



NORTHERN REGION

Board of Directors Meeting **Agenda and** **Meeting Materials**

Thursday December 5, 2024
8:30 a.m. – 10:00 a.m.

In-Person Option:
Intelligent Office Tysons Corner
1934 Old Gallows Road, Suite 350
Vienna, VA 22182

Zoom Option:
<https://us02web.zoom.us/j/82049760514?pwd=BcIVQvJFPWJsaULHSk7YdUFUd4VCBg.1>

Meeting ID: 820 4976 0514
Passcode: 148464

**VIRGINIA CAREER WORKS - NORTHERN
BOARD OF DIRECTORS
Quarterly Meeting**

**Thursday December 5, 2024
8:30 a.m. – 10:00 a.m.**

Roll Call

Chairman's Report

Approval of September 5, 2024 Quarterly Board Meeting Summary Notes

Board Committee Reports; The *SkillSource* Group, Inc. Report

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
- Approval of 2025 - 2028 Virginia Career Works Northern Strategic Plan
- Next Steps on FY 2025 VCWN American Job Center Certifications
- Review of Congressional Conference Committee Agreement – ‘A Stronger Workforce for America’

Expand Talent Pipeline of Youth and Adults for Business

- New Northern Virginia Health Care Workforce Initiative through Claude Moore Foundation
- Starting A New VCW Northern Quarterly Employer Recognition Award

Expand Strategic Partnerships Across Northern Virginia to Accomplish Our Goals

- Update on Fairfax County Talent Up Initiative
- Northern Virginia One Stop Operator Update on Caseload and Service Strategy for FY 2025

Board Business Items

- Program Management Reports
- Executive Director Items

Adjourn

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, Ghezal 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.

**VIRGINIA CAREER WORKS - NORTHERN
BOARD OF DIRECTORS MEETING
SUMMARY SHEET**

SUBJECT: Review and Ratification of the Revised FY 2025 Budget Modification 1

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.

The *SkillSource* Finance Committee and Board of Directors approved the updated budget at their meetings in October 2024.

ACTION REQUESTED:

The Virginia Career Works – Northern Board of Directors ratifies this modification of the FY2025 *SkillSource* Budget.

STAFF: David Hunn, Seema Jain, Ahsan Ijaz, 703-827-3782



The SkillSource Group, Inc.
FY25 Proposed Budget - MOD 1

	FY25 Budget MOD 1	FY25 Budget Final	Change from Prior Version	% Change from Prior Version	Notes
Revenue					
Government Contracts	\$ 11,131,512	\$ 10,520,583	\$ 610,929	6%	Addition of the Arlington WIOA and TANF grants
Restricted Revenue	195,589	-	195,589		Moving the UC FEC grant to Restricted Revenue and updating the amount
Unrestricted Revenue	495,000	594,000	(99,000)	-17%	Moved the rent covered by grants to the government contracts line
Rental Income	537,428	624,861	(87,433)	-14%	
Other Income	2,000	2,000	-	0%	
Total Revenue	12,361,530	11,741,445	620,085	5%	
Personnel Costs					
Salaries	1,860,225	1,720,225	140,000	8%	Addition of 2 FTEs for the Arlington WIOA grant
Fringe	613,874	567,674	46,200	8%	33% fringe benefits for the 2 FTEs added
Total Personnel Costs	2,474,099	2,287,899	186,200	8%	
Operating Costs					
70451 · Annual Report Production	6,000	6,000	-	0%	
50930 · Audit Services	38,000	38,000	-	0%	
50919 · Communication	50,916	50,916	-	0%	
51651 · Contracted Maintenance	33,673	33,673	-	0%	
50920 · Dues & Memberships	4,535	4,535	-	0%	
51763 · Equipment & Maint Costs	12,000	12,000	-	0%	
51770 · IT support	100,800	100,800	-	0%	
50210 · Financial Mgmt Services	120,000	120,000	-	0%	
50900 · HR & PR Processing	76,000	76,000	-	0%	
71651 · Insurance	29,673	29,673	-	0%	
50858 · Meetings & Conferences	5,000	5,000	-	0%	
50879 · Professional Development	8,350	8,350	-	0%	
50200 · Professional Services - Other	152,135	147,820	4,315	3%	Increase in UC FEC passthrough
50878 · Rent	309,993	309,993	-	0%	
50883 · Rent - CAM and Taxes	12,000	12,000	-	0%	
51111 · Security Services	170,000	170,000	-	0%	
50863 · Supplies & Office Expense	154,734	136,725	18,008	13%	Increase in software, database, and supplies related to the 2 new grants.
50940 · Travel - SSG Staff	8,281	5,750	2,531	44%	Increase in travel related to the 2 new grants.
52955 · Utilities	14,250	14,250	-	0%	
Total Operating Costs	1,306,340	1,281,485	24,854	2%	
Program Costs					
50350 · Outreach - SSG	117,573	100,973	16,600	16%	Increase in outreach spend related to the 2 new grants.
50160 · Customer Wages	2,660,143	2,660,143	-	0%	
60100 · Customer Payroll Taxes	90,199	90,199	-	0%	
50952 · Training	308,715	135,915	172,800	127%	Training dollars and participant support costs, provided by the new grants.
58783 · One-Stop Center Set Aside	764,478	764,478	-	0%	
58799 · Unobligated Funds	480,353	337,742	142,611	42%	Other programmatic spend funded by the 2 new grants.
Total Program Costs	4,421,462	4,089,451	332,011	8%	
Contractual Services					
50150 · Contract Personnel	3,038,009	3,038,009	-	0%	
50400 · Contract Operations	126,345	126,345	-	0%	
50600 · Contract Training & Other	885,000	885,000	-	0%	
Total Contractual Services Costs	4,049,354	4,049,354	-	0%	
Indirect Costs	-	-	-	0%	
Total Expenditures	12,251,254	11,708,189	543,065	5%	
Net	\$ 110,276	\$ 33,255	\$ 77,021		

	US DOL - DWDA					US DOL - Other			US HHS		Other Government				Manassas CARES	LW FEC	Other Programs		Ticket to Work	Centers		Indirect		SSG	Total FY25
	WIOA Admin	WIOA Adult	WIOA DW	WIOA Youth Out	NoVA WBL	SCSEP	ICF	Arlington WIOA	TANF6	TANF7	Go VA	Go VA Admin	PW Elevate	Talent Up			EYE	DARS SEAL		PW Center	Cherokee Center	Indirect - Other	Indirect - Admin		
Revenue																									
Government Revenue	543,140.50	2,968,423.90	851,520.50	2,024,320.10	28,162.15	1,407,631.00	94,763.95	313,747.00	217,165.08	327,585.49	258,365.87	26,945.03	233,956.57	1,815,000.00	20,785.30		-	-	-	-	-	-	-	-	11,131,512.44
Restricted Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	195,589.00	-	-	-	-	-	-	-	-	195,589.00
Unrestricted Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	120,000.00	225,000.00	150,000.00	-	-	-	-	-	495,000.00
Rental Income	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	244,522.49	292,905.97	-	-	-	537,428.46
Other Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,000.00
Total Revenue	543,140.50	2,968,423.90	851,520.50	2,024,320.10	28,162.15	1,407,631.00	94,763.95	313,747.00	217,165.08	327,585.49	258,365.87	26,945.03	233,956.57	1,815,000.00	20,785.30	195,589.00	120,000.00	225,000.00	150,000.00	244,522.49	292,905.97	-	-	2,000.00	12,361,529.90
Personnel Costs																									
Salaries	153,913.11	220,276.88	143,459.77	166,330.09	18,962.08	31,183.48	42,042.01	151,179.42	121,680.87	122,176.61	148,690.52	11,180.00	11,179.42	167,429.52	2,341.04	26,121.59	-	-	100,833.46	40,755.77	53,556.51	73,671.73	34,234.80	19,006.00	1,860,224.66
Fringe	50,791.33	72,691.37	47,341.72	54,888.93	6,264.09	10,290.55	13,873.86	49,889.21	40,154.60	40,318.28	49,067.87	3,680.40	3,689.21	55,251.74	772.54	8,620.13	-	-	33,275.04	13,449.40	17,673.85	24,311.67	11,297.49	6,271.96	613,874.14
Total Personnel Costs	204,704.43	292,968.25	190,801.49	221,219.02	25,246.17	41,474.03	55,915.87	201,068.63	161,835.55	162,494.89	197,758.39	14,860.40	14,868.63	222,681.26	3,113.58	34,741.72	-	-	134,108.50	54,205.17	71,230.15	97,983.41	45,532.29	25,277.96	2,474,098.80
Operating Costs																									
70451- Annual Report Production	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6,000.00
50930- Audit Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	38,000.00
50919- Communication	-	-	-	-	-	1,450.00	-	1,500.00	1,440.00	1,440.00	-	-	-	-	-	-	-	-	9,466.00	12,000.00	3,000.00	20,620.00	-	-	50,916.00
51651- Contracted Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	31,673.00	-	-	-	-	-	33,673.00
50920- Dues & Memberships	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	535.00	-	-	-	-	-	4,535.00
51763- Equipment & Maint Costs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10,000.00	2,000.00	-	-	-	12,000.00
51770- IT support	49,890.00	-	-	-	-	-	-	-	-	-	1,200.00	-	-	-	-	-	-	-	-	-	-	-	-	-	49,890.00
50210- Financial Mgmt Services	60,000.00	-	-	-	-	12,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	100,800.00
50900- HR & PR Processing	-	-	-	-	-	32,000.00	-	-	-	-	-	-	-	20,000.00	-	-	-	-	-	-	-	-	-	-	120,000.00
71651- Insurance	-	-	-	-	-	-	-	-	-	-	5,673.00	-	-	-	-	-	-	-	-	-	-	-	-	-	76,000.00
50858- Meetings & Conferences	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	29,673.00
50879- Professional Development	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,000.00
50200- Professional Services - Other	-	33,000.00	-	-	-	-	-	-	1,000.00	3,500.00	350.00	-	-	-	-	-	-	-	-	-	-	-	-	-	8,350.00
50878- Rent	-	-	-	-	-	-	-	-	-	-	13,320.00	9,000.00	-	-	-	94,315.00	-	-	2,500.00	-	-	-	-	-	152,135.00
50883- Rent - CAM and Taxes	-	-	-	-	-	1,200.00	-	-	-	15,000.00	-	-	-	6,000.00	-	23,581.00	-	-	105,164.00	156,048.00	-	3,000.00	-	-	309,993.00
51111- Security Services	-	56,666.67	56,666.67	56,666.67	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	12,000.00	-	-	-	-	170,000.00
50863- Supplies & Office Expense	-	-	65,000.00	-	355.79	3,684.52	10,050.00	1,000.00	6,008.25	11,000.00	8,826.68	626.08	-	17,682.38	-	-	-	-	4,500.00	5,000.00	10,000.00	2,000.00	-	-	154,733.69
50940- Travel - SSG Staff	-	-	-	-	-	-	-	531.00	2,000.00	2,000.00	3,750.00	-	-	-	-	-	-	-	-	-	-	-	-	-	8,281.00
52955- Utilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	14,250.00
Total Operating Costs	109,800.00	89,666.67	121,666.67	56,666.67	355.79	50,334.52	10,050.00	3,031.00	10,448.25	32,940.00	33,119.68	9,626.08	-	43,682.38	-	119,896.00	-	-	-	168,088.00	195,048.00	15,000.00	227,920.00	-	1,306,339.69
Program Costs																									
50350- Outreach- SSG	-	-	70,000.00	-	-	-	-	5,000.00	1,000.00	5,000.00	4,000.00	-	4,500.00	20,000.00	1,473.00	6,600.00	-	-	-	-	-	-	-	-	117,573.00
50160- Customer Wages	-	-	-	-	-	1,045,143.00	-	-	-	-	-	-	-	-	-	-	50,000.00	65,000.00	-	-	-	-	-	-	2,660,143.00
60100- Customer Payroll Taxes	-	-	-	-	-	80,999.00	-	-	-	-	-	-	-	1,500,000.00	-	-	4,000.00	5,200.00	-	-	-	-	-	-	90,199.00
50952- Training	-	22,000.00	22,000.00	22,000.00	-	24,463.27	-	77,000.00	25,800.00	72,000.00	-	-	9,143.06	-	14,309.15	20,000.00	-	-	-	-	-	-	-	-	308,715.48
58783- One-Stop Center Set Aside	76,447.82	330,247.76	130,840.24	226,942.38	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	764,478.20
58790- Unobligated Funds	120,737.80	28,696.12	15,575.71	278,914.06	-	-	11,183.17	-	-	25,246.17	-	-	-	-	-	-	-	-	-	-	-	-	-	-	480,353.03
Total Program Costs	197,185.62	380,943.88	238,415.95	527,856.44	-	1,150,605.27	11,183.17	82,000.00	26,800.00	102,246.17	4,000.00	-	13,643.06	1,520,000.00	15,782.15	26,600.00	54,000.00	70,200.00	-	-	-	-	-	-	4,421,461.71
Contractual Services																									
50150- Contract Personnel	-	1,341,512.00	178,632.00	1,120,698.00	-	151,090.00	-	-	-	-	-	-	131,148.57	-	-	-	51,255.00	63,673.00	-	-	-	-	-	-	3,038,008.57
50400- Contract Operations	-	15,000.00	15,000.00	25,000.00	-	-	-	-	-	-	-	-	68,945.14	-	-	-	1,200.00	1,200.00	-	-	-	-	-	-	126,345.14
50600- Contract Training & Other	-	805,000.00	65,000.00	15,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	885,000.00
Total Contractual Services Costs	-	2,161,512.00	258,632.00	1,160,698.00	-	151,090.00	-	-	-	-	-	-	200,093.71	-	-	-	52,455.00	64,873.00	-	-	-	-	-	-	4,049,353.71
Indirect Costs	31,450.44	43,333.10	42,004.39	57,879.97	2,560.20	14,127.18	8,614.90	27,647.37	18,081.28	29,904.44	23,487.81	2,449.55	5,351.17	28,636.36	1,889.57	14,351.28	5,400.00	7,020.00	13,410.85	22,229.32	26,627.82	(110,254.09)	(316,202.92)	-	-
Total Expenditures	543,140.50	2,968,423.90	851,520.50	2,024,320.10	28,162.15	1,407,631.00	94,763.95	313,747.00	217,165.08	327,585.49	258,365.87	26,945.03	233,956.57	1,815,000.00	20,785.30	195,589.00	111,855.00	142,093.00	147,519.35	244,522.49	292,905.97	2,729.32	(42,750.63)	25,277.98	12,251,253.92
Net	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8,145.00	82,907.00	2,480.65	-	-	(2,729.32)	42,750.63	(23,277.98)	110,275.98

**VIRGINIA CAREER WORKS - NORTHERN
BOARD OF DIRECTORS MEETING**

SUMMARY SHEET

SUBJECT: Approval of 2025 - 2028 Virginia Career Works Northern Strategic Plan

The Virginia Career Works Northern Region Board created a Working Group to plan and develop its 2025 – 2028 Strategic Plan. The Strategic Plan must be updated every four (4) years.

