>11,500</i>	<i>1,503</i>	<i>13,800</i>	<i>3,803</i>
Total Expense	260,094	213,275	(46,819)	255,930	(4,164)

The SkillSource Group, Inc.
 One-stop centers and Indirect costs
 For the Ten Months Ended April 30, 2023

June 23, 2023

SkillSource Group Indirect Costs					
	Actual	Current Budget	Variance	Annual Budget	Balance
Personnel Expenses					
Salaries & Wages	53,748	50,603	(3,146)	60,723	6,975
Fringe	16,847	16,220	(627)	19,464	2,617
Total Personnel	70,595	66,823	(3,773)	80,187	9,592
Operating Expenses					
Annual Report	-	-	0	-	0
Audit	21,117	16,051	(5,066)	19,261	(1,856)
Communications	2,240	3,333	1,093	4,000	1,760
Dues & Memberships	570	833	263	1,000	430
Equipment & Maintenance Costs	1,164	2,875	1,711	3,450	2,286
Financial Management Services	21,888	29,861	7,973	35,833	13,946
Payroll & HR	15,073	17,500	2,427	21,000	5,927
Insurance	16,699	18,333	1,634	22,000	5,301
Legal fees	200	-	(200)	-	(200)
Meetings & Conferences	-	-	0	-	0
Professional Development	80	833	753	1,000	920
Professional Services	320	8,782	8,462	10,538	10,218
Rent	6,788	6,981	193	8,377	1,589
Supplies	10,648	15,087	4,439	18,104	7,456
Travel	-	-	0	-	0
Total Expenses	167,382	187,292	19,910	224,750	57,368

Department of Family Services

Employment & Training Team Report

May 2023



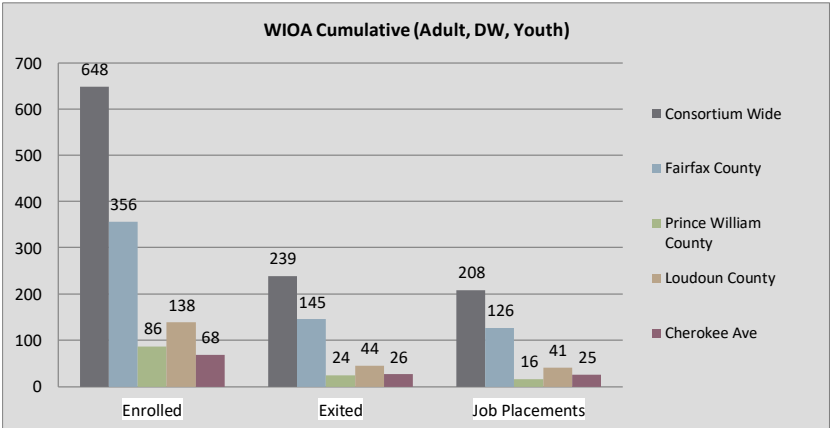
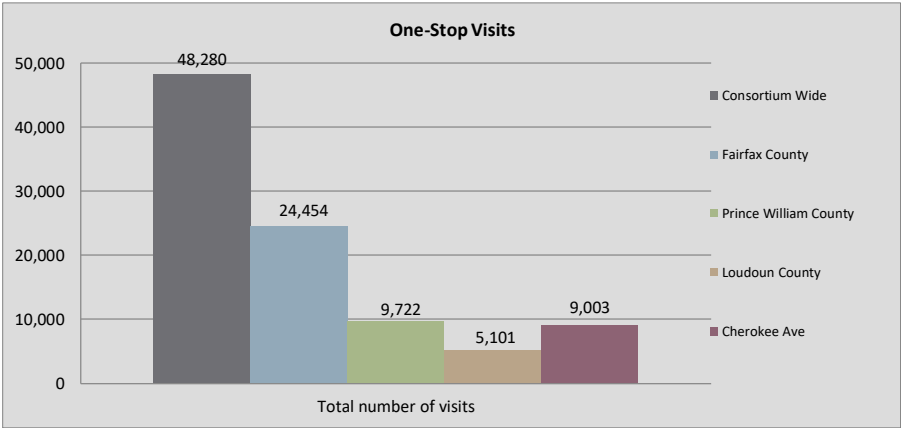
- Pages 1-2: Workforce Innovation and Opportunity Act Program
- Page 3: Workforce Innovation and Opportunity Act/Other Grants
- Page 4: Fairfax Alternative Incarceration Branch (AIB) Center
- Page 5: ITA and OJT Breakdown
- Page 6: Senior Community Service Employment Program (SCSEP)
- Page 7: Elevate (Tables 1 & 2)



