

Virginia Career Works Northern Region

Thursday, September 5, 2024

Quarterly Board of Directors Meeting

Summary Notes

Members Present:

Swati Aneja
Robert Bartolotta
Michael Becketts
Anthony Cancelosi
Karen Drenkard
Joseph Diaz
George Harben
Debora Harvey
Debby Hopkins
Daniel McGuire

Roxana Mejia
William Mountjoy
Susan Orehowsky
Steven Partridge
Rachel Payne
Leanna Rerko
Christopher Rieley
Todd Rowley
Roopal Saran
Daisy Saulls

Cindy Shao
Karen Smaw
Zuzana Steen
Paul Steiner
William Trumbull
Hector Velez
LeAnn White
Rachael Wooden

Executive Director: David Hunn

Staff: Sabrina Miller, Seema Jain, Suzanne Boudreaux, Wossenu Weldekiros, Robert Mahon, Karla Quiroz, Ghezel Kohestani, Deborah Dubin, Jenny Pardo, Sheila Jones, Ann Hyslop, Anna Briceno, Jannette Sequeira, Ahsan Ijaz, and Virginia Judd

Observers: Trang Montgomery, Tatiana Nuth, Lindsay Washington, Linda Siam, Sandra Zacarias, Robin Baker, Annie Tamerjan, Kim Carr, Shelly Rodriguez, Andrew Everett, Jennifer Van Buren, Amin Bhat, Adam Rizer, and Mason Bishop

The meeting commenced at **8:31 a.m.**

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

Approval of June 6, 2024 Summary Notes: A motion was made by Christopher Rieley to approve the Board Summary notes from June 6, 2024 and was seconded by Roxana Mejia. 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 the Board Offices are moving to a new location in Tysons – the specific address is 8270 Greensboro Drive, Suite 850, McLean, VA 22102. We will continue to have Board Meetings with a virtual option as we are searching for a new specific location for our public meetings. 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 items this morning, including the Virginia Secretary of Labor's transition report was highlighted, noting the departure of Commissioner Carrie Roth in mid-September and her replacement by Nicole Overley, the current Deputy Secretary of Labor. The Board was informed that the region surpassed the State's 40% WIOA Training Expenditure Requirement and continues to renegotiate the lease and redesign the floor plan for the Prince William American Job Center. Preparations are also underway for a new 3-year Strategic Plan and the certification of five regional American Job Centers, with Board members invited to participate in virtual Working Groups to support these efforts.

Mr. Trumbull provided an overview of Two new policies were introduced for review and approval, including a policy on Board Member participation in virtual meetings, aligning with recent state requirements. The Board also celebrated the impact of VCW Northern programs, which served over 47,600 customers in FY 2024. New Board members were welcomed, while departing member Michele Weatherley was recognized for her contributions as she transitions to a new role in Richmond. The meeting proceeded with the printed agenda after an invitation for questions and comments from Board members.

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)
- Swati Aneja ServiceSource (Fairfax County)
- Susan Orehowsky Virginia Works (Regional)
- Rachel Payne Didlake, Inc. (Prince William 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 June 2024, the SSG Board of Directors met and acted on the following items

- Voted on continuing The SkillSource Group, Inc. Board Officers of Christopher Rieley as Chairman and Marc Tate as Vice Chairman for a new two-year term.
- Reviewed and approved the Final 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 later in this meeting.
- The SkillSource Group, Inc. ended FY 2024 with a budget surplus (unrestricted cash flow) exceeding \$75,000. We will have a firm number after the audit completion.
- 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.

- The Board approved an increase for the Line of Credit to \$300,000, from \$150,000. This increased line of credit is necessary with our larger payroll costs during the Summer Program. Nearly all our contract funders do not allow cash advances, thereby requiring SkillSource Group to cover costs upfront and then to seek reimbursement. The Line of Credit is reimbursed to the Bank as quickly as possible.
- The Board has engaged our audit firm, GRF, to begin preparing our annual audit review for FY 2024, and their audit review work started in early August 2024, with the final audit to be presented in late September or early October.

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

- The Quality Assurance Committee last met on August 14, 2024.
- The Committee reviewed one (1) new Eligible Training Provider and their programs, and approved expanded course offerings for three (3) current Eligible Training Providers.
- The Committee also was apprised of the recent removal of an Eligible Training Provider by Virginia Career Works – Northern.
- As of June 30, 2024, 298 training vouchers had been issued and \$782,736 had been obligated in WIOA training funds.
- Staff apprised the Committee of the results of the 2024 Virginia Career Works – Northern Centers – all Centers were provided feedback and survey results from jobseekers and staff.
- Lastly, the Committee was briefed on two new State policies on the Application and Renewal Process for Eligible Training Providers, as well as the Center Certification process, which will be discussed during today’s meeting.

