

**Virginia Career Works Northern Region**

**Thursday, June 2, 2022**

**Quarterly Board of Directors Meeting**

**Summary Notes**

**Members Present:**

Shekera Alvarado	Roxana Mejia	Zuzana Steen
Robert Bartolotta	Donna Motsek	Paul Steiner
Glenda Blake	Fatimah Ogungbade	Joseph Terry
Anthony Cancelosi	Derwin Overton	William Threlkeld
Julie Coons	Steven Partridge	William Trumbull
Joseph Diaz	Bruce Patterson	Hector Velez
Edward Dupass	Leanne Rerko	Lisa Whetzel
George Harben	Christopher Rieley	Joan Wise
Debora Harvey	Todd Rowley	
Mohamed Hussein	Roopal Saran	

**Executive Director:** David Hunn

**Staff:** Sabrina Walker, Nancy Nguyen, Sheila Jones, Laura Snell, Karla Quiroz, Deborah Shaffer, Christine Slattery, Rebecca Bennett, and Lauren Parker

**Observers:** Tucker Plumlee, Lisa Tatum, Dai Nguyen, Tatiana Nuth, Desiree Roberts, Diane McBride, Trang Montgomery, Lisa Vivian, Greg Vaughn, William Browning, Myra Mobley, Kim Carr, Shelly Rodriguez, Dorthea Brown, Susan Orehowsky, Kayla May, and Sandra Zacarias

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

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

**Approval of March 3, 2022 Summary Notes:** A motion was made by Joseph Terry to approve the Board Summary notes from March 3, 2022 and was seconded by Anthony Cancelosi. 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 two new board members, Joseph Diaz, Chief Operating Officer of Didlake, Inc. and Joan Wise, Director of Self-Sufficiency Services for Cornerstones.

**Chairman's Report:**

Christopher Rieley, the Chairman of the Virginia Career Works Northern Region Board of Directors, welcomed the Board to the meeting. Mr. Rieley announced today will be his last meeting as the Board Chairman, although he intends to remain on the Board of Directors as well as to Chair the *SkillSource* Group Board of Directors starting in July 2022.

Mr. Rieley noted that the VCWN Board has a number of business items to work through, including electing a new set of Board Officers for the next two years and recognized the Board Nominating Committee, including Karen Smaw, Edward Dupass, Paul Steiner and Leanne Rerko, who worked with Board staff to present the new Officer slate outlined in the Board Meeting package.

Mr. Rieley introduced Mr. Tucker Plumlee, a Labor Market expert who oversees the Labor and Economic Development Unit at Northern Virginia Community College. Tucker's office prepares and distributes a Quarterly Report on the Northern Virginia Labor Market, and he would be presenting today on the strong labor market conditions the region is currently enjoying.

Mr. Rieley shared that the Virginia Career Works Northern Region is a prime Sponsor of the Northern Virginia Chamber of Commerce Foundation Regional Workforce Network, which will be coming forth with a broad array of programs and activities. The Chamber Foundation's calendar of events is online at [www.novachamber.org](http://www.novachamber.org).

Mr. Rieley then asked for Committee Report Updates, as follows

**Quality Assurance Committee:** Donna Motsek reported for the Quality Assurance Committee.

- The Quality Assurance Committee last met on March 16, 2022.
- At this last meeting, the Committee approved expanded course offerings from two (2) current training providers (Northern Virginia Community College and Fairfax County Public Schools) and a price increase for one (1) current training provider Programs.
- The Committee was briefed on training obligations by each Eligible Training Provider, which are included in today's Board Package materials.
- Lastly, State officials have announced that for FY 2023, effective July 1st, all current WIOA Approved Training Providers will be automatically renewed by State officials. Board staff are expecting new guidance from State officials later on Thursday and will report back to this Board in the weeks ahead.

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

- The Youth Committee last met on March 10, 2022.
- With substantial new WIOA Youth Program funding, the Northern Virginia Youth Program caseloads continue to grow – as of April 2022, the Program has enrolled over 143 young adults, all out of school enrollees. The Northern Virginia Youth Program is the 3rd largest WIOA Youth Program in Virginia.
- Of these Youth Program enrollees, at least 80% are Basic Skills Deficient, over 50% have a documented disability, 25% have been involved in the criminal justice system, 35% are parents or are pregnant and others have challenges with English, are homeless or are in foster care.
- The Youth Committee continues to see progress with Young Adult participants earning credentials in health care, information technology, retail services and administrative supports.
- The Northern Virginia Youth Program is starting its annual Educating Youth Through Employment Program this summer, with work experiences and training opportunities. Young adults will be paid \$11 per hour, 20-30 hours per week, from June – August. A Summer

Leadership Academy is also being started for young adults in foster care and the Fairfax County Neighborhood and Community Services Program.

