

## **Virginia Career Works Northern Region**

**Thursday, June 6, 2024**

### **Quarterly Board of Directors Meeting**

#### **Summary Notes**

##### **Members Present:**

Shekera Alvarado  
Robert Bartolotta  
Michael Becketts  
Joseph Carter  
George Harben  
Debora Harvey  
Debby Hopkins

William Mountjoy  
Steven Partridge  
Leanna Rerko  
Christopher Rieley  
Todd Rowley  
Roopal Saran

Karen Smaw  
Zuzana Steen  
Paul Steiner  
William Trumbull  
Hector Velez  
Michele Weatherly

##### **Executive Director:** David Hunn

**Staff:** Sabrina Miller, Seema Jain, Angela Harris, Suzanne Boudreaux, Rebecca Bennett, Wossenu Weldekiros, Robert Mahon, Sheila Jones, Ann Hyslop, Karla Quiroz, Anna Briceno, Lauren Parker, Ahsan Ijaz, and Virginia Judd

**Observers:** Tatiana Nuth, William Browning, Swati Aneja, Lindsay Washington, Susan Orehowsky, Linda Siam, Sandra Zacarias, Robin Baker, Kayla May, Annie Tamerjan, Rachael Wooden, Rae Nguyen, Eileen Rakshys, Michael Bozeth, Leann White, Eugene Mensah, and Dortha Brown

The meeting commenced at **11:01 a.m.**

**Board Member Roll Call:** Sabrina Miller conducted roll call and a quorum was met.

**Approval of March 7, 2024 Summary Notes:** A motion was made by George Harben to approve the Board Summary notes from March 7, 2024 and was seconded by Karen Smaw. The Summary notes were approved unanimously by the full Board of Directors, with no abstentions.

##### **Chairman's Report:**

Mr. William Trumbull, the Chairman of the Virginia Career Works Northern Region Board of Directors, welcomed the Board to the meeting.

Mr. Trumbull opened the meeting by acknowledging that after 23 years, we celebrate the last Virginia Career Works Northern Board Meeting at the Tysons Corner location. In September 2024, we will be completely virtual, as the Board Offices will be moving to a new location in Tysons. While we will continue to have Board Meetings with a virtual option, we are searching for a new specific location for our public meetings.

Mr. Trumbull apprised Board members of several important Board votes this morning, including the renewal of the Board Officers, as well as the ratification of the Virginia Career Works Northern FY 2025 Annual Budget. We will also be discussing recent correspondence sent to Capitol Hill, along with an update on the pending Board Op-Ed with the Washington Business Journal. We are heading into the final two weeks of this fiscal year and will hit the ground running in FY 2025, starting on July 1st. Our programs and services have reached over 43,922 Center customers served through April 2024, putting our Workforce Area on track to serve over 58,000 jobseekers by June 2024.

Mr. Trumbull provided an update from our March 2024 meeting where we discussed how the Appropriations Subcommittee for the U.S. House of Representatives approved an FY 2024 Budget proposal that recommended significant funding reductions to the WIOA programs, including substantial cuts to the WIOA Adult Program, and complete elimination of the WIOA Youth Program and the Senior Community Service Employment Program. As we all know, Congress did finally agree on a funding level for the WIOA Programs, roughly at the current services level. Those funds have now flowed through the Labor Department to the Virginia Governor and now down to us at the Workforce Board – after all the Congressional drama, our allocation for the new fiscal year is roughly 7.5% lower for WIOA Adult, 5.3% lower for WIOA Youth and 1% lower for WIOA Dislocated Workers. As we were planning for a reduction of 10% or more, our Team is planning for a good year ahead.

Mr. Trumbull then introduced the new VCW Northern Board Members whose membership is still pending with the various jurisdictions. VCW new Board members include:

- Daniel McGuire Ground Up Trade and Talent Solutions (GUTTS) (Fairfax County)
- LeAnn White Northern Virginia Black Chamber of Commerce (Fairfax County)
- Swati Aneja ServiceSource (Fairfax County)
- Daisy Saulls Independent Workforce Consultant (Loudoun County)
- Rachael Wooden Kaiser Permanente (Fairfax County)
- Karen Drenkard Independent Consultant and American Association of Retired Persons (AARP) (Fairfax County)

Mr. Trumbull then asked for Committee Report Updates, as follows:

**The SkillSource Group, Inc. (SSG) Board of Directors:** George Harben reported for the SSG Board of Directors. Since the Virginia Career Works Northern Board meeting in March 2024, the SSG Board of Directors met and acted on the following items:

- Reviewed and approved the draft FY 2025 Budget for SkillSource, the Virginia Career Works Northern and the WIOA One Stop Operator. This Board will be asked to ratify the revised FY 2025 Budget.
- The Board also continued to review and approve multiple Incumbent Worker Training contract proposals, supporting local Northern Virginia employers with skills upgrades.
- The lease for the American Job Center Prince William will end in December 2024. SkillSource staff have been working with State officials to downsize our space footprint at

the Center. The Virginia Employment Commission and the Virginia Department of Aging and Rehabilitative Services intend to downsize their office and cubicle space by 50%, effective January 2025. SkillSource and the Building Owner have agreed on a plan to subdivide the building space, with SkillSource retaining roughly 6,000 square feet for this American Job Center. This Board will be briefed on this item later this morning.