The Virginia Career Works Northern Strategic Plan Working Group met three (3) times virtually during September – November 2024. The Strategic Plan and its development process was led by a ***SkillSource*** Group contractor, Mr. Mason Bishop, President and CEO of WorkED. Mr. Bishop is a nationally-recognized expert in workforce development policy and is based locally in Burke, Virginia.

Mr. Bishop and his Team have prepared the draft 2025 – 2028 Strategic Plan, which will be presented at today's Virginia Career Works Northern Board Meeting.

Action Requested

Seeking Virginia Career Works Northern Board approval of the 2025 – 2028 Virginia Career Works – Northern Strategic Plan.

Staff

David Hunn

Seema Jain

703-827-3782

STRATEGIC ACTION PLAN

2025 – 2028

We Help Northern Virginia Work.



NORTHERN REGION

December 2024



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VIRGINIA CAREER WORKS – NORTHERN PLANNING TEAM MEMBERS

Dr. Robert J. Bartolotta
Manhattan Strategy Group

Chris Rieley
Independent Consultant

George Harben
Prince William County

Ed Trumbull
ICF International

Zuzanna Steen
Micron

Joseph Diaz
Melwood

Daisy Saulls
Sustainable Workforce Solutions

Daniel McGuire
GUTTS

Debora Harvey
Heavy Construction Contractors
Association

Mason Bishop
Facilitator, WorkED Consulting, LLC

VIRGINIA CAREER WORKS – NORTHERN BOARD OF DIRECTORS

ORGANIZATIONAL OVERVIEW

VISION, MISSION AND VALUES

VISION:	We envision a vibrant business and workforce region that is globally competitive.
MISSION:	We prepare individuals for high demand careers and connect them to businesses.
VALUE PROPOSITION:	We leverage data and expertise to provide labor market intelligence and analytics to our customers to help make business and career decisions. We provide easy access to services and a quality customer experience.
TAG LINE:	We Help Northern Virginia Work.
CUSTOMERS:	Our primary external customers are business and industry and job seekers (emerging, transitional, and incumbent)
ROLE:	<p>The Virginia Career Works – Northern Region Board will play several roles in furtherance of the vision and mission:</p> <ul style="list-style-type: none">• We seek to catalyze change in the community to build effective partnerships.• We act as a convener of business and industry.• We will act as an intermediary/broker between key stakeholders to ensure mutually beneficial relationships and outcomes.• We will strategically invest in program innovation.

ORGANIZATIONAL CORE VALUES

Our Common Values:

We believe in the following shared principles, beliefs and priorities...

INNOVATION. We embrace on-going innovation, creativity, and change for achieving continuous improvement and growth.

INTEGRITY. We live our values every minute of every day. We believe in doing the right thing right the first time for our customers and always honoring our commitments.

STEWARDSHIP. We are stewards of the public trust and take seriously our responsibility for fiscal management of the public tax dollars.

LEARNING. We know learning and growth matters for our community, for our employees, and for our organization.

RESULTS. We are focused on results as essential to our success. Results are obtained by focusing on customer expectations, by providing a return on investment, and by ensuring future growth.



STRATEGIC GOALS AND OBJECTIVES

Virginia Career Works – Northern Region

January 2025 Through December 2028

STRATEGIC GOALS and OBJECTIVES

The following goals and objectives support VCW Northern in accomplishing the priorities set for the next three years.

Strategic Goal 1: Be the regional go-to organization on workforce development as both a ‘thought leader’ and in the delivery of high-quality workforce services.

Key Objectives

- 1.1 Provide leadership on workforce issues within Northern Virginia and the broader region by testing innovative practices, scaling “what works” in service delivery, and coordinating policy statements, issue papers, and best practices documents.
- 1.2 Utilize key outreach channels and develop appropriate content to promote and educate the public, workers, and businesses regarding services offered by VCW Northern and its partners.
- 1.3 Serve as the “regional convenor” role, or in a partnership capacity, in developing and maintaining sector partnerships while implementing appropriate sector strategies designed to engage business leadership.
- 1.4 Serve as the leader in service delivery partnership and coordination to prioritize ease of access to programs and services aimed at workers, job seekers, and businesses.
- 1.5 Utilize social media and other appropriate marketing channels to reach businesses and job seekers, facilitating skills building and employment connections.

Strategic Goal 2: Build sustainable partnerships with employers in VCW Northern's target industries.

Key Objectives:

- 2.1 Engage in ongoing partnerships with target industry and trade associations to gather ongoing data and emerging trends while expanding reach to more employers.
- 2.2 Gather and distribute ongoing information about the skill requirements of current job openings in 'real time' and the skill sets of those currently unemployed.
- 2.3 Continually engage with business partners to stay abreast of skill requirements and changing job roles to target training and skills development for workers.
- 2.4 Utilize the Northern Virginia Employer Solutions Team to provide and receive critical information on jobs and skills and solutions for employers in building and maintaining a skilled workforce.

Strategic Goal 3: Expand and improve the talent pipeline of youth and adults and facilitate connections to jobs provided by businesses.

Key Objectives:

- 3.1 Focus on job placement by mapping and maintaining transparent career pathways and aligning local public and private services to strengthen the VCW Northern system.
- 3.2 Partner, communicate, and link effectively with education and training providers to ensure that programs are directly addressing the skills requirements for target industries and occupations.
- 3.3 Customize service delivery processes to meet the needs of diverse populations, such as dislocated workers, older workers, veterans, low skilled adults, individuals with disabilities, and former offenders.
- 3.4 Utilize work-based learning opportunities, including flexible on-the-job training (OJT) options and registered apprenticeship programs (RAP).
- 3.5 Strengthen and continuously improve workforce development strategies for young adults to ensure access to services and opportunities, particularly for those facing barriers to employment..

Strategic Goal 4: Diversify funding to ensure a sustainable impact over the long term.

Key Objectives:

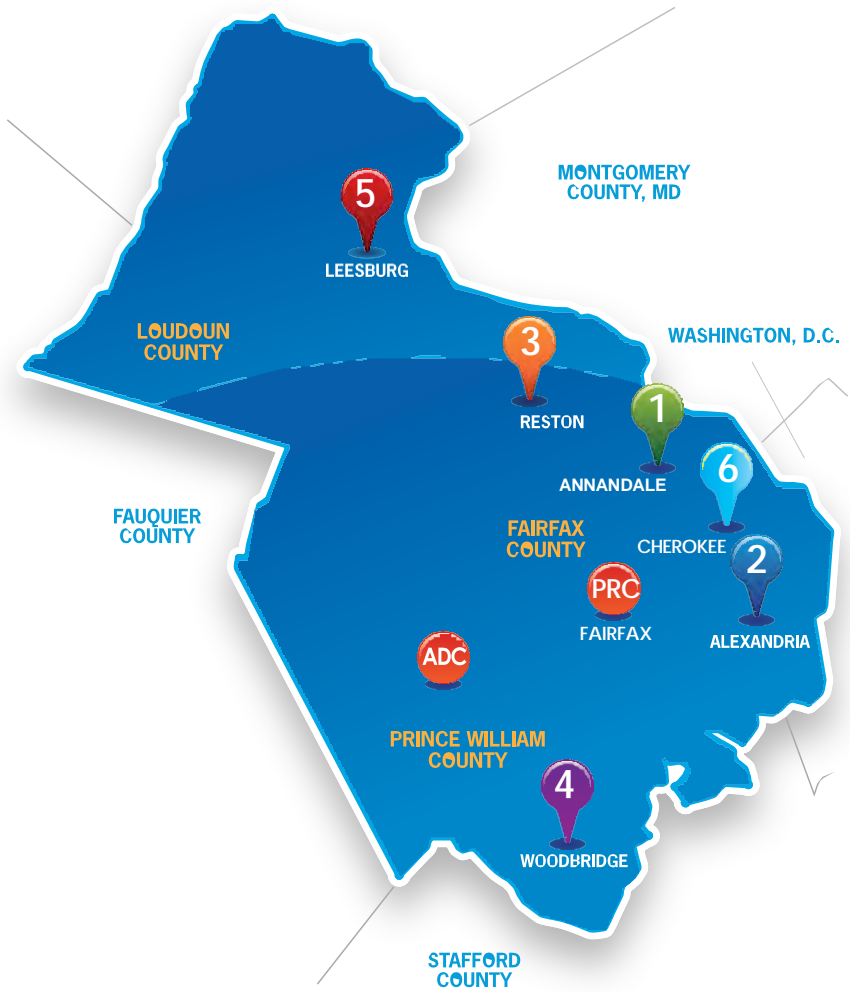
- 4.1 Identify, create, and capture business opportunities that diversify funding in support of a strong public and private workforce development infrastructure.
- 4.2 Increase capacity to attract non-WIOA formula funding resources.
- 4.3 Engage economic development partners to leverage new funding opportunities that support workforce development as an economic driver.

Strategic Goal 5: Focus on quality services through data collection, transparent outcomes, and continuous improvement.

Key Objectives:

- 5.1 Develop and maintain ongoing performance dashboards aligned to strategic goals and initiatives.
- 5.2 Align program performance measures into a cohesive measure of system performance that demonstrates overall impact.
- 5.3 Produce a Return on Investment (ROI) study annually.
- 5.4 Utilize continuous improvement to inform the VCW Northern system on results of initiatives and sustainable interventions.

VIRGINIA CAREER WORKS – NORTHERN REGION MAP



**VIRGINIA CAREER WORKS - NORTHERN
BOARD OF DIRECTORS MEETING**

SUMMARY SHEET

SUBJECT: Next Steps on FY 2025 VCWN American Job Center Certifications

Title I of WIOA requires the Virginia Board of Workforce Development, in consultation with the Chief Elected Officials and Local Workforce Development Boards, to establish objective criteria and procedures for the LWDBs to evaluate and certify the comprehensive and affiliate American Job Centers located within the Local Workforce Development Area (LWDA). The purpose of the certification is to: (1) ensure consistent delivery of services across the Commonwealth, (2) ensure continuous improvement of service delivery through the AJCs, (3) furnish a basis for evaluation of service provider effectiveness, and (4) maintain eligibility for AJC infrastructure funding. The evaluation and certification examines effectiveness (including customer satisfaction), physical and programmatic accessibility, and continuous improvement.

Every AJC (comprehensive, affiliate, and specialized) must be certified every three (3) years with no lapse between certifications. All Northern Virginia American Job Centers have completed and submitted their certification applications to Virginia Career Works – Northern for review.

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.

Staff

David Hunn
Seema Jain
703-827-3782



NORTHERN REGION

Fairfax County | Prince William County | Loudoun County | City of Fairfax | City of Falls Church | City of Manassas | City of Manassas Park

November 27, 2024

TO: Michael Becketts
Director
Fairfax County Department of Family Services

FROM: David Hunn
Executive Director

SUBJECT: Virginia Career Works Northern Board Review – Federal Reauthorization of the Workforce Innovation and Opportunity Act – ‘A Stronger Workforce for America’ (ASWA)

We are learning more details about the proposed Congressional Conference Agreement on the pending WIOA Reauthorization bill titled – ‘A Stronger Workforce for America’ (ASWA). National workforce organizations are continuing to analyze the proposed bill text. This memorandum summarizes the most significant Agreement highlights identified to date.

Staff Assessment of Proposed Agreement

The ASWA Conference Agreement appears to be a bad deal for local workforce areas, in Northern Virginia and nationwide. As reflected below, the Agreement establishes new expenditure mandates for jobseeker training that will greatly impact local board authority and flexibility. The Agreement centralizes much more authority to the Federal Labor Department and State Governors, while limiting funding availability nationwide. In past years, Congressional appropriations for WIOA have not been set at previously authorized levels.

