

**Virginia Career Works Northern Region**

**Thursday, June 5, 2025**

**Quarterly Board of Directors Meeting (Hybrid)**

**Summary Notes**

**Members Present In-Person:**

Shekera Alvarado  
Swati Aneja  
Robert Bartolotta  
Karen Drenkard  
Joseph Diaz

Debora Harvey  
Steven Partridge  
Rachel Payne  
Christopher Rieley  
George Harben

Karen Smaw  
William Trumbull  
Rachael Wooden  
Roopal Saran

**Members Present Virtually:**

Michael Becketts  
Stacey Dessecker  
Paul Steiner

Debby Hopkins  
Leanne Rerko  
Todd Rowley

Daisy Saulls  
Cindy Shao  
Zuzana Steen

**Executive Director (In-Person):** David Hunn

**Staff (In-Person):** Seema Jain, Sabrina Miller, Haimanot Andualem, Rebecca Bennett, Robert Mahon, Virginia Judd

**Staff (Virtually):** Deborah Dubin, Angela Harris, Suzanne Boudreaux, Ann Hyslop, Sheila Jones, Jannette Sequeira, Claudia Barrios, Ghezal Kohestani, Karla Quiroz, Maria Nogales, Anna Cuba, Jenny Pardo, Susan Baker, Ahsan Ijaz, and Joseph Riccardelli

**Observers:** Lisa Tatum, Theresa Benincasa, Toi Tanton, Trang Montgomery, Tatiana Nuth, Andrew Everett, Jennifer Van Buren, Linda Siam, Lindsay Washington, Robin Baker, Sandra Zacarias, Diane McBride, Rae Nguyen, Kimberly Carr, Shelly Rodriguez, Nancy Evanko, and Lauren Bacon-Smith

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

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

**Approval of March 6, 2025 Summary Notes:** A motion was made by Christopher Rieley to approve the Board Summary notes from March 6, 2025 and was seconded by Karen Drenkard. 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 Board meeting of 2025, reminding everyone that these biannual in-person gatherings are required by the Virginia General Assembly and the Governor

Mr. Trumbull acknowledged the continued challenges posed by the recent wave of unauthorized layoffs affecting Federal employees and contractors, noting that this disruption has significantly increased walk-in traffic at the region's American Job Centers. The Board staff are actively coordinating with Virginia Works and the Governor's Office to monitor and report on this activity. In response, the team has also launched a targeted outreach campaign using WMATA Metro rail, stations, and buses to connect with dislocated workers.

Mr. Trumbull encouraged Board Members to share any observations on the layoffs and emphasized that the dislocation crisis would likely shape the Board's work for years to come. Chairman Trumbull also expressed concern about the pending March 14 Congressional vote on a Continuing Resolution, which will directly impact WIOA funding. He noted that Virginia is already facing a funding decrease due to its previously strong economy, and further reductions may be proposed in the President's FY 2026 Budget.

Chairman shared that The *SkillSource* Group, Inc., the Board's fiscal agent, was selected by Governor Glenn Youngkin and First Lady Suzanne Youngkin to receive the Governor's quarterly salary donation, totaling \$43,750. This honor, recommended by Secretary of Labor Bryan Slater, was a significant recognition of the Board's work, and the donation has been deposited into the Board's Unrestricted Funds account.

He noted that, as of June 5, the Board still had not received official funding notifications for the remainder of FY 2025 or for the upcoming fiscal year, which is a delay from typical timelines. The Chairman also highlighted the Board's first Quarterly Employer Recognition Award, which will be formally presented during the meeting to Enabled Intelligence of Fairfax. A new nominee for the 2nd Quarter award will also be introduced for Board approval.

Lastly, Mr. Trumbull reported that VCW Northern programs have served over 35,000 jobseekers through March 2025 and are projected to exceed 46,000 by June. These figures do not yet account for the anticipated increase in demand resulting from the Federal layoffs, which will likely drive utilization even higher. 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 March 2025, the SSG Board of Directors met and acted on the following items:

- Approved a new sector strategy grant award to support the Northern Virginia Senior Community Service Employment Program, from the National Council on Aging as part of their grant award from the U.S. Department of Labor.

- Reviewed multiple draft versions of the FY 2026 Budget, that this VCW Northern Board will consider later in this meeting. The Budget remains in draft, as our staff have not yet received our formal WIOA allocations for the new fiscal year, as late as today. In past years, our Team would have received new funding allocations in late Winter or early Spring.
- Approved three new Incumbent Worker Training requests from local employers, which would train 38 workers at a total combined training cost of \$13,166.
- Reviewed the SkillSource sole source contract with Outfront Media to conduct targeted outreach to impacted Federal workers and contractors on the Washington Metro stops, trains, and buses, as well as at VRE stations in the region.
- The SkillSource Group received a donation of \$43,750 from Governor Glenn Youngkin and First Lady Suzanne Youngkin, who donated their first and second quarter Gubernatorial salaries as part of their ongoing commitment to workforce development and career training. SkillSource was honored to receive this donation, which was commemorated at an event held in Loudoun County, where both the Governor and First Lady awarded the SkillSource President and CEO with the check, with many Board members and staff present at this awards ceremony.
- The SkillSource Group, Inc. and the Virginia Career Works Northern Region ended the PY 2023 WIOA Adult and Dislocated Worker grant activity by exceeding the State’s WIOA 40% Training Expenditure requirement. Our region exceeded 43%.
- Finally, the SkillSource Executive Committee approved the new contract awards for the WIOA One-Stop Operator and Adult/Dislocated Worker and Youth Program operator to Fairfax County Department of Family Services.

