

Virginia Career Works Northern Region

Thursday, September 1, 2022

Quarterly Board of Directors Meeting

Summary Notes

Members Present:

Robert Bartolotta	Susan Mitchell	Karen Smaw
Michael Becketts	William Mountjoy	Zuzana Steen
Anthony Cancelosi	Fatimah Ogungbade	Paul Steiner
Louis Cernak	Derwin Overton	Joseph Terry
Joseph Diaz	Steven Partridge	William Trumbull
Edward Dupass	Leanne Rerko	Michele Weatherly
George Harben	Christopher Rieley	Lisa Whetzel
Debora Harvey	Roopal Saran	Joan Wise
Roxana Mejia		

Executive Director: David Hunn

Staff: Sabrina Walker, Seema Jain, Nancy Nguyen, Sheila Jones, Karla Quiroz, Deborah Shaffer, Rebecca Bennett, Ann Hyslop, Angela Harris, Susan Baker, Rodney Guidry, Mark Chernisky and Eliza Chappell

Observers: Lisa Tatum, Tatiana Nuth, Desiree Roberts, Diane McBride, Trang Montgomery, Lisa Vivian, Greg Vaughn, William Browning, Kimberly Carr, Shelly Rodriguez, John Bottimore, Susan Orehowsky, Kayla May, Linda Siam, Jenny Pardo, Toi Tanton, Cindy Shao and Sandra Zacarias

The meeting commenced at **8:30 a.m.**

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

Approval of June 2, 2022 Summary Notes: A motion was made by Joseph Terry to approve the Board Summary notes from June 2, 2022 and was seconded by Christopher Rieley. The Summary Notes were approved unanimously by the full Board of Directors, with no abstentions.

Introduction of New VCW Northern Board of Director Members:

David Hunn introduced three new board members, Cindy Shao, President and CEO, Northern Virginia Asian American Chamber of Commerce, Executive Director, Northern Virginia Black Chamber of Commerce and Jenny Pardo, Operations Recruiter, Interstate Moving.

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 introduced himself as the new Chairman of the Virginia Career Works Northern Region Board of Directors. Mr. Trumbull serves as a Vice President at ICF, International, a large non-profit consulting firm based in Fairfax, Virginia. He's held positions in the public and private sector focusing on workforce development for over three decades and have been the Vice Chairman of the Virginia Career Works Northern Board for the past two years, under Christopher Rieley's leadership.

Mr. Trumbull shared Since our last Board Meeting, VCW Northern has received State details on a substantially large increase in our WIOA Funding Allocations for FY 2023 for Adult, Dislocated Worker and Youth Programs. We will be briefed on this new funding allocation and the additional flexibility it will provide to our programs this year and next.

Last week, Virginia Governor Youngkin gave a speech in Hampton Roads, discussing his plans to make major changes to the alignment of the State's workforce development programs and services during the upcoming General Assembly session in 2023. We have not seen any details coming from the Governor's speech, but the Governor's focus appears to be targeting the State's employment participation rate – right now, Virginia is in the low 62-64% range. Interestingly, our Northern Virginia labor market participation rate is roughly 71-73%, due largely to the high cost of living and the requirement for many households to have two or more earners. I have been invited to meet with State officials and other local workforce board Chairs in Charlottesville later in September and will plan to report back to all of you with further details as to the State's goals and plans.

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 June 2022, the SSG Board of Directors and its Executive Committee have met and acted on the following items:

- For the period July 2022 – June 2024, the *SkillSource* Group Board of Directors unanimously elected Christopher Rieley, the Vice President for The Bank of Clarke County as the new Chairman and re-elected Marc Tate, of Amazon Web Services as the Vice Chairman.
- Approved the Third and Final version of the FY 2023 Budget for The *SkillSource* Group, Inc. and the Virginia Career Works Northern Region. This Budget will be presented to the VCW Northern Board of Directors later this morning for ratification and represents a huge infusion of new Federal funding resources for expansion of our services.
- Approved an Incumbent Worker Training Proposal for an Oakton-based employer, for \$6,000.
- Reviewed the Final FY 2021 Annual Report for the *SkillSource* 401k Plan – This Plan has grown since inception in 2006 to having assets of over \$3.5 million.
- Approved a four-year contract extension for the *SkillSource* Group President and CEO, and Executive Director of the Virginia Career Works Northern Region, through June 2026.

Youth Committee: Leanne Rerko reported for the Youth Committee.

- The Youth Committee last met on June 7, 2022.
- As of April 30, 2022, the Northern Virginia WIOA Youth Program was at 143 enrollments, and currently at 100% Out of School Youth enrollments. The Committee continues to be focused on how to increase caseloads for FY 2023, given the significant increase in WIOA Youth funding for the new program year.
- The Committee reviewed the upcoming plans for the summer Educating Youth through Employment program, which added a new partnership with the Virginia Department for Aging and Rehabilitative Services. The Youth Program still offered the Summer Leadership Academy for County agencies, and provided virtual training in the form of mock interviews, resume feedback, assistance with creating a LinkedIn account, financial literacy, meeting industry professionals and more.
- Lastly, the Committee reviewed the new WIOA Youth funding allocations and current performance outcomes; for PY 2021, the Youth program exceeded 4 out of the 5 WIOA performance measures.

Quality Assurance Committee: Seema Jain reported for the Quality Assurance Committee.