Northern Virginia Workforce Development Area, LWDA XI

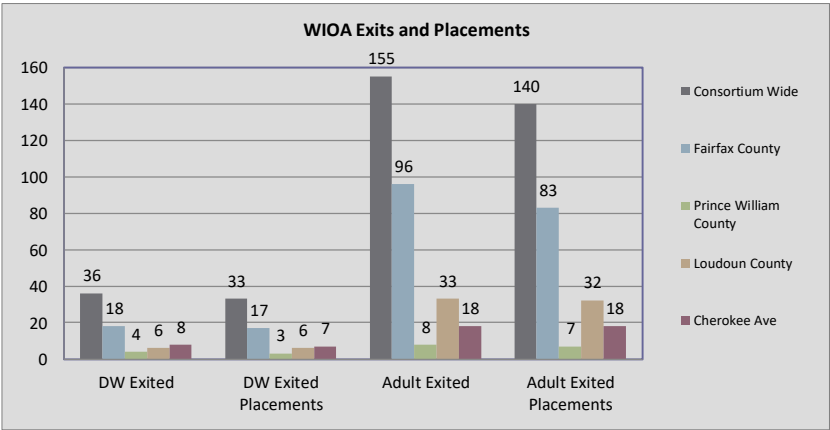
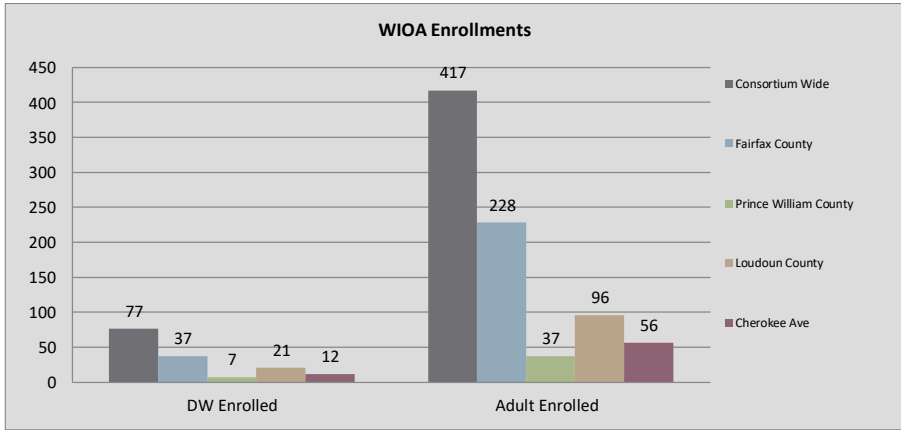
WIOA Adult, Dislocated Worker, and Youth Statistics (July 1, 2022- May 31, 2023)