The challenge in opposing this Conference Agreement is that it is the only legislative vehicle available to reauthorize Federal workforce programs. The House-passed version of this Agreement was 378-26 - an overwhelming level of support in a divided Congress. **Moreover, the national workforce organizations are gravely concerned about statements from Congressional leaders and the incoming Administration that unauthorized Federal programs will likely be unfunded in the upcoming budget discussions. The sentiment appears to be accepting a bad deal as the only way to preserve the public national workforce system.**

Adult and Dislocated Worker Training Expenditure Requirement

The ASWA Conference Agreement establishes a new local workforce area training expenditure requirement of 50% of all Adult and Dislocated Worker funding allocated each year. Of this amount, 8% can be jobseeker Supportive Services expenditures.

The Agreement also sets an expenditure floor of \$5,000 for all Dislocated Worker Individual Training Account agreements with training providers.

This new requirement uses the established definition of jobseeker training in the bill, which includes skills training, classroom-based training, on-the-job training, and work experience stipends. **Unlike the Virginia Code and State Board regulations, this requirement does not allow for the cost of a WIOA case manager's time spent preparing the jobseeker for a training assignment. This omission will have a huge impact on our Virginia Career Works Northern Region and will create a major staffing – job seeker training dilemma, with severe budget ramifications.**

Transfer of H1B Visa Fees to Local Workforce Areas

The Agreement will transfer annual fees paid by United States employers for H1B visa workers to the local workforce areas for use in jobseeker training. Current policy allows for these fees to be used for competitive grants selected through a Federal RFP process, typically for training of American jobseekers in the occupations filled by the H1B visa holders. Funds to be transferred for allocation are estimated between \$65 million - \$150 million annually.

Expanded State Funding Reservations for Formula Funds

The Agreement expands the authority of State Governors to set aside annual ASWA Adult, Dislocated Worker, and Youth Funding to an annual Governor's Reserve Funding. The current policy allows the Governor to set aside 15% of a State's annual allocation for high priority projects. **With this Agreement, Governors will be allowed to set-aside an additional 10% of ASWA Formula funds for two new priorities – either a new Critical Industry Skills Fund or a new Workforce Sector Partnership Fund – those funds are controlled by the State and would not flow to the local workforce areas.**

This new funding set-aside authority will further reduce limited Federal Adult, Dislocated Worker and Youth program funding made available to local workforce areas.

Mandatory Local Workforce Area Redesignations

The Agreement requires Governors, by the third year of this five-year reauthorization, to review a State's local workforce area boundaries. A Governor can choose to retain the current designation or to propose a new local workforce area boundary. Local workforce areas, in coordination with the jurisdiction's Chief Elected Officials, are allowed the opportunity to agree or disagree with the Governor's boundary designations.

Eligibility Updates and Expenditure Requirements – Youth Program

The Agreement makes several notable revisions to the ASWA Youth Program, including:

- Replacing eligibility for Out-of-School Youth with ‘Opportunity Youth,’ likely increasing access for more young adults to participate in the ASWA Youth program.
- Allowing local workforce areas to fund skills training for enrolled ‘In-School Youth.’
- Mandating that Youth Program Work Experience expenditures reach 40% of allocated funds (an increase from current policy of 20%). Moreover, of this amount, at least 12.5% of work experience stipend annual expenditures must be used for Apprenticeship and pre-Apprenticeship occupations.

Authorized ASWA Funding Levels

The Agreement authorizes Federal appropriations for the next five years, with Year One funding increasing by 3%. Years Two – Five remain flat at the Year 1 authorized level.

I can be reached at 703-795-0684 and david.hunn@vcwnorthern.com.

Enclosure

Introduction:

Leaders in the Senate and the House have reached a bipartisan and bicameral agreement to reauthorize the Workforce Innovation and Opportunity Act (WIOA). This is a summary of the new “A Stronger Workforce for America Act,” (ASWA).

Please note that NAWB is still in the process of reviewing this legislation and welcomes further input and perspectives from members. Notably, the legislation has the same title of the WIOA reauthorization proposal passed by the House earlier this spring. Many of the main components of this legislation appear to hew closely to this proposal. Based on an initial review of the proposed legislation, here are a few high-level takeaways related to a core set of issues NAWB and partners have been focused on throughout this process:

Training Mandate

- ASWA includes a 50% training requirement for all Title I Adult and Dislocated Worker funding streams.
- However, the legislation allows up to 8% of this requirement to be met through the provision of supportive services.
- The 42% training mandate can be fulfilled through the provision of training services, largely as defined in current law. Notably, contracted training services can be leveraged to meet this new requirement.
- New mandatory funding from the H1B visa program and amendments to Title III are intended to help account for these new requirements (see funding section elsewhere).

State-level Reservations

- The bill maintains Governor’s allowable 15% reservation for statewide workforce activities.
- In addition to this, ASWA would allow Governors to reserve an additional 10% of a State’s WIOA allocation to support the development of a “Critical Industry Skills Fund” or an “Industry or Sector Partnership and Career Pathways Development Fund.”
- These funds, which could be created at the Governor’s discretion, would be used to focus resources on upskilling workers within key industries in states or to support a wide range of other education and training experiences with related cost-matching requirements.

Redesignation

- Governors would be required to initiate a review of existing local workforce development areas (LWDAs) in the state any time before the 3rd program year.
- Governors would be allowed to propose new LWDAs or maintain existing areas after this review has been completed.
- If a Governor proposes new LWDAs, the Chief Elected Official of each WDB would vote to approve or disapprove of this proposal. If approved, a Governor’s new LWDA designation proposal would take effect the following PY.
- If this proposal is disapproved, locals would be required to vote on two alternative options for LWDAs in the state—ones that align with Economic Development Areas in the state or designated regions outlined by the Governor at the start of ASWA’s implementation.
- The results of this vote would determine LWDAs in the state moving forward and would come into effect the following PY.

Youth Work Experiences (WEX)

- ASWA would require at least 40% of Title I Youth funding to be used for work experiences (up from 20% in current law).
- These requirements could be fulfilled in a wide variety of ways including through new summer and year-round youth employment initiatives (authorized elsewhere in the legislation), pre-apprenticeship and apprenticeship programs serving youth, internships (both paid and unpaid), job shadowing, and a range of other work-based learning opportunities (as defined by the Carl D. Perkins Career and Technical Education Act).
- Notably, 12.5% of the 40% requirement is required to be used for pre-apprenticeship and apprenticeship programs serving youth.

Funding

- ASWA would provide new mandatory funding from the existing H1B visa program, \$65 million of which would be used for new Youth Apprenticeship Readiness Grants (YARG) with the remainder (approximately \$150 million) to be used for individual training accounts (ITAs).
- ASWA proposes a roughly 3% across the board increase in funding for Title I for the next five years. NAWB is still determining proposed funding levels for other aspects of the legislation, including Title III, which are intended to account for other changes made by the legislation (such as the training mandate, use of labor market information, and more).
- Importantly, authorized funding levels after the initial PY would remain static for the duration of the law's authorization period (5 years total).

Program	FY24 (Enacted)	ASWA		
Title I (in thousands)			(Aggregate Difference)	(Percent Difference)
WIOA Adult ETA	\$885,649	\$912,218	\$ 26,569	3.00%
WIOA Youth Activities	\$948,130	\$ 976,573	\$ 28,443	3.00%
WIOA Dislocated Worker ETA	\$1,095,553	\$1,161,487	\$ 65,934	6.02%
WIOA DW National Activities	\$300,859	\$290,371	\$ (10,488)	-3.49%

Local Board Composition

- Increases required labor representation to 30% (up from 20%) on local workforce boards.
- Expands the list of eligible entities able to fulfill postsecondary education representation on local workforce boards.
- Does not require the use of new standing committees (but maintains several as optional for board consideration)

Implementation Timeline

- In general, many of the requirements contained in ASWA would come into effect July 1, 2025.

- However, the legislation provides for an “orderly transition” during this period for the U.S. Department of Labor (DOL) to promulgate new implementing regulations. This means some aspects of the current proposal would likely take effect in July 1, 2026 although this will be at the complete discretion of DOL.

Other Notable Provisions

- Clarifies budget authority of local boards over resources allocated to local workforce development areas.
- Increases existing limitations on the percentage of WIOA funds that can be used at the local level for Incumbent Worker Training and Transitional Jobs.
- Greater flexibilities and funding provided for local coordination and alignment around service delivery, especially as it relates to the use and maintenance of one-stop centers. These include new provisions related to virtual one-stop service delivery and the use of affiliated sites to help ensure access to critical services.
- Eliminates local negotiation process for the funding of one-stop center infrastructure costs and largely makes use of the law’s existing state-funding mechanism to support these expenses.
- The provision of professional development opportunities for staff and members of state and local WDBs.
- Allows for public outreach and marketing of federally funded workforce initiatives to increase the public’s awareness and familiarity with opportunities within the public workforce system.
- Creates a new, broader definition for “Opportunity Youth” to replace “out of school youth” and modifies the mandated split of youth funding to 70% (down from 75% in current law). Would allow for certain youth to qualify for ITAs.
- Significantly overhauls how eligible training providers are identified, what criteria are used to establish and maintain eligibility, and aims to improve the quality of training services provided.
- Allows local boards to serve as one-stop operators so long as they meet certain conditions and eligibility requirements.
- Increases State obligations to assist, support, and facilitate data collection and subsequent reporting, especially with regard to outcomes reporting for training providers and local areas.
- Significant new emphasis on skills-based hiring initiatives in many aspects of the legislation.
- Codification of the Workforce Data Quality Initiative to support improvements of state workforce longitudinal data systems and other related efforts.
- Formally defines co-enrollment as a way to better promote this strategy as a systemwide priority to help more individuals access and receive the services they need.
- Expands the definition for foundational skills needs to include digital literacy skills— a reflection regarding the role of these competencies in an increasingly digital-first world.

NAWB is continuing to review the agreement for other notable provisions of interest to members and the wider community. At this time, lawmakers are seeking to advance this legislation through a process in the Senate to develop unanimous consensus. If this effort is unsuccessful, leaders have indicated that they will try to advance this proposal via other means in the remaining and limited days left of the 118th Congress.

**VIRGINIA CAREER WORKS - NORTHERN
BOARD OF DIRECTORS MEETING**

SUMMARY SHEET

SUBJECT: Creation of Northern Virginia Regional Health Workforce Collaborative

The Claude Moore Foundation, in partnership with the Virginia Secretary of Labor, is seeking to explore how to support the establishment, growth and coordination of regional Health Sciences Partnerships in the nine GO Virginia regions. In moving forward, the Foundation is mindful of the many great initiatives that are already underway around the Commonwealth and inclusive of professional associations, regulatory bodies, workforce and economic development organizations, the Virginia Health Workforce Development Authority, and other entities.

The goal is to create a *non-governmental, non-partisan, employer-led* forum in which to regularly share and disseminate best practices, identify common challenges, thread & coordinate resources, where regions can collaborate on initiatives, funding opportunities, and policy issues that would benefit everyone. The Foundation also wants to explore how to develop a central hub of resources to support the regions with accurate, state, federal and region-specific data, and data visualization.

The Claude Moore Foundation, Virginia Secretary of Labor Bryan Slater, and Virginia Works collaborated with Deloitte and the Blue Ridge Partnership for Health Science Careers to develop a an “off-the-shelf” guide to establish and operated regional, employer-led workforce development collaboratives based on the Blue Ridge Partnership model. It was released at the Governor’s Workforce Summit on September 19 in Richmond.

A portion of the Guide is attached. Susan Baker, the SkillSource Group Vice President for the GO Virginia Northern Region, will briefly discuss the guide and the GO Virginia role in creating these regional employer-led workforce collaboratives.

Action Requested

Virginia Career Works Northern Board of Directors consideration and approval of participation in the Northern Virginia Regional Health Workforce Collaborative.

Staff

David Hunn
Seema Jain
Susan Baker
703-827-3782



Collaborating to Address Regional Workforce Challenges: A Roadmap

Last updated September 3, 2024

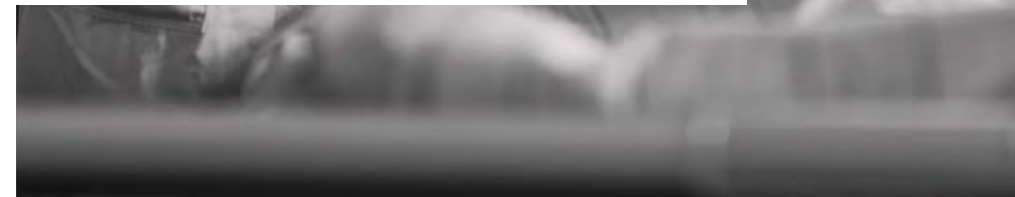
Better Jobs, Vibrant Economies, Healthier Communities - Together

Why are you reading this document?

The Commonwealth faces a health workforce crisis. Industry-focused workforce partnership is a solution.

What's the point? You might call it a collaborative, a network, a coalition, or a collective impact model – but a single organization cannot create a talent pipeline of trained workers to meet industry needs. Employers, educators, non-profits/philanthropy, and government must work together as partners to collectively enhance the health science talent pipeline.

- **Places workers in good careers in Virginia.**
- **Strengthens the health industry & Virginia economy.**
- **Improves access to health services.**



Launching and scaling your team is a journey. This roadmap is your guide:

HOW TO USE THIS roadmap

1. Given the complexity of the workforce ecosystem and local/regional nuances, this document is a framework to simplify that complexity, but NOT “the only way” to produce valuable outcomes.
2. There is no “one size fits all” approach to solve workforce challenges. This resource is meant to inspire ideas and action, recognizing that regions have unique challenges and strengths that will shape their workforce efforts.
3. This roadmap includes details on a number of the most common activities related to starting, building, and scaling a workforce partnership. Not all topics will be relevant to every reader or regional team.