- The Quality Assurance Committee last met on June 16, 2022.
- At this last meeting, the Committee approved three (3) new Eligible Training Providers and their programs and expanded course offerings from one (1) current training provider. One (1) provider also submitted a request to increase their program costs.
- The Committee also reviewed the new State policy for Eligible Training Providers to extend their certification as a Training Provider. Training Providers must submit all performance data to State officials in order to continue for the year on the ETPL. Further guidance will be provided by the State on 2022 performance reporting.
- Lastly, the Committee was briefed on the results of the Center monitoring by VCWN staff that took place in the first quarter of 2022. All Centers passed and there were no findings or corrective actions to be taken.

Necessary Board Actions Aligned with Approved 2021 – 2024 Strategic Priorities

Become a Thought Leader for Workforce Development

Summary of New WIOA PY 2022 Local Workforce Area Funding Allocations

David Hunn gave a brief overview of the WIOA PY 2022 funding allocations, compared to PY 2021 WIOA allocations.

Approval of FY 2023 SkillSource Group Budget – Third Pass

Nancy Nguyen discussed **the second draft of the FY 2023 *SkillSource* budget reflects nearly \$9.87 million in revenues and \$9.88 million in expenses, with a resulting Decrease in Net Assets of \$11,411.**

This budget now includes actual PY 2022 WIOA allocations for Area #11. The WIOA Adult, Dislocated Worker, and Youth programs saw an increase of 64.9%, 1.8%, and 66.2% from PY 2021 levels, respectively.

The FY 2023 budget reflects 10% WIOA Administration (maximum allowable is 10%) and no transfer from the Dislocated Worker to Adult program, due to the significant increase in WIOA Adult funding received for PY 2022. **The WIOA Adult & Dislocated Worker Training rate is budgeted at 42.93%.** *SkillSource* will work with the One-Stop Operator, Fairfax County Department of Family Services, to determine how best to allocate the increased funding towards training and other costs. Currently, any funding in excess of the initial budgeted assumptions for Training have been kept in Unobligated funds and will be revised later.

Other changes incorporated in the interim FY 2023 budget include:

- Addition of \$80,000 in costs for LinkedIn Learning Licenses, which has been allocated among WIOA programs based on current caseload ratios (Adult: 35%, DW: 31%, Youth: 34%). These costs count towards the 40% Training expenditure requirement for WIOA Adult and Dislocated Worker.
- The SCSEP budget has been updated to reflect the actual FY23 funding allocation, which is lower than the FY22 level by \$13,020.
- Allocated 50% of the VCW – Cherokee Avenue Center Resource Coordinator’s salary and fringe costs to the Center’s shared costs, and 50% directly to WIOA.

A motion was made by Robert Bartolotta and seconded by Joseph Terry to approve FY 2023 *SkillSource* Group Budget – Third Pass. The motion was unanimously approved by the full Board of Directors, with no abstentions.

Update on PY21 and PY20 WIOA 40% Expenditure Rate

Seema Jain discussed per the formula prescribed in VWL 14-17 Change 2 and VWL 14-17 Change 3, the PY 2021 training rate as of June 30, 2022, is 34.9%. The final PY 2020 training rate was 23.6%

Expand Talent Pipeline of Youth and Adults for Business

Approval of New Federal Workforce Innovation and Opportunity Act (WIOA) Operating Policies

Seema Jain reviewed the revised WIOA Policy regarding work experience stipends and the WIOA Funding Training Cap. The revised policy now states Paid work experience stipends can be earned at a rate of \$14/hour.

As for the WIOA Training Cap Limit, the VCWN sets the training fund cap limit every program year. Currently, the maximum training fund limit for adults is \$6,000 and \$6,500 for dislocated workers. The training fund limit on an individual ITA for adults is \$4,500 and \$5,000 for dislocated workers. The WIOA Manager may allow for an increase in training funds based on client needs, beyond the \$6,000 or \$6,500 limitation.

A motion was made by Roxana Mejia and seconded by Anthony Cancelosi to approve the New Federal Workforce Innovation and Opportunity Act (WIOA) Operating Policies. The motion was unanimously approved by the full Board of Directors, with no abstentions.

Update on Northern Virginia Senior Community Service Employment Program (SCSEP)

Linda Siam And Kimberly Carr shared a presentation on the Senior Community Service Employment Program. They reviewed the outcomes to date while spotlighting highlights and successes of the program. Linda Siam and Kimberly Carr also discussed the challenges and what's to come for FY2023.

Expand Strategic Partnerships Across Northern Virginia to Accomplish Our Goals

Review of GO Virginia Northern Programs and Funding Priorities

Ann Hyslop and Susan Baker shared a presentation and gave an update on the GO Virginia northern Region initiative.

Northern Virginia One Stop Operator Update on Caseload and Service Strategy for FY 2022

Sandra Zacarias and 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 2022 during the period of July 2021 through June 2022.

Board Business Items

Program Management Reports

David Hunn provided an overview of the Center Program Management report, which highlighted service and performance data for FY 2023 from July 1, 2022 through July 31, 2022.

Executive Director Items

David Hunn provided an overview on FY 2022 (through June 2022) WIOA Training expenditures, by vendor and OJT Commitments. He also reviewed Northern Virginia Regional Commission

Study on Post-COVID Economy, VCW Northern Staff Meeting with Professional Staff, U.S. House of Representatives Education and Labor Committee. Finally, he 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 10:24 a.m.