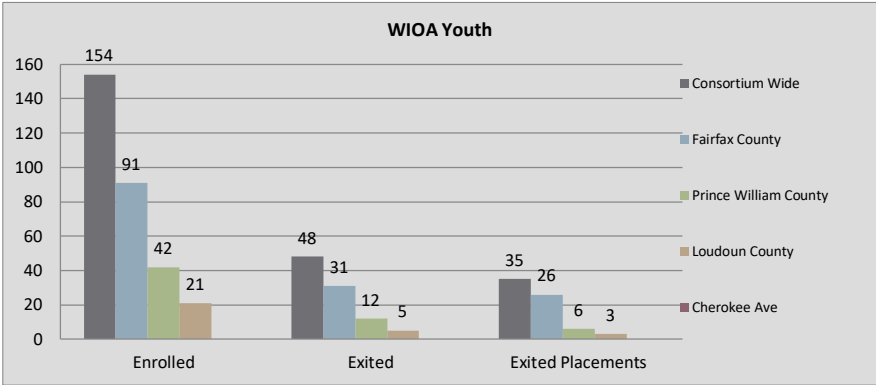
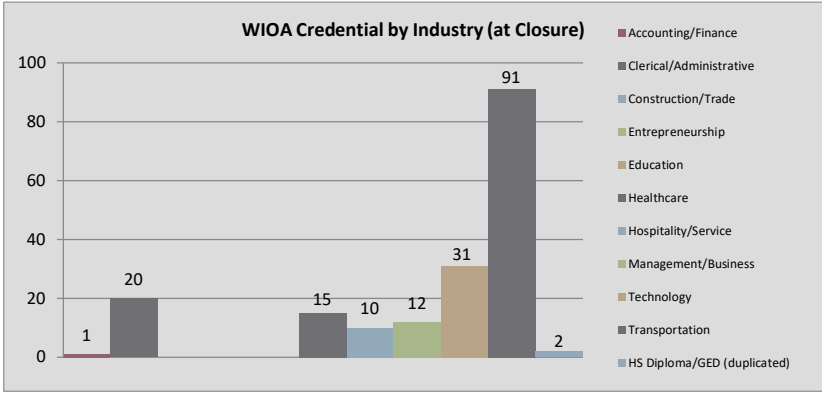
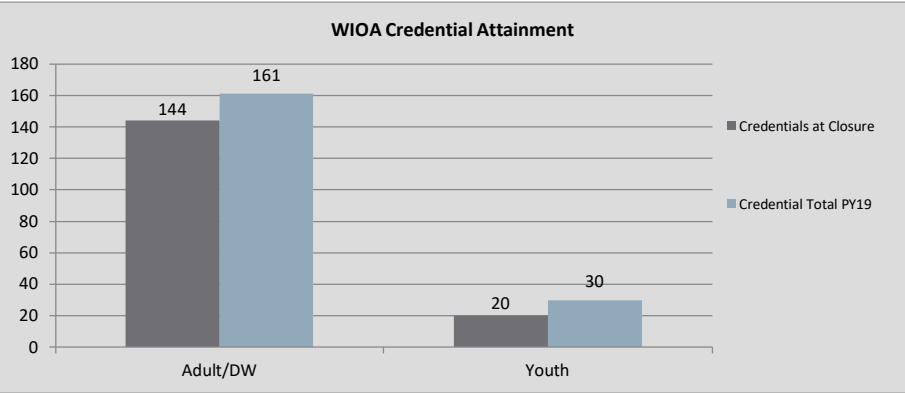
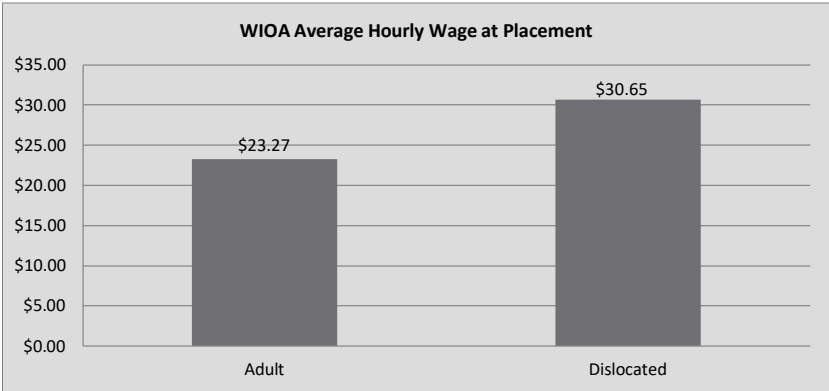
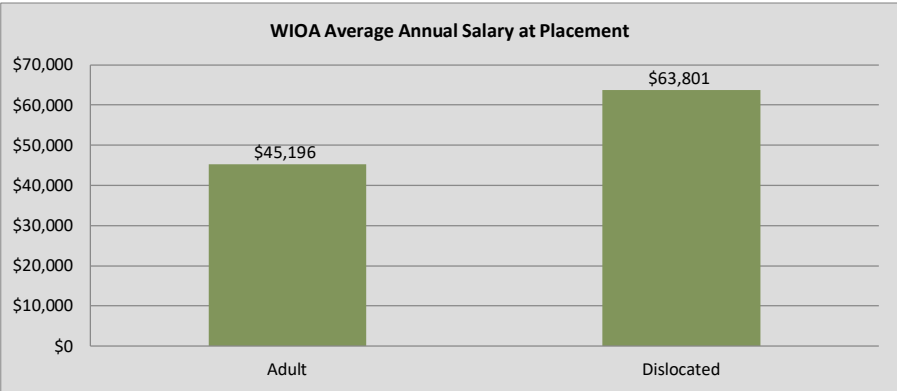
One-Stop Services*		At-A-Glance		All Employment & Training Programs	
		WIOA Services (Youth/Adult/DW)			
Center Visits	48,280	Total Participants	648	Total Enrolled	648
One-Stop Job Placements	66	WIOA Job Placements	208	Total Exited	239
Average Hourly Wage at Placement	\$23.04	Average Hourly Wage at Placement (Adult)	\$23.27	Total Job Placements	208
* Visit numbers are being brought current to include all virtual services being provided by center programs that would have utilized pre-COVID walk-in services during this PY if available.		Average Hourly Wage at Placement (DW)	\$30.65	Total Participants with Disabilities	125
		Average Hourly Wage at Placement (Youth)	\$14.76	Total Veterans	11
Note: Core placements are updated quarterly.		Credentials Received in PY22	191		
		Credentials Received at Closure	164		