HOW IT WAS CREATED

This roadmap was created through a joint project with the Commonwealth of Virginia and Claude Moore, and was informed by:



50+ *workforce stakeholders*



4 *in-person site visits to GO Virginia Region 2, Region 3, and Region 5*



Secondary research of workforce data, Virginia resources, national workforce models, and evaluation



Guiding Principles

Sector-based workforce partnerships take many forms. The Guiding Principles embedded throughout this roadmap are what it all comes down to, regardless of how your efforts evolve. We suggest you pay particular attention to them!

What is the sector partnership model?

You might call it a partnership, network, collaborative, ecosystem, coalition, or a collective impact model...

Whatever you call it, it's a **team of people across organizations working together** to prepare the workforce of today & the future.

IN WORKFORCE DEVELOPMENT

The concept of a "sector strategy" or "sector partnership" is often used to describe industry or employer-led efforts to solve workforce shortages or skill gaps.

Typically galvanized by one initial convening entity, a cross-organization team comes together to define the challenge, design programs or initiatives to solve it, source funding, and administer and evaluate them.

THE CRITICAL ROLE OF INDUSTRY & EMPLOYERS

While there are countless players in the workforce ecosystem who serve individuals, if they do so without active engagement from the employers who are expected to hire and retain them, their efforts may not ultimately be successful. Having an employer(s) at the table, actively engaged, and committed is **the** critical pillar of success.



Guiding Principle #1: One size does not fit all

What works in Northern Virginia may not work in Southern Virginia. What works in Staunton may not work in Richmond.

Workforce partnerships are collaboration between employers within the same industry, educators, government, philanthropy, non-profit, and community organizations that focus on key issues related to the target industry in their region.

Partnerships are business-driven, locally led, and are empowered to make decisions and act based on the unique needs of their community.

They act as a coordinating body to address industry workforce needs.

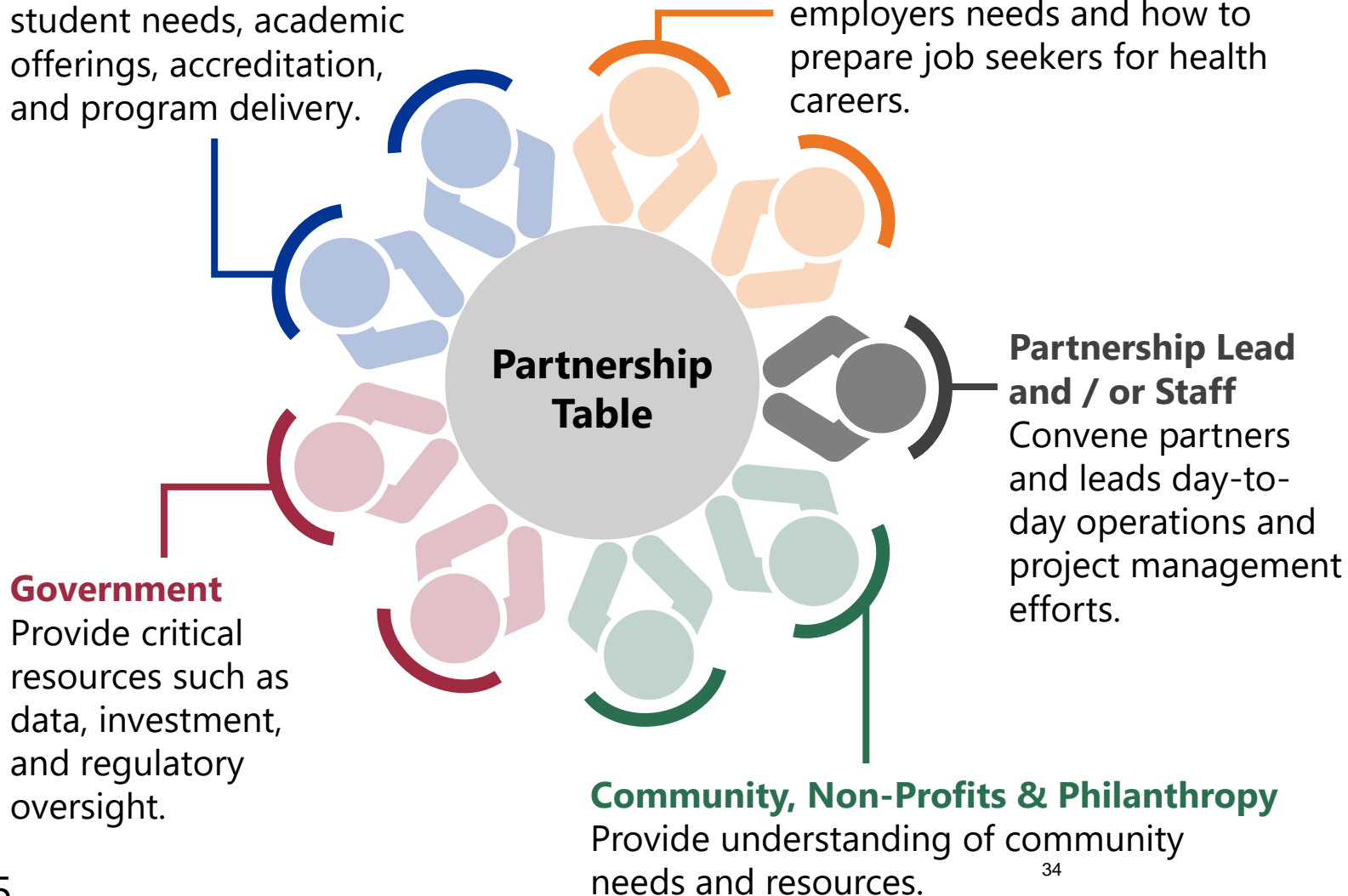
Who comes together in a partnership model?

Educators

Provide understanding of student needs, academic offerings, accreditation, and program delivery.

Employers

Deliver understanding of employers needs and how to prepare job seekers for health careers.



★ Guiding Principle #2: Make it a win-win-win

What is in it for my organization? For the team to thrive, there needs to be a clear value-add for each organization.

For...

- *Employers*, the partnership can increase their access to needed skills and individuals, improving operations and bottom line. Provides single table at which to work with public entities
- *Job seekers*, the partnership can provide clearer pathways to in-demand careers in their community
- *Educators*, the partnership can provide partners to help equip students for work
- *The community*, the partnership can improve access to health services

What can partnerships achieve together?

As local/regional teams, partnerships will have different focus areas by design. They most successfully achieve the following:

- 1 Shape education and training programs to meet industry needs
- 2 Increase outreach and exposure to students and job seekers
- 3 Improve utilization of resources and build education and training capacity
- 4 Communicate policy & regulatory challenges and shape solutions



Guiding Principle #3: Small wins can make a big impact

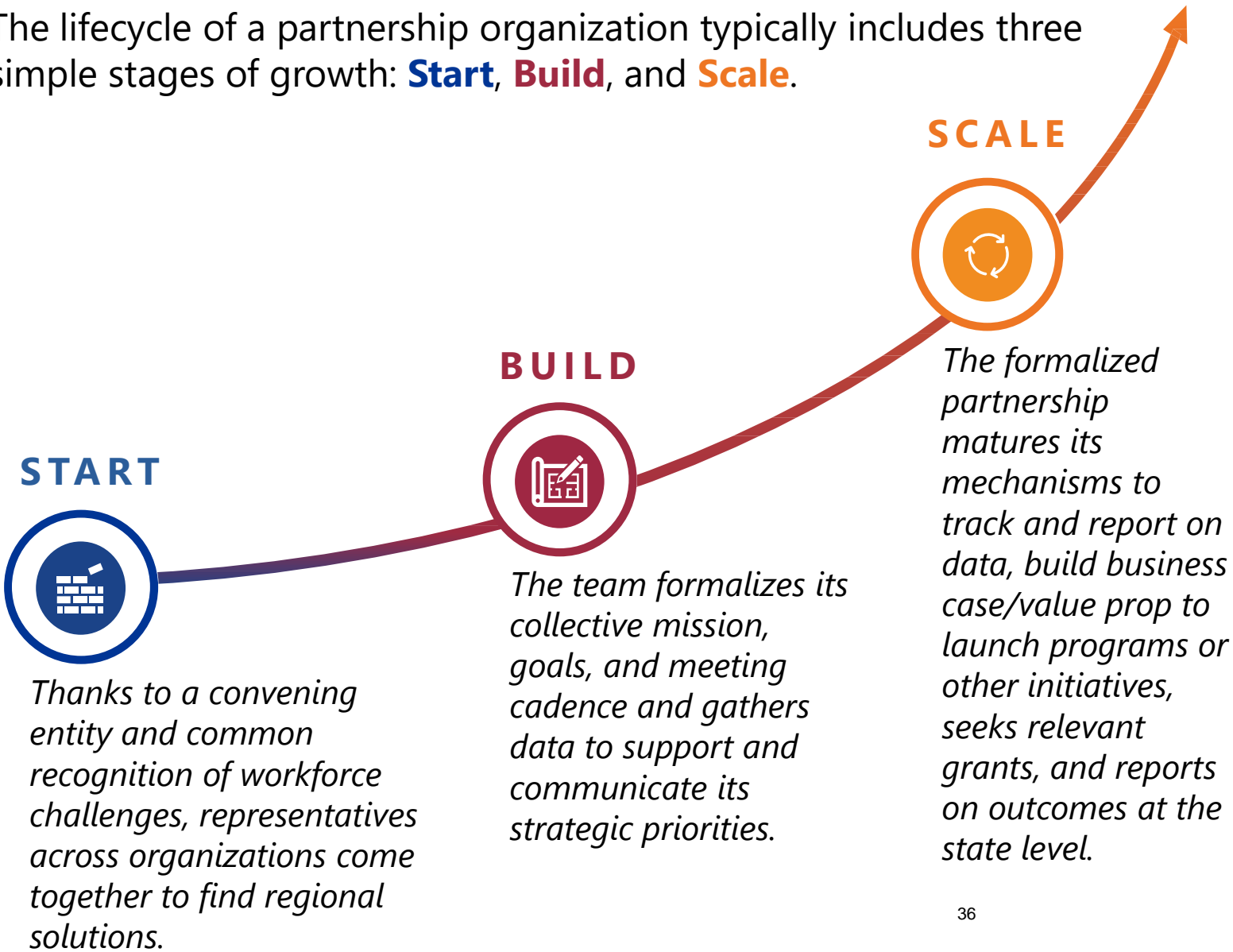
It's about outcomes, not process or ownership.

Partnership models should focus on what they are able to achieve today and recognize that workforce efforts are iterative and will improve over time as the partnership evolves.

Working together to coordinate and complement efforts will break down silos, reduce duplication, and improve outcomes.

How do partnerships evolve?

The lifecycle of a partnership organization typically includes three simple stages of growth: **Start**, **Build**, and **Scale**.



Guiding Principle #4: **Organic growth is good**

It's hard to put forth exactly one recipe for what makes a partnership "successful" – and that's okay.

The Blue Ridge Partnership for Health Science Careers was established in 2019 by a core group of dedicated employers, educators, and community leaders.

Today, the partnership engages ~75 leaders across a variety of committees aligned to their strategic goals focused on academic planning, student engagement, advancing IT and workforce analytics, and others.

Learn More: [BRPHSC WhoWeAre Flyer.pdf](#) (virginiahealthcareers.org)



Blue Ridge Partnership
for Health Science Careers

Important to remember: The diversity of our Commonwealth

Partnership models will reflect the nuances of their local communities and regional economies. Some factors to consider are...



Rural or Urban

Rural, urban, and suburban communities have different resources and challenges.



Employer Landscape

Employer needs vary and the types of health science employers will vary by region.



Education & Training Assets

Each community will have unique education & training resources and will offer different programs region-to-region.



Population Demographics

Who are the community members that would benefit from workforce programs, where do they receive information, and what are their needs?



Geographic Size & Infrastructure

Ability to access resources can be a challenge for large regions with widely distributed resources.



Guiding Principle #5: It isn't rocket science

At the end of the day, a "partnership" is truly that – just a team working together with a common vision.

Project Quest was started in 1992 in San Antonio, TX by a partnership of employers, education institutions, and community partners focused on upskilling residents for in-demand healthcare careers. In 2023, Project Quest:

- Worked with nearly **2,400 individuals**
- Program graduates realized a **200% wage increase**, moving from an average wage of \$15,553 pre-program to \$46,6482 post-program



What indicates “success” for a partnership?