Necessary Board Actions Aligned with Approved 2021 – 2024 Strategic Priorities

Become a Thought Leader for Workforce Development

Ratification of Final FY 2025 SkillSource Group Budget

Ahsan Ijaz discussed the FY25 Budget estimates total revenues at \$11.74M and expenses at \$11.71M, showing a surplus of \$33,255. The SkillSource Group (SSG) is competing in several grant renewals and new grant proposals and will request budgeted modifications as these new awards are announced.

Revenue Updates:

- The State has provided guidance on Program Year (PY) 24 WIOA allocations coming in at a 7% 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.

- The TANF grant renewal was awarded for less than projected. There is a second component of the grant award that SSG is eligible for and if awarded will be included a budget modification.
- This budget 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 PY23 WIOA Dislocated Worker to PY23 WIOA Adult.**

Expenditure Updates

- The personnel budget proposes 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 budget 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.
- Training expenses for the WIOA grant are projected at 42%, above the 40% minimum requirement.

A motion to approve the final version of the FY25 SkillSource Budget, was made by Zuzana Steen and seconded by Karen Drenkard. The motion was unanimously approved by the full Board of Directors with no abstentions.

Virginia Career Works Northern 2025 – 2028 Strategic Plan Development

David Hunn apprised the board of the establishment of a Working Group to plan and develop the Virginia Career Works Northern 2025–2028 Strategic Plan. The initiative will take place from September to November 2024, with three virtual 90-minute sessions. The process will be guided by Mason Bishop, President and CEO of WorkED, a locally-based and nationally recognized expert in workforce development policy. The current 2021–2024 Strategic Plan has been provided for review. Following the Working Group sessions, Mr. Bishop and his team will draft the 2025–2028 Strategic Plan, which will be shared with all Board members for review. The finalized Plan will be presented for consideration and a vote at the December 5, 2025, Virginia Career Works Northern Board Meeting. Finally, Mr. Hunn called for Board members to join the planning committee and invited Mason Bishop to speak.

Creation of VCWN Center Certification Team

Seema Jain informed the board of the requirements under Title I of WIOA for evaluating and certifying American Job Centers (AJCs) within Local Workforce Development Areas (LWDAs). This certification ensures consistent service delivery, promotes continuous improvement, evaluates service provider effectiveness, and maintains eligibility for infrastructure funding. The certification process, conducted every three years, assesses effectiveness (including customer satisfaction), accessibility, and continuous improvement. The Local Workforce Development Board (LWDB) must appoint a Center Certification Team (CCT), which includes at least one Board member, to oversee the process. Centers will complete a self-assessment before the CCT review, which may involve in-person visits and documentation review. Certification recommendations will be presented to the Virginia Career Works Northern Board at its December 5, 2024, meeting for approval, after which the completed applications will be submitted to the State. Finally, Mr. Hunn called for Board members to join the Center Certification Team.

Approval of Virginia Career Works – Northern Policies

Seema Jain reviewed 2 policies. One of which is the revised VCWN WIOA Youth Policy on 5% Low-Income Exception. Under this revised policy, no more than 5% of youth participants may fall outside the low-income eligibility criteria, and no more than 5% of in-school youth participants may qualify under the barrier of requiring additional assistance to complete education or secure employment. To register a participant under these exceptions, WIOA Youth Service Providers must submit a formal written request to the Virginia Career Works – Northern Region Executive Director and receive written approval before enrollment in the program.

A motion to approve the revised VCWN WIOA Youth Policy on 5% Low-Income Exception was made by Christopher Rieley and seconded by Anthony Cancelosi.

Seema Jain then briefed the board on the implementation of a new policy aligned with the Virginia Board of Workforce Development Policy 100-04 Change 2 and Virginia Code §2.2-3708.3. The policy establishes guidelines for holding all-virtual public meetings and permitting remote participation in in-person meetings. It outlines the procedures and restrictions for Board members to request remote participation, the process for approving or denying these requests, and the documentation required for all requests and decisions. This policy ensures compliance with updated state regulations while maintaining transparency and accessibility.

A motion to approve the VCWN Member Participation by Electronic Means Policy was made by Christopher Rieley and seconded by Zuzanna Steen. Both motions were unanimously approved by the full Board of Directors with no abstentions.

Board Business Items

Executive Director Items

David Hunn provided updates on several key developments in Workforce Area #11, including training commitments and compliance with WIOA training expenditure requirements, space

reduction plans for the Prince William American Job Center, and recent WIOA jobseeker success stories. He also shared information on new performance benchmarks, the completion of a WIOA compliance review, and updates on the Virginia Secretary of Labor's transition report. Additionally, he reported on ongoing congressional budget actions for FY 2025 WIOA programs and the submission of grant and contract proposals by the SkillSource Group.

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 9:56 a.m.