

**Virginia Career Works Northern Region**

**Thursday, December 5, 2024**

**Quarterly Board of Directors Meeting**

**Summary Notes**

**Members Present In-Person:**

Robert Bartolotta  
Michael Becketts  
Anthony Cancelosi  
Steven Partridge

Joseph Diaz  
Debora Harvey  
Daniel McGuire  
Rachel Payne

Cindy Shao  
Karen Smaw  
Swati Aneja  
Susan Orehowsky

**Members Present Virtually:**

George Harben  
Debby Hopkins  
William Mountjoy

Roopal Saran  
Zuzana Steen  
Paul Steiner

William Trumbull  
LeAnn White

**Staff and Observers Present In-Person:**

**Executive Director:** David Hunn

**Staff:** Sabrina Miller, Seema Jain, Haimanot Andualem, Susan Baker, Virginia Judd

**Observers:** Mason Bishop and Stacey Dessecker

**Staff and Observers Present Virtually:**

**Staff:** Angela Harris, Suzanne Boudreaux, Robert Mahon, Sheila Jones, Ann Hyslop, Jannette Sequeira, Claudia Barrios, Deborah Dubin, Eliza Chappell, Ghezel Kohestani

**Observers:** Ahsan Ijaz, Lisa Tatum, Trang Montgomery, Tatiana Nuth, Andrew Everett, Greg Vaughn, Jennifer van Buren, Kinsey Walker, Linda Siam, Lindsay Washington, Rae Nguyen, Robin Baker, Sandra Zacarias, Annie Tamerjan, Dortha Brown

The meeting commenced at **8:44 a.m.**

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

**Approval of September 5, 2024 Summary Notes:** A motion was made by George Harben to approve the Board Summary notes from September 5, 2024 and was seconded by Joseph Diaz. 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. Chairman Trumbull highlighted that this is the first in person VCW Board meeting in 4 years. Per new State requirement for in-person meetings, VCW Board members must attend at least twice per calendar year.

Mr. Trumbull apprised Board members of several important Board items to be reviewed during the meeting, including discussions, review and approval of Board's new 2025 – 2028 Strategic Plan, where we have had a Working Group focused on this since September, with the leadership of our consultant, Mason Bishop, and Kinsey Walker. Mr. Trumbull thanked the working group which included himself, Chris Rieley, Debora Harvey, Daisy Saulls, Joe Diaz, George Harben, Rob Bartolotta, Dan McGuire and Zuzana Steen for their time and effort in bringing this Plan together.

Mr. Trumbull noted that The Board will be asked to ratify the updated FY 2025 Budget for The SkillSource Group, Inc., and the Virginia Career Works Northern Region. Since this Board last met, SkillSource has been awarded several new contracts, including two new TANF Employment Assistance grants from the Virginia Department of Social Services as well as the Arlington County WIOA Adult and Dislocated Worker Program, at the Arlington Employment Center. The Board will also discuss the anticipated impact of the just-released Congressional Conference Committee Agreement on the new WIOA Reauthorization legislation, titled 'A Stronger Workforce for America' (ASWA). Our initial review of this compromise legislation is quite negative for local workforce areas.

Lastly, Mr. Trumbull provided an overview for FY 2025, through October 2024, of our VCW Northern programs and services reached over 10,300 Center customers, putting our region on-track to serve nearly 31,000 jobseekers by June 2025. The meeting proceeded with the printed agenda after an invitation for questions and comments from Board members.

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 September 2024, the SSG Board of Directors met and acted on the following items

- Reviewed and approved revisions to 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 Updated Revised FY 2025 Budget later in this meeting.
- The Audit Committee and full Board accepted the FY 2024 Audit of The SkillSource Group, Inc. by GRF in early November 2024. The Audit was clean and is posted on the Virginia Career Works Northern website.
- The SkillSource Group, Inc. ended FY 2024 with a budget surplus of \$119,292.
- SkillSource completed negotiations with the Landlord for the American Job Center Prince William will end in December 2024. 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 new ten-year lease will start in January 2025 with a cost

per square foot cost less than the current lease. First year savings in lease costs alone will be nearly \$125,000. Over ten years, lease cost savings will be close to \$1.0 million.