It can be hard to define progress or success for a partnership or its discrete programs. Some indicators and long-term outcomes include:

EARLY PROGRESS INDICATORS

Measuring priorities and the partnership as an organization

Diversity of organizations involved in the partnership & continued engagement over time

Impact of priority programs/initiatives launched by partnership

Progress towards strategic goals as articulated by partnership

EXPECTED ONGOING OUTCOMES

Measuring the partnership's impact on the region & industry

Job placements
increase in critical workforce segments

Retention rates increase
across key roles for every employer

Vacancies decrease in critical workforce segments

Accessibility of meaningful careers
increases for jobseekers

Guiding Principle #6: Data informs everything

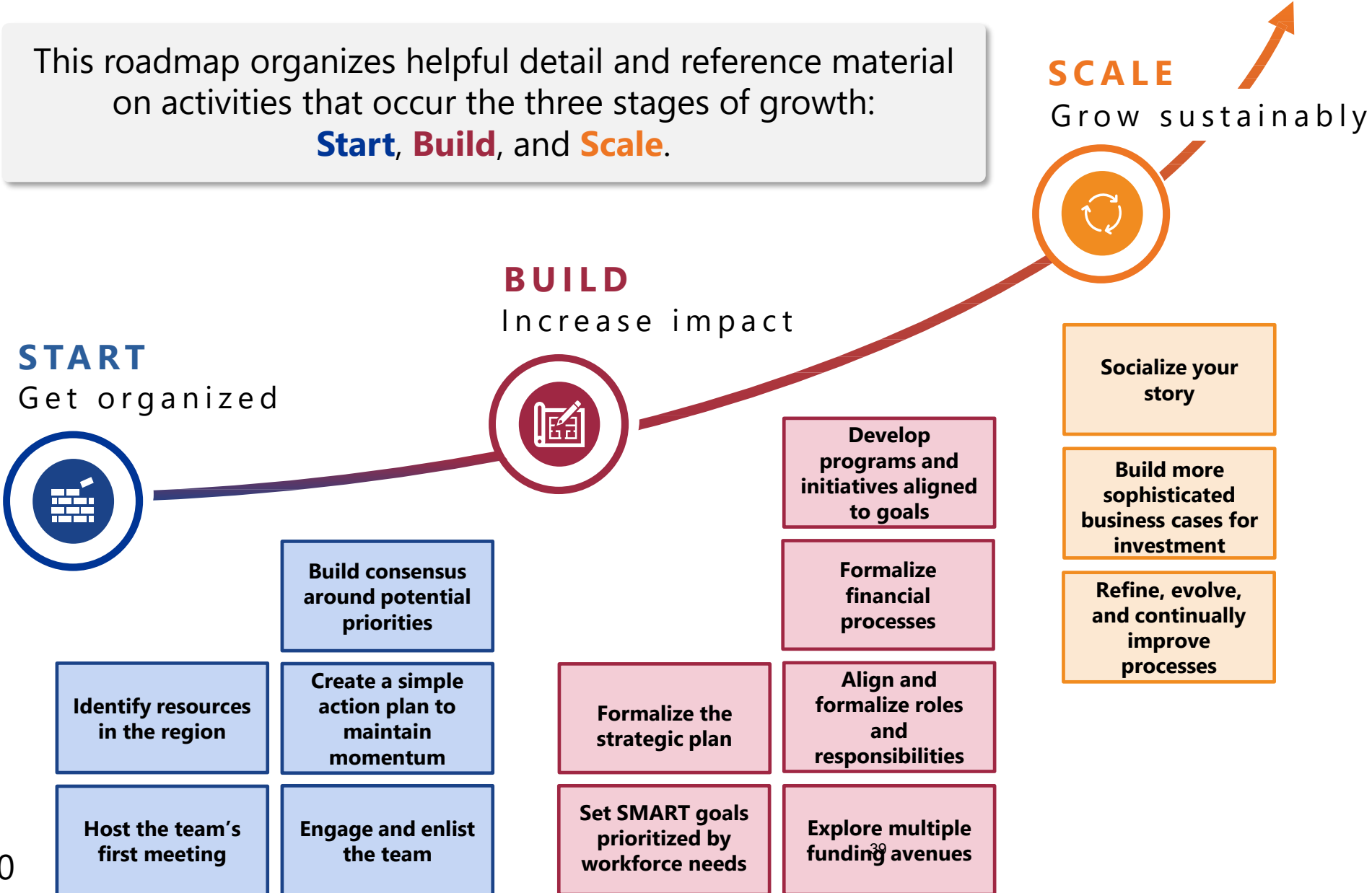
[George Mason University Center for Health Workforce](#) supports multiple GO Virginia Regions in leveraging data to inform regional decision making:

- Providing data to understand labor demand and workforce gaps
- Establishing processes to track and validate multiple data sources, with ability to collect deidentified employer data
- Supporting partnership strategy development and priority setting of partnership activities
- Interpreting data and conducting analysis to measure partnership impact

Navigating this roadmap to meet you where you are today

This roadmap organizes helpful detail and reference material on activities that occur the three stages of growth:

Start, **Build**, and **Scale**.



What do these icons mean?

Refer to the colored icons at the top right corner of each page to let you know where you are in the lifecycle of the organization:



START

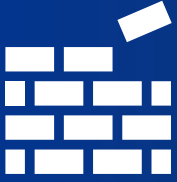


BUILD



SCALE

December 5, 2024

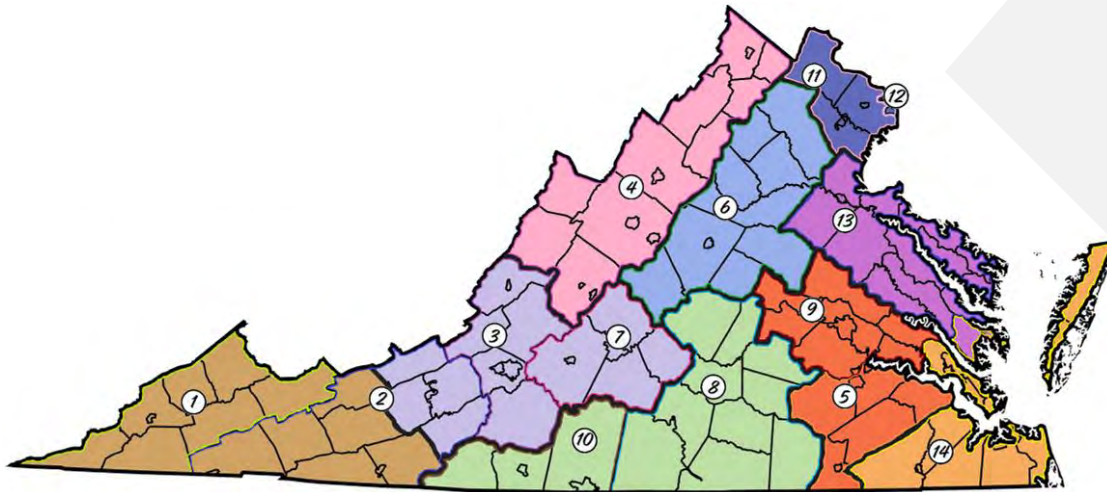


Start

This section explains how the group initially forms and grows from the perspective of the initial convener, including the process of recruiting partners and developing a shared understanding of workforce needs and priorities from the perspective of the employers.

Identify resources in the region

Your workforce ecosystem is complex and includes a variety of players and stakeholders, each with their own roles and goals. **Recognizing existing efforts** and how you can amplify them while addressing unresolved gaps will help your team be seen as a contributor and collaborator rather than competitor.



Educators

- K-12 Career & Technical Education
- 4-year colleges
- Virginia AHEC Scholars Program and [Virginia Area Health Education Centers \(AHEC\)](#)
- Community Colleges

Employers

- Major hospital systems or providers
- Specialties (e.g., oral health, behavioral health, pharmacy, long-term care)

Collective Impact

Government

- Your Local Workforce Board
- [GO Virginia](#)
- Your local and regional economic development organization

Community, Non-Profits & Philanthropy

- Your local Chamber of Commerce
- Non-Profits
- Faith-based Organizations

Additional detail, points of contact and resources can be found in the roadmap Appendix: Start section, beginning on page 5.

**VIRGINIA CAREER WORKS - NORTHERN
BOARD OF DIRECTORS MEETING**

SUMMARY SHEET

SUBJECT: Starting A New Northern Virginia Employer Recognition Award

At the September 2024 Virginia Career Works Northern Board Meeting, Board Member Dan McGuire recommended that the VCW Northern Board and Management staff create and implement an Employer Recognition Award. The Award will highlight and recognize local employers of all sizes who are actively engaged with Virginia Career Works Northern services, including hiring referred employees, providing apprenticeship, work experience or on-the-job training assignments for jobseekers as well as utilizing incumbent worker training programs for their employees.

The Virginia Career Works Northern Management Team enthusiastically support Board Member McGuire's recommendation and are moving swiftly into implementation. Staff recommend the following steps and conditions:

- Northern Virginia Employer Award will be recognized quarterly, commencing in early 2025.
- Recommendations for employers will be generated by the Northern Virginia Employer Solutions Team, and will include private, public and non-profit sector employers.
- Quarterly employer awardees will be determined by the VCW Northern Board Executive Committee and announced to the VCW Northern Board Members by email and a press release.
- Selected Employer will be presented with an engraved plaque and framed letter from the VCW Northern Board Chairman and Executive Director.

Action Requested

Virginia Career Works Northern Board of Directors approval of implementing a New Northern Virginia Employer Recognition Award, to commence in early 2025.

Staff

David Hunn
Seema Jain
703-827-3782

Department of Family Services

Employment & Training Team Report

thru October 2024

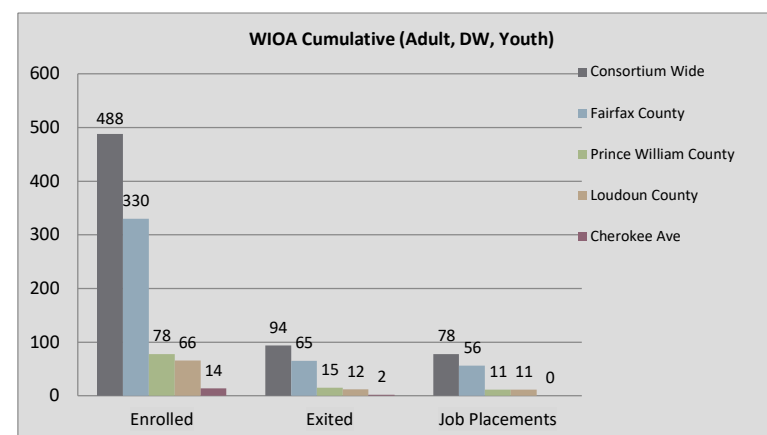
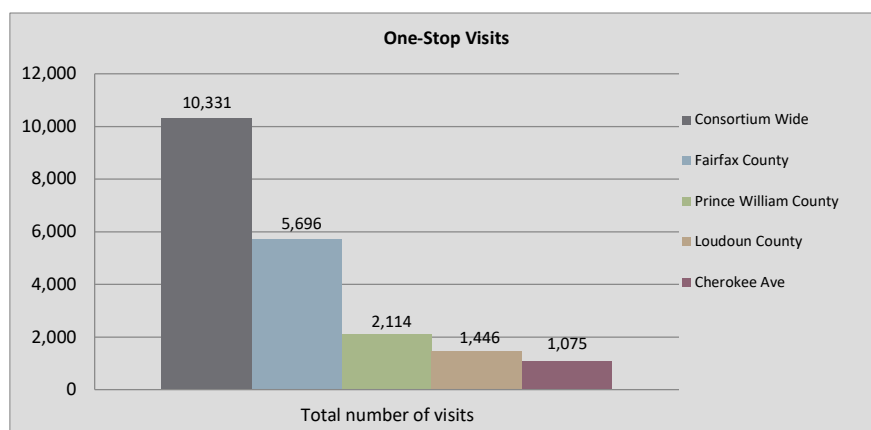


- Pages 1-2: Workforce Innovation and Opportunity Act Program
- Page 3: Workforce Innovation and Opportunity Act/Other Grants
- Page 4: ITA and OJT Breakdown
- Page 5: Senior Community Service Employment Program (SCSEP)
- Page 6: ELEVATE



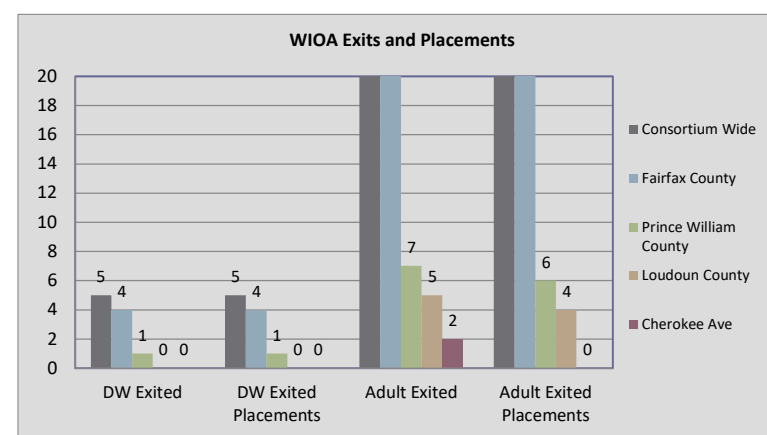
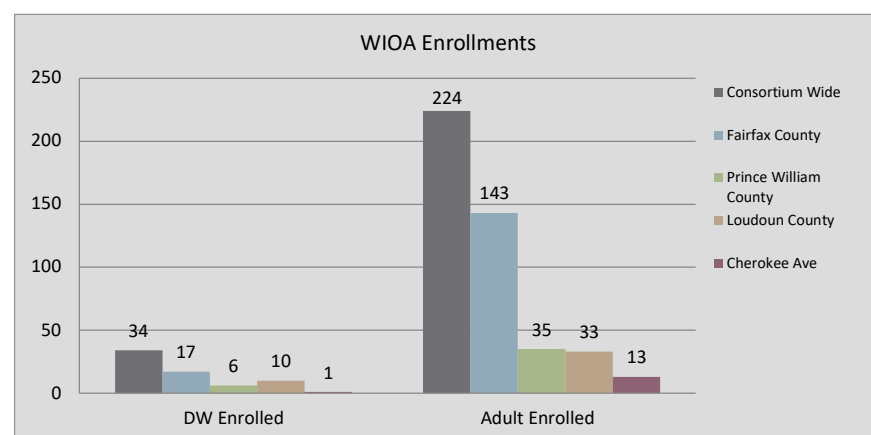
Northern Virginia Workforce Development Area, LWDA XI
WIOA Adult, Dislocated Worker, and Youth Statistics (July 1, 2024 - October 31, 2024)