- The Board has been following the Federal legislative and appropriations process for FY 2024 and FY 2025 and this Board will be updated on recent correspondence to Virginia Senator Kaine.
- Finally, the Board has engaged our audit firm, GRF, to begin preparing our annual audit review, starting in early August 2024, with the final audit to be presented in late September or early October. GRF is also contracted to prepare and submit our annual IRS Form 990 tax forms, later in 2024.

**Youth Committee:** Leanne Rerko reported for the Youth Committee.

- The Youth Committee last met on June 4, 2024.
- As of May 31, 2024, the Northern Virginia WIOA Youth Program was at 233 enrollments, with 5 In-School Youth enrollment. Nearly 85% youth are Basic Skills Deficient and 55% have a disability. Northern Virginia is the third largest WIOA Youth Program in the State.
- The Committee was apprised of the data from the State WIOA performance report for the third quarter of PY 2023 – the program is meeting all 5 performance measures. The Committee also reviewed the proposed WIOA performance measures for PY 2024 and PY 2025.
- Lastly, the Committee reviewed the PY 2022 obligations and expenditures – as of April 2024, the program has spent all of the PY 2022 funds and has now began using PY 2023 funding that will expire June 30, 2025.

**Quality Assurance Committee:** Robert Bartolotta reported for the Quality Assurance Committee.

- The Quality Assurance Committee last met on March 21, 2024.
- There are currently 72 providers and 484 programs approved by Virginia Career Works – Northern.
- The Committee reviewed three (3) new Eligible Training Providers and their programs, and approved expanded course offerings for two (2) current Eligible Training Provider.
- Virginia Career Works – Northern is still currently awaiting State guidance regarding the upcoming Center certification process. All Centers are currently certified through June 2024.
- We are also still awaiting State guidance on renewals for all Eligible Training Providers and programs, which will need to occur by June 30, 2024.
- Lastly, as of April 30, 2024, 258 training vouchers had been issued and \$694,493 had been obligated in WIOA training funds.

## **Board of Directors Vote on New Officers for FY 2025 – 2026**

David Hunn presented to the Board for consideration the following current Slate of Board Officers who have agreed to continue serving in these roles for FY 2025 – 2026.

- Chairman - William “Ed” Trumbull; ICF International (Fairfax County)
- Vice Chairman - Joseph Carter; R&K CyberSolutions, LLC (Prince William County)
- Secretary – George Harben; Prince William County Government (Prince William County)
- Treasurer – Robert Bartolotta; Manhattan Strategy Group (Fairfax County)
- Parliamentarian – Roxana Mejia; International Union of Painters and Allied Trades (IUPAT District Council 51) (Fairfax County)

A motion was made by Deborah Harvey to accept the continuance of the Slate of Board Officers for FY 2025- FY 2026. The motion was seconded by Michele Weatherly. The full Board of Directors approved unanimously with no abstentions.

## **Necessary Board Actions Aligned with Approved 2021 – 2024 Strategic Priorities**

### **Become a Thought Leader for Workforce Development**

#### **Ratification of Initial FY 2025 SkillSource Group Budget**

Ahsan Ijaz discussed the second draft of the FY25 Budget estimates total revenues at \$11.641M and expenses at \$11.571, showing a surplus of \$70,255. This is the second of a few upcoming drafts to be presented as The SkillSource Group (SSG) competes in several grant renewals and new grant proposals.

#### **Revenue Updates:**

- The State has not yet provided guidance on Program Year (PY) 24 WIOA allocations so the SSG is assuming a 10% reduction across the three (3) WIOA programs. The NVCPR grant has also ended on March 31, 2024, budgeted for \$168,201 in FY24. FY25 also includes the remaining portion of the PW ELEVATE and Talent Up Fairfax grants.
- Several of SSG’s grants are in the process of renewal and are assumed to be renewed at the same level as FY24 in this budget version. These renewals include:
  - SCSEP \$1,407,528
  - TANF \$486,724 – SkillSource has recently received notice that this grant was renewed at a reduced budget of \$247k.
- There are also proposals pending for new grants that if awarded will change the FY25 budget projections.
- Personnel cost updates:

This draft assumes that the PW Center lease will be renewed at a reduced space amount as of January 1, 2025. Therefore, revenue and expenditures will be lower for all Partners going forward.