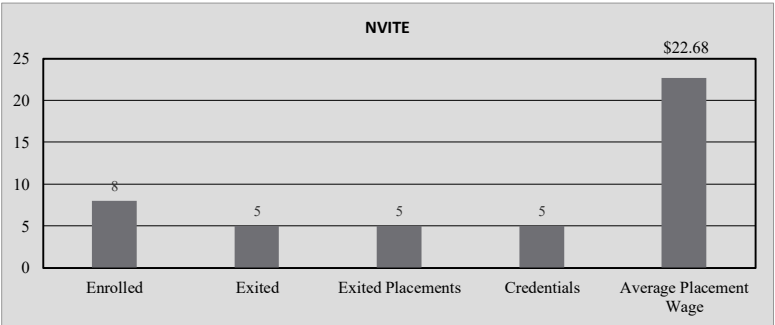
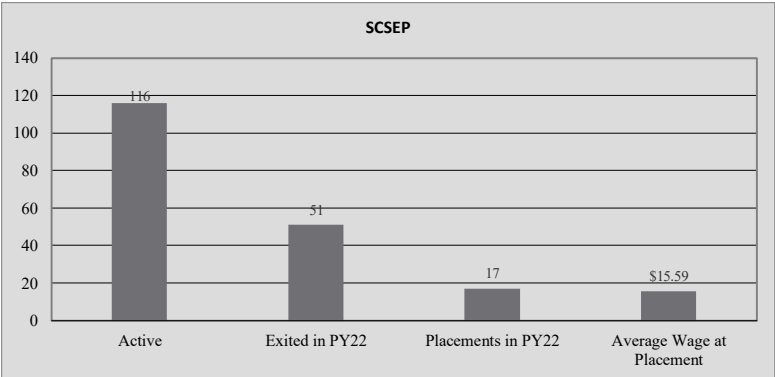
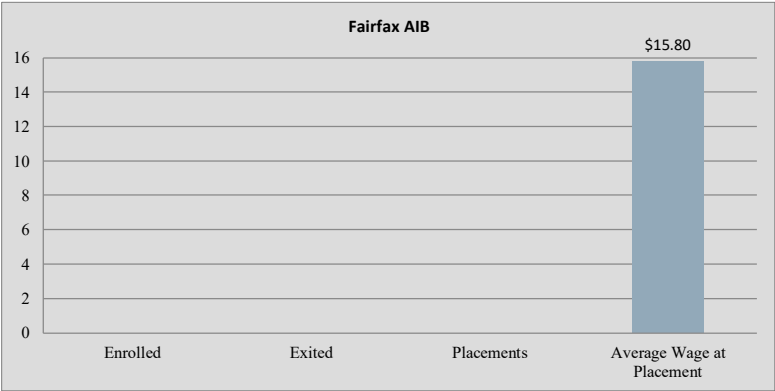
*IWT not included, see Page 3 for Data