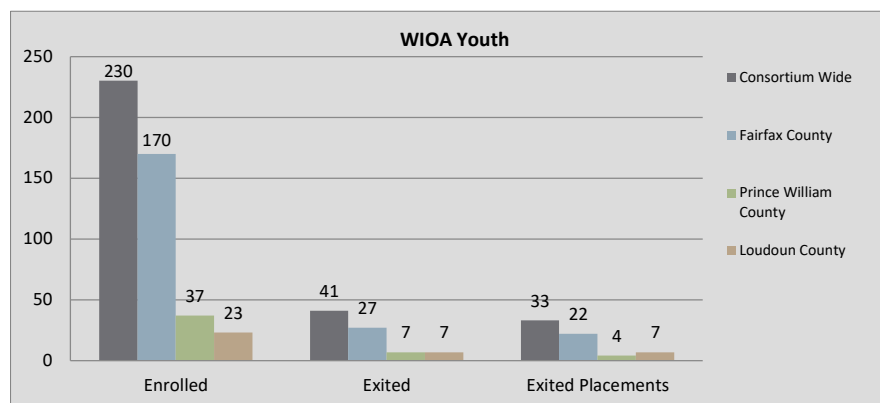
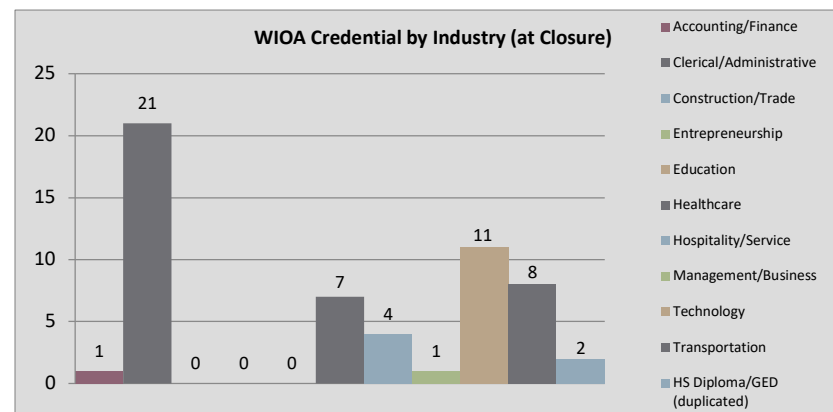
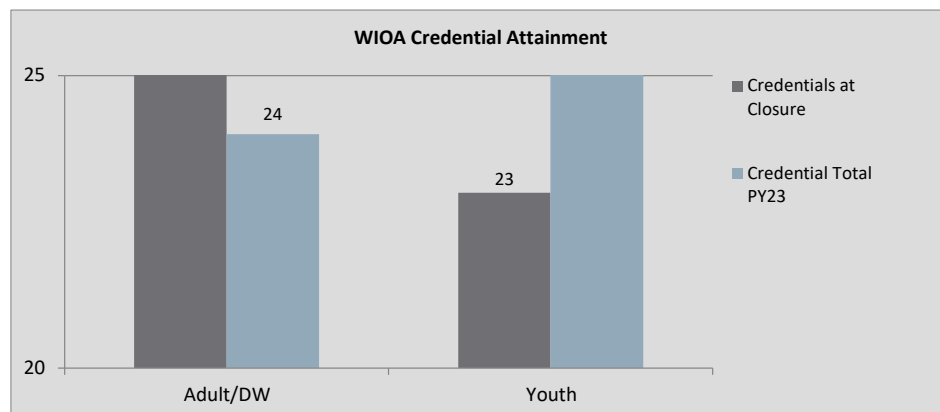
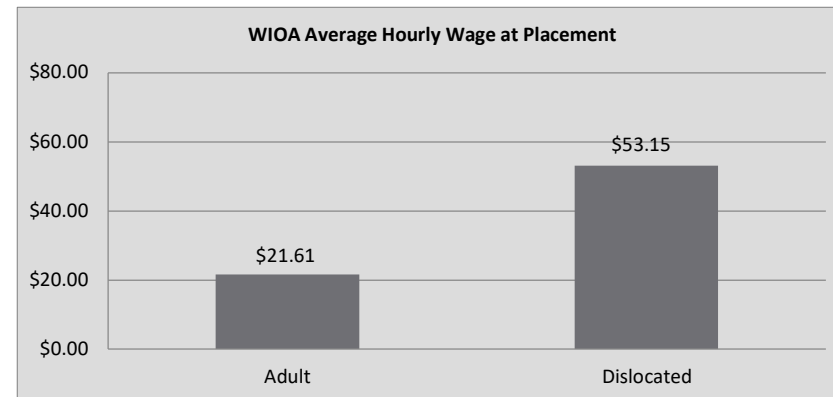
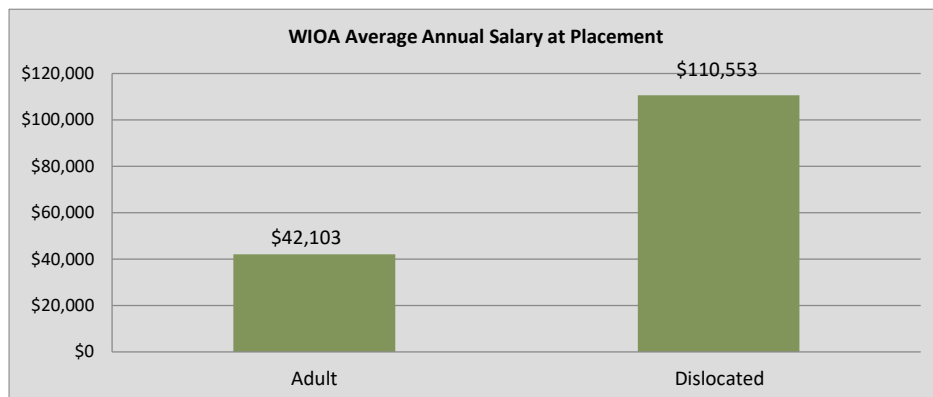
At-A-Glance		
One-Stop Services*	WIOA Services (Youth/Adult/DW)	All Employment & Training Programs
Center Visits	Total Participants	
10,331	488	
One-Stop Job Placements	WIOA Job Placements	Total Enrolled
13	78	488
Average Hourly Wage at Placement	Average Hourly Wage at Placement (Adult)	Total Exited
\$19.81	\$21.61	94
* Visit numbers include in-person and virtual services being provided by center programs. Note: Core placements are updated quarterly.	Average Hourly Wage at Placement (DW)	Total Job Placements
	\$53.15	78
	Average Hourly Wage at Placement (Youth)	Total Participants with Disabilities
	\$16.87	160
	Credentials Received in PY24	Total Veterans
	58	12
	Credentials Received at Closure	
	55	



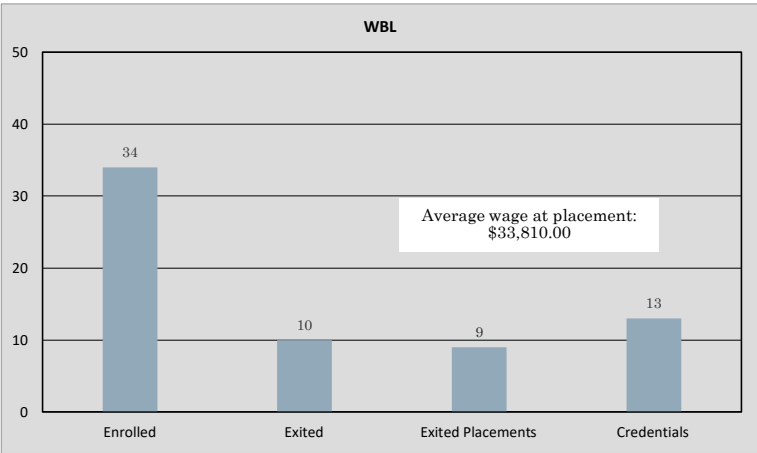
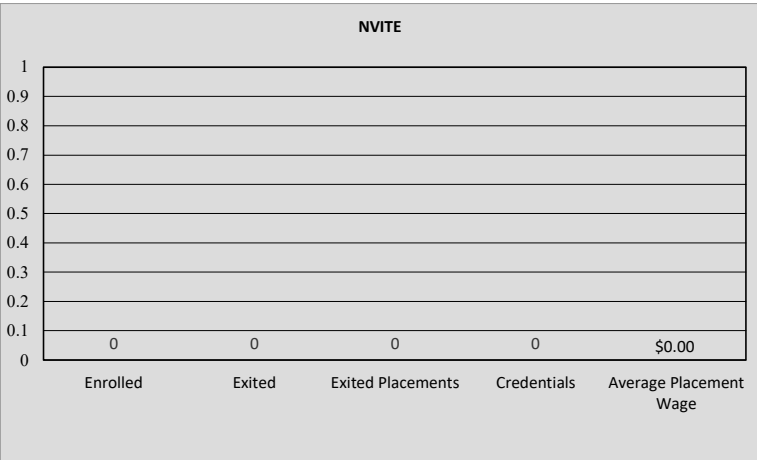
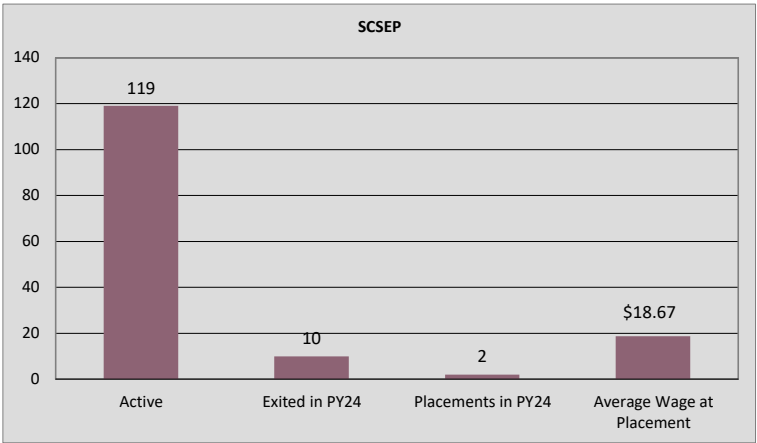
*IWT not included, see Page 3 for Data

WIOA Breakdown - Adult, Dislocated Worker and Youth





Northern Virginia Workforce Development Area, LWDA XI
WIOA Grants and Other Programs Statistics (July 1, 2024 - October 31, 2024)
Non-WIOA Grants



Breakdown of ITAs and OJTs

As of October 31, 2024

ITAs / INDUSTRY	Obligated Funds	Additional Training Expenses	WIOA YOUTH		WIOA ADULT/DW		TOTAL
			Number	Percent	Number	Percent	
Accounting/Finance (AF)	\$749.00		0	0.00%	2	2.86%	2
Clerical /Administrative (CA)	\$0.00		0	0.00%	0	0.00%	0
Construction / Trade (CT)	\$28,615.00		11	26.82%	3	4.28%	14
Education (Ed)	\$0.00		0	0.00%	0	0.00%	0
Healthcare (He)	\$72,367.00		11	26.82%	16	22.86%	27
Hospitality Services (HS)	\$21,642.00		3	7.32%	3	4.28%	6
Literacy (LA)	\$10,145.00		10	24.40%	1	1.43%	11
Management/Business (MB)	\$48,326.00		2	4.88%	19	27.14%	21
Technology (Tech)	\$44,660.00		4	9.76%	10	14.29%	14
Transportation (TR)	\$72,000.00		0	0.00%	16	22.86%	16
Others	\$0.00		0	0.00%	0	0.00%	0
TOTAL	\$298,504.00	\$0.00	41	100.00%	70	100.00%	111

ITAs / INDUSTRY	Obligated Funds
Accounting/Finance (AF)	\$749.00
Clerical /Administrative (CA)	\$0.00
Construction / Trade (CT)	\$28,615.00
Education (Ed)	\$0.00
Healthcare (He)	\$72,367.00
Hospitality Services (HS)	\$21,642.00
Literacy (LA)	\$10,145.00
Management/Business (MB)	\$48,326.00
Technology (Tech)	\$44,660.00
Transportation (TR)	\$72,000.00
Others	\$0.00
TOTAL	\$298,504.00

OJT Obligated by Grants	OJT /WEX Amount
WIOA Adult	\$21,824
WIOA DW	\$0
Youth	\$72,069
TOTAL	\$93,893