- This Summer, the ***SkillSource*** Group is serving as a contractor with the Virginia Department of Aging and Rehabilitative Services (DARS) to support 25 in-school young adults with disabilities to be placed into work experience opportunities. This may a first-time work experience for many of these young students.

**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 2022, the SSG Board of Directors has met and acted on the following items:

- The ***SkillSource*** Group, Inc. Board approved revisions to the FY 2022 Budget at its April 2022 meeting. The WIOA Transfer Authorization between Adult and Dislocated Worker funding in this Revised Budget will be presented to the Virginia Career Works Northern Board later in this meeting for ratification.
- The ***SkillSource*** Group Board has approved the 2nd Draft of the FY 2023 Budget at its April meeting, which will be presented in detail to this Board this morning, for ratification.
- The Board has approved the release of an RFP for accounting services, to support the SSG staff on an ongoing basis. That RFP will close soon and the selected vendor will start on July 1<sup>st</sup>.
- The Board has approved a contract extension for the President and CEO (and the Virginia Career Works Northern Executive Director) for his continued services in the years ahead. That contract is expected to be finalized this month.
- The ***SkillSource*** Group Board of Directors will next meet on June 24th, by Zoom.

### **Vote on New FY 2023-2024 VCW Northern Board of Directors Officers Slate**

Edward Dupass, member of the VCWN Board Nominating Committee, presented to the board for consideration, the following Slate of Board Officers who have agreed to serve in these roles for FY 2023-2024.

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

A motion was made by Anthony Cancelosi to approve the new FY 2023-2024 VCW Northern Board of Directors Officers Slate and was seconded by Donna Motsek. The VCWN Board Officers Slate were approved unanimously by the full Board of Directors, with no abstentions.

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

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

### **Presentation on Northern Virginia Labor Market – Northern Virginia Community College**

The Board heard from Tucker Plumlee, Manager of Labor Market Research from Northern Virginia Community College. Mr. Plumlee shared a presentation about the LMI data gathered from 2019-2022.

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

### **Approval of FY 2022 WIOA Transfer Request**

David Hunn discussed in April 2022, the SkillSource Group, Inc. Board of Directors approved the updated FY 2022 budget, which incorporated multiple changes, including the increase in the transfer amount from WIOA Dislocated Worker to WIOA Adult from the prior budgeted amount of \$350,000 to \$480,000.

WIOA allows the transfer of up to 100% of funding between WIOA Adult and Dislocated Worker. This transfer is necessary due to the significant increase in enrollments in the WIOA Adult program, and subsequently increase in training requests. Enrollments in the WIOA Dislocated Worker program have decreased. This transfer request will allow continued enrollments and training approvals for the WIOA Adult program.

A motion was made by Robert Bartolotta to approve the FY 2022 transfer amount of \$480,000 from the WIOA Dislocated Worker to WIOA Adult funding streams and was seconded by Shekera Alvarado. The motion was unanimously approved by the full Board of Directors, with no abstentions.

### **Ratification of Proposed FY 2023 Budget for The SkillSource Group, Inc., and the Virginia Career Works Northern Region**

David Hunn reported **the second draft of the FY 2023 SkillSource budget reflects nearly \$8.336 million in revenues and \$8.347 million in expenses, with a resulting Decrease in Net Assets of \$11,409.**

This budget assumes that WIOA Program Year 2022 allocations are unchanged from PY 2021. Since it is unknown at this time if the WIOA Adult and Dislocated Worker FY 2021 budgets will be fully expended, carry-in is projected at the FY 2022 budgeted One-Stop Set Aside, or \$512,162, collectively.

The FY 2023 budget reflects 10% WIOA Administration (maximum allowable is 10%) and transfers of \$310,000 from the Dislocated Worker to Adult program. **The WIOA Adult & Dislocated Worker Training rate is budgeted at 49.07%.**

Additional personnel and fringe budget assumptions include:

#### **SkillSource Group**

- Miscellaneous adjustments in staff time allocation among jobs.

Other budget changes include:

- 15.33 FTEs with eight (8) funded directly by WIOA, including portions of the President and CEO, Vice President and Deputy Director, Director of Budget & Financial Accounting, Junior Accountant, Program Coordinator, Ticket to Work Program Senior Director, and Ticket to Work Program Case Manager, as well as the former ESLA Job Developer. One full-time (1.0 FTE) staff person at the VCW – Cherokee Avenue Center has also been added.
- 4% preliminary cost of living increase.
- 11% health insurance increase.
- 0% life & disability insurance increase.
- 25% calculated fringe rate, which includes payroll taxes, unemployment insurance taxes, health insurance, STD, LTD, life insurance, and a 10.4% retirement plan contribution and maximum \$520 annual match.