WIOA Breakdown - Adult, Dislocated Worker and Youth





Northern Virginia Workforce Development Area, LWDA XI
WIOA Grants and Other Programs Statistics (July 1, 2022- May 31, 2023)
Non WIOA Grants



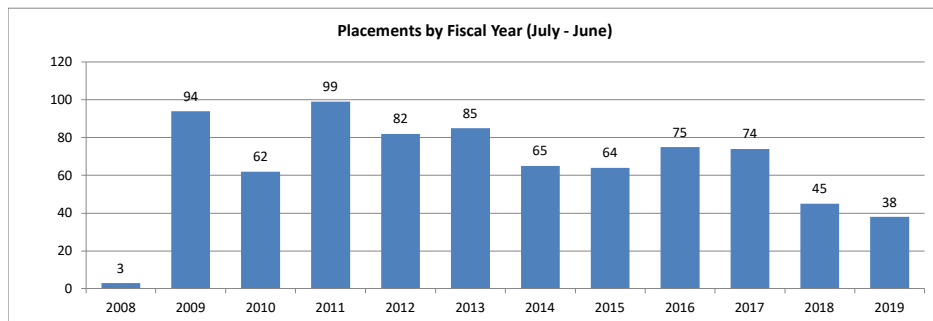
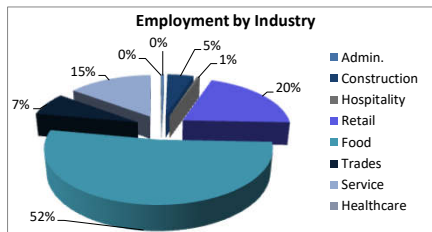
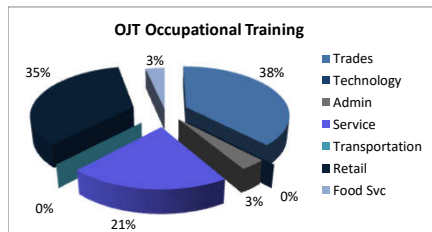
Fairfax AIB (Alternative Incarceration Branch) Center

Monthly Report

	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23
Enrolled	0	0	0	0	0	0	0	0	0	0	0	0
Placed in Employment	0	0	0	0	0	0	0	0	0	0	0	0
Exited	0	0	0	0	0	0	0	0	0	0	0	0
Employed at Exit	0	0	0	0	0	0	0	0	0	0	0	0
Unemployed at Exit	0	0	0	0	0	0	0	0	0	0	0	0
Currently Employed	0	0	0	0	0	0	0	0	0	0	0	0
Other Fairfax Inmates served	0	0	0	0	0	0	0	0	0	0	0	0
Average Hourly Wage	\$15.80	\$15.80	\$15.80	\$15.80	\$15.80	\$15.80	\$15.80	\$15.80	\$15.80	\$15.80	\$15.80	\$15.80

Cumulative	
Enrolled	938
Non-Exited Placements	132
Exited	790
Unemployed at Exit	127
Employed at Exit	658
Insured by Federal Bonding	68
Total Bonding Value	\$340,000
Total On the Job Trainings	29
On the Job Training Expenditures	\$62,628
Re-Offended	74

Recidivism Rate 8%



Sample of Monthly Placements

Positions	Employers	Wage
Laborer	Shirley Contracting	\$12.00
Crew	Chipotle	\$10.75
Laundry Attendant	I&L Laundry	\$9.00