Northern Virginia Workforce Area #11

SCSEP Monthly Report - October 2024

SCSEP Eligible Clients Identified	7/31/2024	8/1/2024	Sep-22	Oct-22	Nov-22	Dec-23	24-Jan	1-Feb	31-Mar	30-Apr	31-May	30-Jun
SCSEP Active Participants	116	121	123	119								
Transferred to NCOA Data Team	0	0	0	0								
Participants on LWOP	4	4	5	7								
New SCSEP Enrollments	0	3	1	0								
Re-Enrollments	0	1	1	0								
Average Age of Enrolled	66	66	66	66								
Persons Screened/Intake	33	58	63	71								
New SCSEP Applications Received	12	14	7	13								
Exited from Program	3	1	2	4								
Exited with Placement	1	0	0	1								
Average Employed Monthly Wage	\$ 15.34	\$ -	\$ -	\$ 22.00								
Information Session Attendance	11	13	16	27								
Active Host Site Agencies	23	23	24	24								
Host Site Agencies with Slots	1	2	4	5								
Number of Available Slots	1	3	10	16								
Participants Referred to Host Site	1	4	7	15								
New Host Site Agencies Contacted	2	6	11	3								
Referral from WIOA One Stop Centers	3	0	4	8								
Dual Enrolled with WIOA	0	0	0	0								

ELEVATE October 2024 Monthly Report Prince William County March 2022-October 2024																																				
	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Cumulative	Goals		
Job Seeker Services																																				
Initial Assessments	36	45	31	52	30	41	35	24	24	29	62	43	53	27	60	27	21	66	71	145	42	84	24	12	56	59	76	20	18	13	4	8	1,338	1,000		
Individualized Career Services (Enrolled)	10	13	13	23	16	19	16	9	3	5	16	11	9	5	6	9	5	5	4	4	1	3	2	3	3	1	3	7	4	2	1	1	232	200		
Started Training	6	3	5	9	8	2	4	5	2	0	8	15	2	# #####	8	7	8	5	7	2	3	0	0	6	2	3	3	4	4	10	4	2	153	150		
a. Occupational Training	5	1	4	9	6	1	3	4	2	0	6	15	2	3	6	6	8	5	7	2	3	0	0	6	1	2	3	2	3	5	2	2	124	-		
d. OTT Training	1	2	1	0	2	1	1	1	0	0	0	0	0	# #####	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	11	-		
e. Work Experience (WEX)	0	0	0	0	0	0	0	0	0	0	2	0	0	# #####	1	1	0	0	0	0	0	0	0	0	1	1	0	2	1	5	2	0	18			
Training/Support Services Amount Obligated	\$1,221	\$12,058	\$8,705	\$16,080	\$25,988	\$19,081	\$5,689	\$16,410	\$0	\$6,049	\$25,062	\$38,004	\$15,955	\$18,190	\$27,044	\$20,963	\$32,194	\$26,876	\$17,994	\$10,480	\$6,438	\$88	\$4,880	\$20,592	\$11,670	\$7,318	\$11,245	\$7,795	\$21,551	\$16,293	\$6,953	\$15,080	\$473,945	\$475,438		
Completed Training	2	2	3	1	4	3	1	4	5	0	0	2	7	0	4	5	5	8	5	5	3	1	1	1	6	2	2	4	5	6	5	5	107	105		
a. Occupational Training	2	2	3	1	4	3	1	2	4	0	0	2	5	0	3	4	4	6	5	5	3	1	1	1	6	2	1	4	4	4	4	2	89			
c. OTT Training	0	0	0	0	0	0	0	2	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4			
d. Work Experience (WEX)	0	0	0	0	0	0	0	0	0	0	0	0	2	0	1	1	1	1	0	0	0	0	0	0	0	0	1	0	1	2	1	3	14			
Placed in Employment	1	2	3	0	2	4	6	2	2	12	3	7	4	2	5	11	4	5	6	4	1	4	2	1	6	5	4	5	2	19	4	3	141	140		
Hourly Wage	\$17	\$18	\$23	\$0	\$20	\$20	\$19	\$25	\$27	\$22	\$20	\$23	\$19	\$22	\$20	\$21	\$37	\$19	\$18	\$28	\$24	\$31	\$21	\$18	\$20	\$19	\$21	\$30	\$22	\$28	\$21	\$23	\$22	\$17		
Employer Services																																				
New Employer Contacts	15	16	19	17	11	16	15	13	7	5	10	5	9	10	20	4	2	4	9	20	2	3	2	6	7	24	13	15	9	6	3	8	325	300		
Employers Served	15	21	12	4	7	4	4	3	26	12	3	10	5	4	31	11	5	5	7	39	1	4	2	2	7	30	7	9	17	25	4	32	368	75		
Employer/Job Seeker Connections	6	85	14	12	248	14	9	2	75	12	4	5	5	5	77	11	5	5	5	120	2	2	57	1	3	317	1	2	148	2	3	65	1,322	-		
Job Offers	1	4	3	3	3	4	6	2	2	12	2	7	1	2	5	10	5	5	6	4	1	4	2	7	6	7	10	6	2	20	4	3	159	-		
New Hires*	1	4	3	3	3	4	6	2	2	12	2	7	1	2	5	10	5	5	6	4	1	4	2	7	6	6	6	6	2	19	4	3	153	-		
Average Hourly Wage	\$17	\$17	\$23	\$18	\$19	\$20	\$19	\$25	\$27	\$22	\$20	\$23	\$17	\$22	\$20	\$25	\$37	\$19	\$18	\$28	\$24	\$31	\$21	\$18	\$20	\$19	\$20	\$27	\$22	\$28	\$21	\$23	\$22	-		
Employees Served through IWT Contracts	0	0	1	0	0	0	2	12	0	0	1	6	9	0	1	-	7	-	40	-	-	-	-	-	-	-	-	-	-	-	-	79	-			
IWT Amount Obligated	\$0	\$0	\$899.00	\$0	\$0	\$0	\$ 4,850	\$ 13,096	\$0	\$0	\$4,572	\$ 4,341	\$ 1,080	\$0	\$4,572	\$0	\$ 1,050.00	\$0	\$9,860	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$44,320	\$ -		

*New Hires is a combination of OTTs and direct placements with PWC employers

VIRGINIA CAREER WORKS - NORTHERN BOARD OF DIRECTORS MEETING

SUMMARY SHEET

SUBJECT: Executive Director Items

The Executive Director will discuss the following items at the Board of Directors meeting.

- **FY 2025 Workforce Area #11 Training and OJT Commitments** – For FY 2025 (Through October 2024), the Workforce Area #11 One Stop Operator has obligated \$303,504 for 112 WIOA Adult, Dislocated Worker, Youth jobseekers. The summary of funding obligations by each approved training provider is included here.
- **SkillSource Group FY 2024 Audit Completed** – The FY 2024 Audit and Uniform Guidance for The *SkillSource* Group, Inc., the fiscal agent for the Virginia Career Works Northern Region, was completed in November 2024, with a clean audit. The completed audit report is available online at www.vcwnorthern.com.
- **PY 2023 WIOA Annual Compliance Review for VCW Northern Region** - Each year, staff at the Virginia Community College System conduct program and financial monitoring of each local workforce area. The PY 2023 WIOA Annual Compliance Review was completed in October 2024 and the Review is attached.
- **Prince William American Job Center Lease Extension** – The *SkillSource* Group, Inc. and the Building Landlord for the Prince William American Job Center in Woodbridge have reached agreement on a ten-year lease extension, effective January 2025. The attached memorandum summarizes the lease details and the projected cost savings.
- **Contract and Grant Award Matrix** – The pending contract and grant proposal matrix for The *SkillSource* Group, Inc. and the Virginia Career Works Northern Region is attached.

FY 2025 ITA Provider Summary

July 1-October 31, 2024

A. ITA Obligated by Providers

Provider (A-Z)	Training amount	Number of ITA	Training Industries
1st CDL Training Center of NOVA	\$27,000.00	6	Transportation
3T Career Institute	\$6,290.00	4	MB
7 CDL Driving School	\$4,500.00	1	Transportation
AAA CDL School	\$4,500.00	1	Transportation
AAMU	\$1,800.00	3	LA
American Institute of Health Science & Tech	\$6,000.00	2	Health
Astar Education Institute	\$6,085.00	4	Health
Clary's LPN School of Nursing	\$3,520.00	2	Health
Fairfax County Public School	\$26,652.00	16	AF, Health & CT
George Mason University	\$19,136.00	7	CA, MB & Tech
Global Institute of Technology	\$3,250.00	1	MB
GUTTS	\$15,340.00	4	CT
ImpacTek	\$10,462.00	6	Technology
Intellectual Point	\$12,620.00	7	Health, MB & Tech
International Language Academy	\$850.00	1	LA
Kitchen of Purpose	\$9,000.00	2	HS
Le Arai	\$8,807.00	3	HS
Learnix Tree	\$13,500.00	3	Technology
Massage Therapy	\$5,000.00	1	HS
MedCerts	\$6,500.00	2	Health
Medical Education Center	\$24,645.00	6	Health
NU Paths	\$21,500.00	4	MB, Technology
NVCC	\$21,495.00	13	Health, Tech & LA
PeopleNTech	\$4,500.00	1	Technology
Shipper's Choice	\$36,000.00	8	Transportation
Smarthpath	\$4,552.00	4	MB
TOTAL	\$303,504.00	112	

B. ITA Obligated by Grants

Funding	Training Amount
WIOA Adult	\$181,551.50
WIOA Dislocated	\$28,549.50
WIOA Youth	\$93,403.00
TOTAL	\$303,504.00

Northern Virginia Workforce Innovation and Opportunity Act--LWDA XI

July 1 -October 31, 2024

FY 2025 OJT Provider Summary

A. OJT/WEX Obligated by Providers:

December 5, 2024

Provider (A-Z)	Name of OJT/WEX		Training Industries
Afghan Sustainable Economic Foundation	Marketing		AF
Cardinal Montessori	Teacher Assistant		Ed
Creative Bar Concepts	WEX		MB
Eclips IV	Salon Assistant		HS
Ethiopian Community Development Council (ECDC)	IT Intern		Tech
FCPS	Apprenticeship		CT
General Systems Corporation	Digital Marketing Associate		Tech
Land Development Services	WEX		CA
Lutheran Social Services of Nat. Capital area	WEX		CA
Windy Hill Collection LLC	Social Media Consultant		Tech

B. OJT/WEX Obligated by Grants:

Grant	OJT/WEX Amount
WIOA Adult	\$21,824.00
WIOA DW	\$0.00
Youth	\$72,069.00
Total	\$93,893.00

[illegible]

October 30, 2024

David Hunn
Virginia Career Works – Northern
Executive Director
8270 Greensboro Drive, Suite 850
McLean, VA 22102

RE: PY 2023 Corrective Action Plan (CAP) Status

Dear David:

The Virginia Department of Workforce Development and Advancement (VDWDA) Compliance Monitoring Team conducted a comprehensive review of the following grants and programs awarded to/implemented by the Virginia Career Works – Northern (VCWN):

- WIOA Title I Adult, Dislocated Worker, and Youth Formula Programs

The review resulted in two findings and one concern that required corrective action. The VDWDA Compliance Monitoring Team received the VCWN's responses and made the determination that all required actions have been completed, the PY 2023 CAP is completed, and no further action is required.

Sincerely,

Deirdre Williams

Deirdre Williams
Workforce Compliance Monitor
Virginia Department of Workforce Development and Advancement

Finding #1: Member Participation by Electronic Means Policy

Issue: The administrative review of the VCWN identified the need for a Member Participation by Electronic Means Policy. Per Virginia Board of Workforce Development (VBWD) Policy 100-04, Change 3: "Local Workforce Development Boards must have a written policy, which shall be adopted annually by a recorded vote, that describes the circumstances under which an all-virtual public meeting will be held and the circumstances that remote participation at an in-person public meeting will be allowed that adheres to Virginia Code §2.2-3708.3. The policy must describe the process the board members will use to request remote participation, the process for approving or denying requests, and the process for documenting requests and decisions. The policy must state the number of times remote participation for personal matters or all-virtual public meetings can be used per calendar year, not to exceed the limitation set forth in §2.2-3708.3. Once adopted, the policy shall be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting."

- Other requirements under Policy 100-04 include iv. Minutes of all meetings shall be recorded as required by §2.2-3707. Votes taken during any meeting conducted through electronic communication means shall be recorded by name in a roll-call fashion and included in the minutes.

Corrective Action: The VCWN must create a Member Participation by Electronic Means policy including the information listed above. Documentation of this policy must be submitted to the VDWD WIOA Title I monitoring team for review.

LWDB Response: A draft of the policy has been written by VCWN staff and was presented for review and approval at the VCWN Board of Directors meeting on September 5, 2024. The approved policy was submitted to the VDWD WIOA Title I monitoring team for review.

VDWDA Evaluation: STATUS - CLOSED

The VDWD reviewed the LWDB's policy and determined that the VCWN has satisfied the requirements of the corrective action and considers this finding closed.

Finding #2: Virginia Workforce Connection (VaWC) Records Management

Issue: Reports on customers' activity status were run for the current program year. A sample of customer records was reviewed with a focus on individual employment plans, the use of assessments, credentials, measurable skill gains, and compliance with implementing fully electronic case files. The following issues were noted:

- Two (2) activity codes were system closed.
- Four (4) customers contained an Application Date entered in VaWC that differed from the signed application date in the Documents uploads.
- Nine (9) records were missing documentation, signatures, or contact information to support information in the VaWC.
- One (1) record reflected a VaWC training activity code that did not align with state guidelines in VWL 20-06.
- One (1) record contained medical information.
- Three (3) customers did not have the IEP/ISS updated.
- Four (4) customers earned "in-demand credentials" that were not used to seek employment.