One-Stop Operator – Fairfax County Department of Family Services

- 23 FTEs with 12 for the WIOA Adult and Dislocated Worker programs, 6 for the WIOA Youth program, 2 for the Senior Community Service Employment Program (SCSEP), and 3 for the Prince William ELEVATE program.

Since most grants are cost reimbursable, the Decrease in Net Assets is driven primarily due to some Unrestricted expenses and projected expenses for the Ticket to Work program slightly exceeding projected revenues of \$150,000. **There are no staff reductions currently proposed in this Draft Budget, other than staff reductions due to grants completing.**

Grants and awards incorporated in the interim FY 2023 budget include:

- Renewed award from the National Council on Aging to serve older workers through the WIOA Title V Older Worker program, known as the Senior Community Service Employment Program. (2.0 DFS FTE)
- Two renewed annual awards from the Virginia Department of Health and Human Services Employment Advancement for Temporary Assistance for Needy Families (TANF) to assist current TANF participants in the VIEW program, as well as parent(s) below 200% of the Federal poverty guidelines, who reside in Fairfax, Prince William and Loudoun in securing employment, often through paid work experience. (2.4 SSG FTEs)
- Renewed award as the Supporting Organization for Go Virginia Region 7 (1.65 FTE)
- Renewed award from ICF International through a U.S. Department of Labor H-1B grant award (1.0 SSG FTE)
- Continued funding for the VCCS Community Health Worker Dislocated Worker grant (through August 2022), the VCCS American Job Center Security grant (through December 2022), and the CAREER NEG (through September 2023), the Department of Aging and Rehabilitative Services (DARS) Summer Earn and Learn grant (through December 2022), and the Prince William County ELEVATE grant (through October 2024).

- Carry-in funding through 12/31/22 from the United Way Financial Empowerment Center award, which provides year-round integrated financial services in the Woodbridge Center, and NVITE, which focuses on jobseekers moving into IT training and employment. (.18 FTE)
- Carryover funding added for the Manassas GRADUATE program.

Elimination of the following grants and awards: Fairfax County Consolidated Community Funding Pool (CCFP), and Virginia Department of Social Services Employment Supports for Long-Term Achievement (ESLA)

Educating Youth through Employment (EYE) is budgeted to continue in 2023 with breakeven financial results.

The Woodbridge and Alexandria Center budgets incorporate an increase in shared costs, due to security guard expenses and for the installation of new security surveillance systems. A new Resource Center Specialist position has been added at the Cherokee Avenue Center, with the SkillSource portions represented in the line-item Comprehensive Center Costs (2.65 FTEs.).

Indirect costs are estimated based on the De minimis rate method. The De minimis rate is 10% of the Modified Total Direct Costs (MTDC). MTDC includes direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). There are currently no budgeted unbillable indirect costs.

A motion was made by Joseph Terry and seconded by Zuzana Steen to approve the second draft of the FY 2023 Interim SkillSource Budget. The motion was unanimously approved by the full Board of Directors, with no abstentions.

### **Review of New PY 2022 WIOA Funding Allocations for Virginia Local Workforce Areas**

David Hunn shared the new WIOA funding allocations for the Virginia Workforce Areas. He also compared the allocations from PY 2021 to PY 2022. Area #11's allocations for PY 2022 significantly increased from PY 2021.

### **Approval of Revised Area #11 VCW Northern Work Experience Policy**

David Hunn reviewed the revised VCWN Work experience policy. The revised policy now states paid work experience stipends can be earned at a rate of \$11/hour.

A motion was made by George Harben to approve the revised Area #11 VCW Northern Work Experience Policy and seconded by Donna Motsek. The motion was unanimously approved by the full Board of Directors, with no abstentions.

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

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

Sandra Zacarias from 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 FY 2022 during the period of July 2021 through April 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 2022 from July 1, 2021 through April 30, 2022.

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

David Hunn provided an overview on FY 2022 (through March 2022) WIOA Training expenditures, by vendor and OJT Commitments. He also reviewed PY 2020 Virginia Community College System WIOA Review, Vandalism at VCW Cherokee Avenue Center and he reported on the VCW Northern Sponsorship of New Northern Virginia Workforce Network. Finally, he reviewed the *SkillSource* Group Summary of Grants and Contracts Award Matrix

#### **Adjournment**

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

The meeting adjourned at 10:02 a.m.