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

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

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

Ahsan Ijaz discussed the FY25 Budget estimates total revenues at \$12.36M and expenses at \$12.25M, showing a surplus of \$110,276. The ***SkillSource Group*** (SSG) was awarded four (4) new grants that necessitate this budget modification: the Arlington Employment Center WIOA Adult and Dislocated Worker Program grant, two new TANF Employment Assistance grants from the Virginia Department of Social Services and continuation of the Prince William Financial Empowerment Center by the United Way of the National Capital Area.

##### **Revenue Updates:**

- SkillSource was awarded a new grant from Arlington County Government for \$313,747 to deliver Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker case management services at the Arlington Employment Center. This will be an annual contract, with four one-year renewals. The grant will fund 2.0 FTE SkillSource Case Managers and a portion of the Program Director to coordinate and deliver the WIOA Adult/DW program at the Arlington Employment Center.
- SkillSource was awarded two TANF Employment Assistance grants from the Virginia Department of Social Services that will provide funding for existing staff that will be charged to these grants, as well as a portion of a Program Director.
- SkillSource was also awarded new FY 2025 funding from the United Way of the National Capital Area for the Prince William Financial Empowerment Center that will partially fund existing staff, and SkillSource will continue to subcontract with the Virginia Cooperative Extension – Prince William to deliver the financial coaching services.

##### **Expenditure Updates**

- The Arlington WIOA grant will fund 2.0 new FTE Case Managers, so this budget is adding the salaries and fringe costs related to these FTEs.
- The WIOA and TANF grants also provide funding for other programmatic spending, such as participant training and supportive services, and outreach expenses.

A motion to ratify this modification of the FY2025 SkillSource Budget, was made by Robert Bartolotta and seconded by Anthony Cancelosi. The motion was unanimously approved by the full Board of Directors with no abstentions.

## **Approval of 2025 - 2028 Virginia Career Works Northern Strategic Plan**

Mason Bishop, President and CEO of WorkED, a locally-based and nationally recognized expert in workforce development policy presented to the board the finalized draft Virginia Career Works Northern 2025–2028 Strategic Plan. This plan was developed in partnership with several VCW Board members. Mr. Bishop highlighted the VCW’s organizational vision, mission, and values while also highlighting key strategic goals and objectives. Mr. Bishop then opened the floor for discussion.

## **Next Steps on FY 2025 VCWN American Job Center Certifications**

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 Virginia Career Works Northern Region Board will be appointing a Center Certification Team (CCT) in January 2025 to conduct the certification reviews; We are seeking Board Member volunteers, as at least one member of the CCT must be a Board member. The review visits will be made in-person as well as virtual meetings. Successful Center Certifications will be ratified by the Executive Committee of the Virginia Career Works Northern Board of Directors, signed by the Fairfax County Board of Supervisors Chairman, Jeffrey McKay and submitted to the State Virginia Works Agency. Finally, Mr. Hunn called for Board members to join the Center Certification Team.

## **Review of Congressional Conference Committee Agreement – ‘A Stronger Workforce for America**

David Hunn shared with the board a letter to Michael Becketts, Director of Fairfax County Department of Family Services, highlighting concerns of the proposed Congressional Conference agreement on the pending WIOA reauthorization bill. In the memorandum, several significant agreements were highlighted that appear to be a bad deal for local workforce areas in Northern Virginia and Nationwide. Mr. Hunn invited Mr. Becketts to speak and then opened the floor for discussion.

## **Board Business Items**

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

David Hunn provided updates on several key developments in Workforce Area #11, including training and OJT commitments, The SkillSource Group FY 2024 completed audit and the PY 2023 WIOA annual compliance review for VCW. Additionally, Mr. Hunn also updated the board on the

Prince William American Job Center lease extension 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 10:00 a.m.