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

- The Youth Committee last met on March 18, 2025.
- As of February 2025, the Northern Virginia WIOA Youth Program was at 248 enrollments, with 8 In-School Youth enrollment. Over 80% youth are Basic Skills Deficient and nearly 60% have a disability. Northern Virginia is the second largest WIOA Youth Program in the State.
- The Committee reviewed the PY 2024 obligations and expenditures – as of January 2025, the program has obligated and spent approximately \$406,000 of the \$1.35 million in funds available. VCWN anticipates all funding will be spent by the expiration date of June 30, 2026.
- Lastly, the Committee was apprised of the response from Virginia Career Works – Northern to the recent federal worker and contractor layoffs, including the creation of a dedicated website page and the partnership with Northern Virginia Community College on their NOVAnext program, to offer free classes and workshops to impacted workers.

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

- The Quality Assurance Committee last met on May 29, 2025.

- The Committee reviewed and approved expanded course offerings for one (1) current Eligible Training Provider.
- The Committee also approved program cost increase requests for nine (9) ETPs.
- As of April 30, 2025, 164 training vouchers had been issued and \$500,141 had been obligated in WIOA training funds.

### **Board Member Comments**

Board Member Steven Partridge gave a brief overview of a new initiative; NOVAnext: Helping Displaced Workers Transition to New Careers. NOVA helps unemployed federal workers and federal contractors quickly and effectively transition their talents to new careers through a new partnership called NOVAnext. Free of charge to eligible participants, the initiative enables workers to explore how their skills and experience can match in-demand jobs available in the region or gain the skills needed to start an enterprise.

### **Award of Inaugural Virginia Career Works – Northern Employer Impact Award to Enabled Intelligence**

Chairman William Trumbull presented Enabled Intelligence with the 2025 Quarter 1 VCW Northern Employer Impact Award in recognition of the organization’s outstanding commitment to workforce development, particularly its dedication to hiring and supporting neurodiverse individuals and people with disabilities. The company’s inclusive workforce strategy, which also actively engages veterans in mission-critical AI data solutions, serves as a model for employers across the region. Lauren Bacon Smith, Chief People Officer, accepted the award on behalf of Enabled Intelligence and delivered brief remarks highlighting the organization’s inclusive hiring practices and vision for the future.

### **Necessary Board Actions Aligned with Approved 2025-2027 Strategic Priorities**

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

#### **Approval of FY 2025 WIOA Dislocated Worker Funding Transfer to WIOA Adult Funding**

Ahsan Ijaz reported that funds are allowed to be transferred between the WIOA Adult and WIOA Dislocated Worker Programs. The FY25 Budget incorporates a transfer of up to \$650,000 from WIOA Dislocated Worker to WIOA Adult, based on caseloads.

As SkillSource anticipates increases to the WIOA Dislocated Worker program due to the impacts on federal workers and contractors, SkillSource will factor that in when making the transfer request to the State.

The SkillSource Group Finance Committee approved this transfer at its meeting on May 30, 2025.

A motion was made by Joseph Diaz and seconded by Robert Bartolotta to approve the transfer of up to \$650,000 from WIOA Dislocated Worker to WIOA Adult, based on caseloads. The motion passed unanimously, with no abstentions.

### **Approval of Initial FY 2026 SkillSource Group Budget**

Ahsan Ijaz discussed the third draft of the FY 2026 Budget estimates total revenues at \$9,886,157 and expenses at \$9,848,214 showing a surplus of \$37,943 for the year. This is the third of multiple upcoming drafts to be presented in upcoming finance committee meetings 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) 2025 WIOA allocations so SSG is assuming a 10% reduction across the three (3) WIOA programs. We have also incorporated estimates of unspent carryover of PY 2024 WIOA funds into FY 2026.
- FY 2026 also includes the remaining portion of the 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 FY25. These renewals include:
  - SCSEP \$1,408,546
  - TANF \$598,875
- SSG is anticipating a contract award for a Manufactured Mobile Home Repair Program. If awarded, this will secure an additional \$479,376 in revenue with equivalent expenses.
- SSG has also factored in additional revenues from interest earned from cash investments with the transition of the SSG bank to Old Dominion National Bank.