ITAs / INDUSTRY	Obligated Funds	Additional Training Expenses	WIOA YOUTH		WIOA ADULT/DW		TOTAL
			Number	Percent	Number	Percent	
Accounting/Finance (AF)	\$2,098.00		2	5.88%	2	0.95%	4
Clerical /Administrative (CA)	\$13,483.00		0	0.00%	5	2.38%	5
Construction / Trade (CT)	\$10,822.00		3	8.82%	2	0.95%	5
Education (Ed)	\$0.00		0	0.00%	0	0.00%	0
Healthcare (He)	\$127,616.00		16	47.05%	34	16.19%	50
Hospitality Services (HS)	\$16,514.00		1	2.94%	3	1.43%	4
Literacy (LA)	\$12,096.25		5	14.70%	1	0.05%	6
Management/Business (MB)	\$16,468.00		0	0.00%	9	4.28%	9
Technology (Tech)	\$148,032.00		3	8.82%	63	30.00%	66
Transportation (TR)	\$364,889.00		4	11.76%	91	43.73%	95
Others	\$0.00		0	0.00%	0	0.00%	0
TOTAL	\$712,018.25	\$0.00	34	100%	210	100.0%	244

ITAs / INDUSTRY	Obligated Funds
Accounting/Finance (AF)	\$2,098.00
Clerical /Administrative (CA)	\$13,483.00
Construction / Trade (CT)	\$10,822.00
Education (Ed)	\$0.00
Healthcare (He)	\$127,616.00
Hospitality Services (HS)	\$16,514.00
Literacy (LA)	\$12,096.25
Management/Business (MB)	\$16,468.00
Technology (Tech)	\$148,032.00
Transportation (TR)	\$364,889.00
Others	\$0.00
TOTAL	\$712,018.25

OJT Obligated by Grants	OJT /WEX Amount
WIOA Adult	\$20,850
WIOA DW	\$3,360
Youth	\$38,163
TOTAL	\$62,373

Northern Virginia Workforce Area #11
SCSEP Monthly Report

SCSEP Eligible Clients Identified	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23
SCSEP Active Participants	114	115	114	113	117	115	115	112	113	115	116	
Transferred to NCOA Data Team	0	0	0	0	0	0	0	0	0	1	0	
Participants on LWOP	6	8	7	9	9	4	5	6	8	5	8	
New SCSEP Enrollments	1	5	6	3	9	7	3	0	9	1	8	
Average Age of Enrolled	66	66	65	65	66	66	66	66	66	66	66	
New SCSEP Pending Applications	9	5	4	6	5	7	5	4	5	6	3	
Exited from Program	6	2	6	4	7	9	3	5	5	1	3	
Exited with Placement	4	0	1	2	3	2	0	3	0	1	1	
Average Employed Monthly Wage	\$ 14.00	\$ -	\$ 17.00	\$ 12.00	\$ 16.00	\$ 17.85	\$ -	\$ 17.75	\$ -	\$ 16.00	\$ 15.00	
Active Host Site Agencies	25	25	26	27	27	27	28	30	29	29	29	
Host Site Agencies with Slots	3	3	1	2	4	3	2	6	4	6	5	
Number of Available Slots	3	4	4	2	8	5	3	9	8	8	6	
Participants Referred to Host Site	4	5	4	3	8	5	3	9	9	15	6	
New Host Site Agencies Contacted	15	13	6	5	3	2	3	2	3	3	2	
Referral from WIOA One Stop Centers	7	7	29	8	8	5	10	6	4	3	4	
Dual Enrolled with WIOA	1	1	1	1	0	0	0	1	1	1	1	

ELEVATE

BUILDING BUSINESS & CAREERS

An initiative of Prince William Economic Development

ELEVATE Monthly Report

Tables 1 and 2

May 2023

Employer Outcomes

Table 1. Cumulative Table (through May 2023)

Employer Services	Cumulative Amount	Goal
New Employer Contacts	276	300
Employers Served	161	75
Employer/Job Seeker Connections	573	--
Job Offers	57	--
New Hires	57	--
Average Hourly Wage	\$20	--
Employees served through IWT Contracts	29	--
IWT Amount Obligated	\$35,835	--

Job Seeker Outcomes

Table 2. Cumulative Table (through May 2023)