Corrective Action: The VCWN must review the cases identified in Attachment A and make the appropriate corrections to the active customer records in the VaWC. Missing documentation must be collected and loaded into the VaWC. The VCWN must ensure that case managers receive training on the guidelines listed above to ensure an understanding of data entry and supporting documentation requirements. Documentation of these actions must be submitted to the VDWD Compliance Monitoring team for review.

LWDB Response: Documentation of these actions has been submitted to the VDWD WIOA Title I monitoring team for review. LWDA discussed findings from the PY23 Annual Compliance Review Report during the Case Management Staff Meetings in September 2024. LWDA provided screenshots of attendees from two meetings as the sign-in sheet documentation.

VDWD Evaluation: STATUS - CLOSED

The VDWDA reviewed the LWDB's corrective actions and determined that the VCWN has satisfied the requirements of the corrective action and considers this finding closed.

Concern #1: Five Percent (5%) Income Exception Policy

Issue: The VCWN's current policy includes information regarding Youth in Need of Additional Assistance and refers only to VWL 15-02. The policy should include information such as a) guidelines to not enroll more than five percent of "covered individuals" who are not low-income into the WIOA Title I Youth program at any given time; b) a description of the method of calculation, and c) the procedure the local area will follow to monitor the five percent exception process. Evaluation of program performance should be conducted throughout the program year.

Corrective Action: The VCWN must update the 5% Income Exception Policy including the information listed above. Documentation of this policy must be submitted to the VDWDA WIOA Title I monitoring team for review.

LWDB Response: A draft of the policy has been written by VCWN staff and was presented for review and approval at the VCWN Board of Directors meeting on September 5, 2024. The approved policy was submitted to the VDWDA WIOA Title I monitoring team for review.

VDWDA Evaluation: STATUS - CLOSED


The VDWDA reviewed the LWDB's corrective actions and determined that the VCWN has satisfied the requirements of the corrective action and considers this finding closed.

November 21, 2024

TO: Jeffrey Ryan
Anthony Spears
Stacia Watson
Edward Dupass
Virginia Employment Commission

Angela Kelly-Wiecek
David Mitchell
Dr. Robert Walker
Deborah Warf
Virginia Works

Tracy Harrington
Virginia Department of Aging and Rehabilitative Services

FROM: David Hunn 
President and CEO

SUBJECT: Final Costs with Revised FY 2025 Prince William Center Floor Plan

The **SkillSource** Group, Inc. has completed negotiations with the Landlord for the Prince William American Job Center, 13370 Minnieville Road, Woodbridge, 22192. As reflected in the approved LOI for the new lease, The **SkillSource** Group has locked in a ten-year lease, effective January 1, 2025, at a cost per square foot of \$26.49, a reduction of \$.97 per square foot from the current lease rate. The new Center space totals 6,297 square feet, a reduction of 4,303 square feet (41%) from the current full Center. **With the space reduction and lower square footage costs, the Commonwealth of Virginia and the Center Partners will save over \$124,239 in Year One in lease costs alone.** There will be additional State and Partner savings in operating expenses as well.

The revised Center plan will reflect the following estimated costs:

- Total monthly lease costs of \$13,900 for a ten year lease term. This represents a monthly savings of \$10,353 (43%) from our current lease costs of \$24,253. As this lease is not full-service, additional monthly costs for electric, gas, janitorial, trash and recycling costs will be extra.
- The revised Center cost per square foot is estimated at \$26.49, a reduction of \$.97 per square foot, below the current lease rate of \$27.46.
- The new lease term includes a 2.5% annual increase rate.

- The new lease terms will have the Center staff share the Breakroom and Staff Restrooms with the new tenants in Suite A, making these spaces Common Areas.

Six Month and Twelve Month Infrastructure Funding Agreements

I will send a formal January – June 2025 IFA through Virginia Works and the Virginia Department of Aging and Rehabilitative Services for review and signature in the days ahead.

Thank you for your support and engagement during this lease negotiations process. We have reached a solid agreement with the Landlord in order to maintain the Prince William American Job Center in place for the next decade.

I can be reached at (703) 795-0684 and david.hunn@vcwnorthern.com.

Attachment

Cc: Ms. Melissa Sampery, Virginia Department of General Services
Ms. Rebecca Bennett, The *SkillSource* Group, Inc.



October 24, 2024

The Skillsource Group, LLC
Attn: Mr. David Hunn

RE: 13370 Minnieville Road, Woodbridge, VA 22192

On Behalf of 13370 Minnieville Road, LLC ("Landlord"), we are pleased to submit this proposal which outlines the basic terms and conditions, upon which we propose to lease space at 13370 Minnieville Road, Woodbridge, VA 22192 ("Building") to The Skillsource Group, LLC ("Tenant"):

1. Premises:

Tenant shall lease from Landlord the above-referenced premise, deemed to be 6297 rentable square feet.

2. Lease Term and Lease Commencement Date:

A. Lease Commencement Date:

The "Lease Commencement Date" shall be [January 1, 2025. The Rent Commencement date shall be January 1, 2025.

B. Initial Lease Term:

The "Initial Lease Term" shall be for ten (10) years from the lease Commencement Date. Or Ten (10) Years

C. Pro-Rata Share: .562

D. Delivery Date: Landlord to deliver the space within one

3. Initial Base Rent: hundred and twenty days (120) of the lease signing.

The "Initial Base Rent" shall be - \$13,900.00 per month (10 years term)

Base Year for Expense Pass Throughs: 2025



4. Escalations and Utilities:

A. Real Estate Taxes and Operating Expenses:

Tenant shall be responsible for Utilities which will be metered by submeter separately.

B. Base Rental Escalations

Tenant's Base Rental shall be adjusted by two and 1/2 percent (2.5) annually.

5. Tenant Improvements:

Landlord will demised the space and build three new offices of 126 SF. Have separate control for HVAC and complete the work as per plans approved by tenant. Landlord will add swipe card technology in new secure door hallways in Suite B for employee security.

6. Signage:

Tenant, at its sole cost and expense shall have standard signage.

7. Security Deposit

[Landlord requires that Tenant at the time of Lease execution pay [i] a Security Deposit, equal to one month's rent, to be held throughout the term of the Lease and increased, at Landlord's expense, to equal one month's rent during the lease term; and [ii] the first month's rent in advance.] This requirement needs to be removed, as our initial security deposit was made to the prior landlord when office space was secured in 2010.

8. Access:

Tenant will have 24/7 access to premises.



9. Qualification of Proposal:

This proposal is not intended to be a contractual in nature. It is an expression of the basis upon which Landlord would consider entering into a lease for the Premises. The proposal is made subject to correction of any errors, omissions, availability of space, prior lease, change of price or terms, or withdrawal from market without notice. This proposal is contingent upon execution and delivery of a lease acceptable in form and content to both Landlord and Tenant and upon the acceptance and approval of Tenant's financial condition. It is expressly understood that this proposal, or the acceptance thereof, shall not create a legally binding or enforceable agreement by and between the parties, and that only the Lease, when and if executed by both the parties, shall cause a complete and binding agreement to be created. Unless and until such lease has been fully executed, neither party shall make a claim against the other based on "part performance" detrimental reliance, "good faith", or any other claim or causes of action which asserts a binding or enforceable agreement by and between the parties, in whole or in part, and each party shall hold harmless and indemnify the other for any costs or expenses, including reasonable attorney's fees incurred by the party against whom such claim or cause of action has been brought in the absence of a fully executed Lease agreement.

10. Acceptance:

This proposal shall be valid for seven (7) calendar days after the date of this proposal, and shall expire thereafter. It shall not, however, be considered an offer to lease, or validly binding agreement by and between the parties, which shall only arise if and when a fully executed lease is entered into by and between the parties.

If the terms and conditions outlined above are acceptable, please sign this proposal and return to the undersigned. Upon receipt of the signed proposal and approval of Tenant's financial information and other documents requested, we will consider submitting for your review a lease for this space. Please contact us with any questions.



Thank you for your consideration.

Sincerely,

KPI Commercial, LLC

Chander Khosla



AGREED AND ACCEPTED BY:

Tenant:

The Skillsource Group, LLC

BY:

David A. Hunn
David A. Hunn

DATE:

November 13, 2024

AGREED AND ACCEPTED BY:

Landlord:

13370 Minnieville Road, LLC

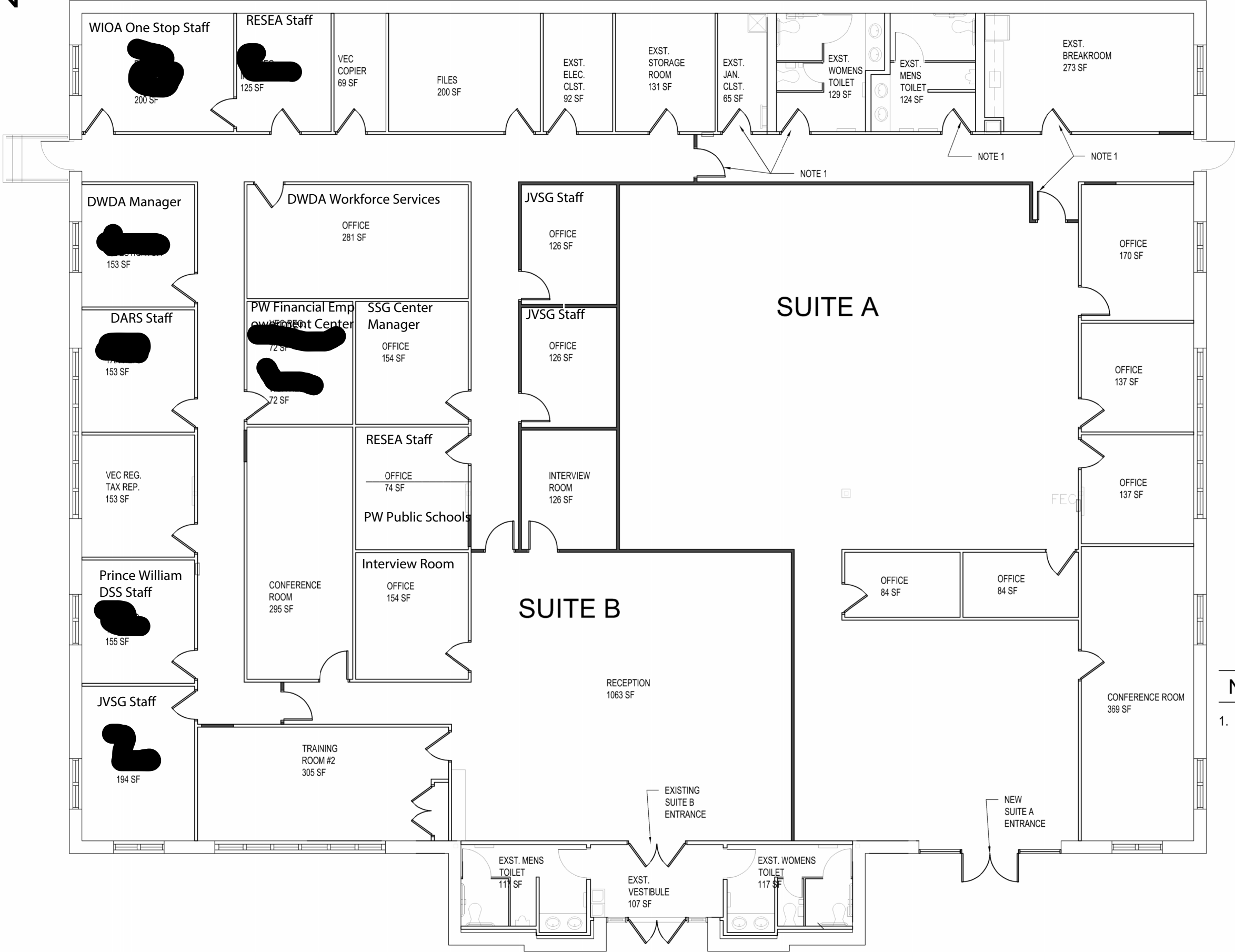
BY:

[Signature]
Agent for the
Landlord

DATE:

11/19/2024

December 5, 2024
SUITE A - 3,672 USF
SUITE B - 6,081 USF
BREAKROOM - 273 USF
SHARED RESTROOM, JAN.
CLOSET AND CORRIDOR -
648 USF



- LEGEND:
- NEW WALL
 - EXISTING WALL
 - NEW GLASS
 - DEMO WALL
 - NEW DOOR
 - NEW DOOR W/ SIDELITE
 - EXISTING DOOR
 - DEMO DOOR
 - EXISTING CASEWORK
- NOTES
- PROVIDE LOCK SUCH AS CARD READER OR CYPHER LOCK

The <i>SkillSource</i> Group, Inc.				
SUMMARY OF PENDING FUNDING AND DEVELOPMENT ACTIVITIES				
To the Virginia Career Works - Northern Board of Directors December 5, 2024				
Project Name/Solicitation	Funding Request	SOG Funding	#s to Be Served	Proposal Status
APPROVED				
NOT APPROVED				
PENDING				
National Health Emergency Grant Proposal to U.S. Department of Labor on behalf of DWDA - Virginia Opioid Response Proposal (Two Year Grant Proposal)	\$4,221,197	\$350,000	320	State Plans to Submit Proposal by New Extended Deadline of Jan. 3, 2025
	\$4,221,197	\$350,000	320	