- **This budget requests a transfer of up to \$750,000 from WIOA Dislocated Worker to WIOA Adult.**

### **Expenditure Updates**

- The personnel budget a COLA increase of 4% but also assumes a few positions will drop off as their respective grants expire, such as Elevate, Work-based Learning, Talent Up, etc. Since the positions dropping off are higher than the COLA increase, the personnel budget is projected to decrease when compared to FY24.
- The fringe benefit expenses will drop in correlation with the salaries expense.
- This draft assumes that the PW Center lease will be renewed at a reduced space amount as of January 1, 2025. Therefore, revenue and expenditures will be lower for all Partners going forward.
- Since it is unknown how much of the WIOA Adult and Dislocated Worker Program Year 23 budgets will be spent between now and June 2024 and what the funding amount will be for PY24, we will re-classify the one-stop center set aside funds, the training funds and the unobligated funds in the next budget once these figures are available.
- Direct training expenses (without staff costs) are projected at 16% and once we have the DFS allocation for training, this will likely inch closer to the 40% requirement.

A motion to approve the second version of the assumptions for the FY25 Interim SkillSource Budget, was made by George Harben and seconded by Robert Bartolotta. The motion was unanimously approved by the full Board of Directors with no abstentions.

### **Federal Legislative Update on WIOA Reauthorization – Letter to Congress**

David Hunn shared Board a letter to Congress from Fairfax County Board of Supervisors Chairman, Jeffrey McKay, outlining the community's disappointment with House-passed bill (H.R. 6655) that includes several provisions that undermine local communities in their effort to promote economic vitality. Chairman McKay respectfully provided recommendations and suggestions for a WIOA authorization bill that will strengthen local capacity, promote flexibility, and improve operational efficiencies.

### **Near-Final Washington Business Journal Article on Importance of Immigration to Northern Virginia Labor Market**

David Hunn presented to the board a draft version of an article on importance of immigration to Northern Virginia labor market, to be published in the Washington Business Journal. This article highlights the State of the Region based on insights from analysis of Census Bureau data and economic data by the Northern Virginia Regional Commission (NVRC).

A motion to approve the draft version of Washington Business Journal article on the Importance of Immigration to Northern Virginia Labor Market was made by Joseph Carter and seconded by Deborah Harvey. The motion was unanimously approved by the full Board of Directors with no abstentions.

### **Expand Talent Pipeline of Youth and Adults for Business**

#### **Update on Prince William Workforce Center Lease Status**

David Hunn updated the Board on the status of the Prince William Workforce Center lease. This update included the plans of renegotiating our long-term lease at the Prince William Woodbridge Center for another 5 or 10 years, as we realign our space needs at the Center to accommodate a smaller Partner agency footprint. Mr. Hunn shared a blueprint and pictures of the space currently and a blueprint of what the space will be moving forward for our new lease term.

#### **Review of LinkedIn Learning License Utilization and Plans for FY 2025**

Angela Harris, Workforce Center Specialist for the Virginia Career Works Northern -Prince William Center, gave a presentation on VCW's utilization of LinkedIn Learning. This data included license distribution, marketing strategies, and success stories. Ms. Harris highlighted our jobseeker's utilization of hours viewed on LIL courses, online course completion, and more.

### **Expand Strategic Partnerships Across Northern Virginia to Accomplish Our Goals**

#### **Northern Virginia One Stop Operator Update on Caseload and Service Strategy for FY 2024**

Tatiana Nuth from the Fairfax County Department of Family Services, the One-Stop Operator for the Virginia Career Works Northern Region, gave a presentation reporting on the Training caseloads for FY 2024 during the period of July 2023 through May 2024.

### **Board Business Items**

#### **Program Management Reports**

David Hunn provided an overview of the Program Management report, which highlighted service and performance data for FY 2024 from July 1, 2023, through April 30, 2024.

#### ***Executive Director Items***

David Hunn provided an overview on FY 2024 (through April 2024) WIOA Training expenditures, by vendor and OJT Commitments, Proposed FY 2025 – 2026 WIOA Performance Benchmarks Issued, from which the VCW Northern management will commence negotiations to be completed by June 2024. Finally, Mr. Hunn reviewed the *SkillSource* Group Summary of Grants and Contracts Award Matrix

**Adjournment**

With all Board activities completed, Chairman William Trumbull sought a motion to adjourn the meeting. The motion was made and seconded.

The meeting adjourned at 12:13 p.m.