#### **Expenditure Updates**

- The personnel budget assumes a lower level of staffing support as the Talent Up program ends in Q1 FY26.
- Personnel costs assume a 2% COLA increase for the remaining staff.
- Operating costs are reduced by 5% constrained by the drop in WIOA funding.
- Program costs, especially the customer wages, drop because of the Talent Up grant ending in Q1 FY26.
- Contractual costs are proportionately dropped by 10% to account for the drop in WIOA funding and a shift from DFS to SSG for the program delivery for the SCSEP grant.

A motion to approve the initial assumptions for the FY26 interim SkillSource budget was made by Joseph Diaz and seconded by Karen Drenkard. The full board approved, with no abstentions.

### **Approval of New WIOA Contract Awards for One-Stop Operator, Adult/Dislocated Worker Program Operator, and WIOA Youth Program Operator**

Seema Jain reported since 2002, the Fairfax County Department of Family Services (DFS) has successfully served as the WIOA One-Stop Operator and Adult/Dislocated Worker and Youth Program Operator for Virginia Career Works – Northern Region (Workforce Area #11), through a competitive procurement process led by the SkillSource Group, Inc. (SSG). In accordance with WIOA requirements, SSG released separate Requests for Proposals (RFPs) in April 2025 to re-bid both the One-Stop Operator/Adult-Dislocated Worker Program and the Youth Program contracts, set to expire on June 30, 2025. The RFP processes included public advertisement, a virtual pre-proposal conference, and independent review committees comprised of SSG staff and VCWN/SSG Board Members. Four proposals were received for the Adult/DW RFP and two for the Youth RFP. After comprehensive evaluations, both committees unanimously recommended Fairfax County DFS for continued service. The SSG Executive Committee approved awarding both contracts to DFS, reaffirming their longstanding commitment and performance in delivering high-quality workforce development services across the region.

A motion to approve the contract award for the FY 2026 WIOA One-Stop Operator and Adult/Dislocated Worker and Youth Program Operator for Virginia Career Works – Northern to the Fairfax County Department of Family Services, was made by Debora Harvey and seconded by Robert Bartolotta. The full board approved unanimously, with no abstentions.

### **Review of FY 2026 President’s Budget Proposal for Federal Labor Programs**

David Hunn shared a summary of the President’s recent FY 2026 budget proposal for the U.S. Department of Labor. This summary showed major reductions and eliminations for vital programs, increased funding for Veteran services, and a new program consisting of consolidation of multiple different funding streams.

### **Build Sustainable Partnerships with Employers in Target Industries**

#### **Approval of 2025 Quarter 2 VCW Northern Employer Recognition Award**

Robert Mahon discussed the selection of ABM Aviation as the recipient of the Virginia Career Works (VCW) Northern Region Quarter 2 Employer Recognition Award. This quarterly award was created to highlight employers who demonstrate outstanding commitment to workforce development and inclusion.

For the past seven years, the Loudoun Workforce Resource Center has maintained a strong and productive partnership with ABM Aviation at Dulles International Airport, connecting local job seekers to quality employment opportunities within the region’s growing aviation sector. This collaboration has played a key role in workforce development across Northern Virginia, particularly in support of United Airlines’ ongoing expansion at Dulles. In recent months alone, ABM has hired over 50 individuals into full-time roles with competitive wages averaging \$19.50 per hour and benefits. These positions—ranging from Cabin Agents to Aviation Passenger

Assistants—are vital to sustaining airport operations. Highlights of this successful partnership include 25 hires from the January 2025 Job Fair and 28 additional hires through a streamlined interview pilot event. The effectiveness of this model has prompted Fairfax County to adopt a similar approach.

Robert Mahon gave Special recognition to Gary Parks and Mark Aldrin Gomez of ABM's recruitment team, whose leadership and commitment have significantly contributed to the partnership's continued success and the broader workforce goals of the Virginia Career Works Northern Region.

A motion to approve AMB for the 2025 Quarter 2 VCW Northern Employer Recognition Award, was made by Steven Partridge and seconded by Karen Drenkard. The full board approved, with no abstentions.

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

#### **Update on Outreach Efforts to Impacted Federal Workers and Contractors**

David Hunn gave an update on Dislocated Federal Worker Data. He shared a snapshot of the tracking data sheet for the Northern Region centers, Fredericksburg, and Hampton Roads. This tracker shows telephone and email inquiries, walk-ins, WIOA enrollment, unemployment insurance claims etc. Mr. Hunn also shared images of outreach ads placed on Metrorail cars, Metro buses, electronic and physical ads around Northern Virginia.

#### **Update on Summer 2025 Summer Youth Employment Program**

Seema Jain gave a brief overview of the 2025 Summer Youth Employment Program. This overview included projected enrollments and the number of positions and worksites available. Ms. Jain also reports that 6 counselors have been hired and have started connecting with Youth participants and worksites. Workshop curriculums have been developed and are scheduled to begin at the end of June and Work experiences will begin Early July.

### **Focus on Quality Services through Data Collection and Continuous Improvement**

#### **Northern Virginia One Stop Operator Update on Caseload and Service Strategy for FY 2025**

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 2025 during the period of July 2024 through April 2025.

## **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.