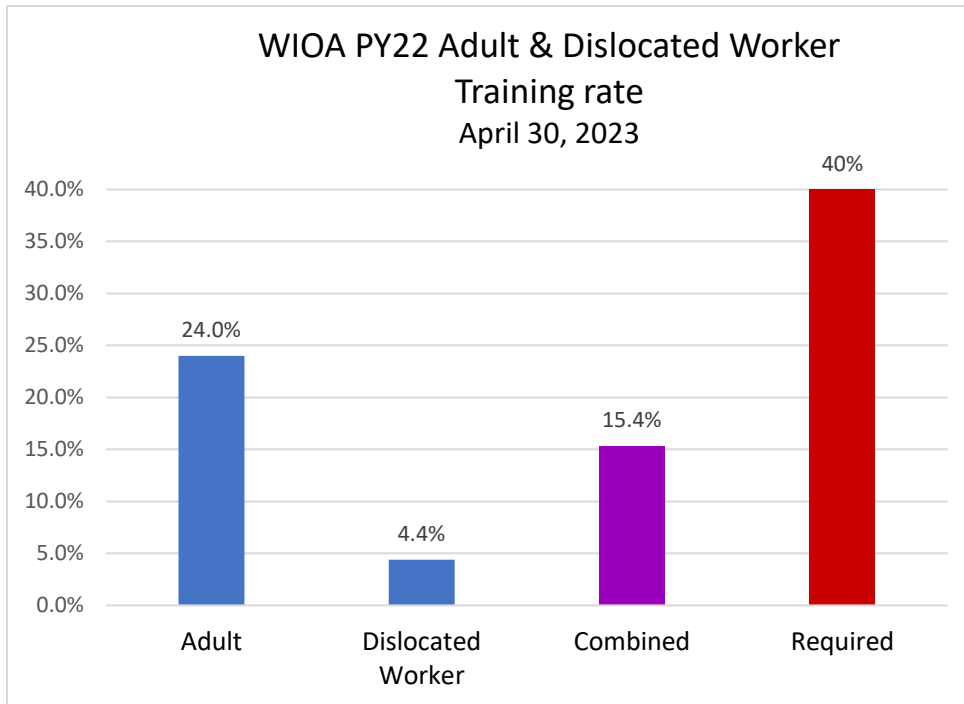
Job Seeker Services	Cumulative Amount	Goal
Initial Assessments	604	1,000
Enrolled	175	200
Started Training (Occupational, Vocational, OJT WEX)	107	150
Completed Training (Occupational, Vocational, OJT, WEX)	41	105
Training Support Services Amount Obligated	\$235,880	\$475,438
Placed in Employment	54	140
Hourly Wage	\$21	\$17.00

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

SUBJECT: Update on PY22 WIOA 40% Expenditure Rate

PY 2022 Training rate as of April 30, 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	255,006	11,868	266,874
Portion of case managers’ compensation for provision of training services	154,073	46,828	200,901
Total Training	409,079	58,696	467,775
Training percentage	24.0%	4.4%	15.4%



The <i>SkillSource</i> Group, Inc.				
SUMMARY OF PENDING FUNDING AND DEVELOPMENT ACTIVITIES				
To the <i>SkillSource</i> Board of Directors June 23, 2023				
Project Name/Solicitation	Funding Request	SSG Funding	#s to Be Served	Proposal Status
APPROVED				
NOT APPROVED				
	\$0	\$0	0	
PENDING				
2023 Fairfax County Department of Economic Initiatives - Work-Based Learning Project (May 2023 - October 2024)	\$2,500,000	\$900,000	125	Pending BOS Approval on 7/11/2023
H1B Proposal Partnership with the Rochester Institute of Technology - Focus on Northern Virginia Transportation Infrastructure Funding - 5 Years	\$750,000	\$250,000	100	RIT to Submit to Federal Labor in Mid-July 2023
Northern Virginia Green Jobs Proposal to Climate-Resilient Employees for a Sustainable Tomorrow (CREST) initiative through Jobs for the Future and the Ares Foundation	\$10,000 (for a possible \$750k grant)	\$10,000 (for a possible \$750k grant)	TBD	Submitted on 5/15/2023
Work-Based Learning Grant to Virginia Secretary of Labor and Virginia Community College System	\$150,000	\$150,000	50	Submitted on 4/21/2023
U.S. Department of Justice Second Chance Act Improving Reentry Education and Employment Outcomes	\$900,000	\$900,000	150	Submitted on 4/4/2023
	\$4,300,000	\$2,200,000	425	