



ALEXANDRIA | ARLINGTON REGION

**Alexandria/Arlington Regional Workforce Council
Executive Committee Meeting Agenda
June 7, 2019
8:30 am to 9:30 am**

Welcome Message	<i>Daniel Gomez</i>
Review June Meeting Agenda	<i>David Remick</i>
Review & Approve Consent Agenda Package	<i>David Remick</i>
Basic Professional Skills Recommendation	<i>David Remick</i>
Adjourn	<i>Daniel Gomez</i>

UPCOMING MEETINGS

September 13, 2019
8:30 am to 9:30 am
Arlington County Department of Human Services
2100 Washington Blvd, AEC Conference Room
Arlington, VA 22204



ALEXANDRIA | ARLINGTON REGION

**Alexandria/Arlington Regional Workforce Council
Quarterly Meeting Agenda
June 13, 2019
8:30 am to 9:30 am**

Welcome Message	<i>Daniel Gomez</i>
Regional Labor Market Update	<i>Alex Cooley</i>
Consent Agenda Approval	<i>Daniel Gomez</i>
Executive Director's Report	<i>David Remick</i>
Economic Development Update	<i>Cynthia Richmond & Ryan Touhill</i>
Education, & Workforce Partners Update	<i>Various Speakers</i>
Public Comment Period	<i>David Remick</i>
Adjourn	<i>Daniel Gomez</i>

UPCOMING MEETINGS

September 26, 2019

8:30 am to 9:30 am

Arlington County Department of Human Services
2100 Washington Blvd, Lower Level Auditorium
Arlington, VA 22204



ALEXANDRIA / ARLINGTON REGIONAL

Workforce Council

Consent Agenda Notes

- June 7, 2019 Executive Committee Meeting Minutes – Recommendation: Approval
- March 14, 2019 Meeting Minutes – Recommendation: Approval
- One-Stop Operator Quarterly Report – For Your Information Only
- WIOA Title I Local Youth Waiver: This waiver request is identical to the request made in FY18 which will allow our two American Job Centers to implement WIOA Youth services through their agencies. Typically, workforce boards procure vendors to perform WIOA Youth services. Receiving a waiver would allow us to bypass this requirement. – Recommendation: Approval
- Program Addition to Eligible Training Provider List: MedCerts and George Mason University are currently approved for inclusion in Alexandria/Arlington’s Eligible Training Provider List. Both vendors would like to include additional programs in this list. These programs meet all policy requirements and are in-demand by the DC Metro region’s employers. – Recommendation: Approval
- FY20 Career Services Waiver Approval – For Your Information Only
- FY20 WIOA Budget – For Your Information Only
- WIOA Funding Transfer Request: Due to the increased demand for training funds to serve WIOA Adult customers and the declining demand for WIOA Dislocated Worker services, the Executive Director is requesting the transfer of funds between the two programs. The Council needs to approve this request for the State WIOA Administrator to authorize the funding transfer. – Recommendation: Approval

June 7, 2019 Executive Committee Meeting Notes

**March 14, 2019 Regional Workforce
Council Meeting Notes**



ALEXANDRIA | ARLINGTON REGION

**Alexandria/Arlington Regional Workforce Council
Quarterly Meeting Minutes
March 14, 2019
8:30 am to 9:30 am**

Attendance: Stephanie Briggs, Dottie Brown, Karen Brown, Sherri Chapman, Dennis Desmond, Ellen Harpel, David Harris, Elizabeth Jones, Alberto Marino, Kris Martini, Christine McCurdy, Erik Pages, Steve Partridge, Cynthia Richmond, Marie Schuler, Fernando Torrez, Ryan Touhill, Darren Tully

Absent: Eduardo Achach, Kate Bates, Lisa Bauer, Patrick Brennan, Stacey Butler, John Gallagher, Daniel Gomez, Shana Hargrove, Lesa Gilbert, Maria Marion, Nate Mauer, Andrea Rubino, Chastity Thornton, Landon Winkelvoss

Staff: Alamelu Dev, Daniel Mekibib, David Remick

Meeting commenced at 8:30 am.

PRESENTATIONS

- Katie Leonard presented an overview of Zero Model.
- David Remick moderated an open discussion about professional skills and regional workforce needs.
- The Council's Basic Professional Skill Position Statement was unanimously approved.
- Ryan Touhill and Cynthia Richmond provided local economic development updates.
- Several members and guests presented their updates.

The meeting adjourned at 9:30 a.m.

One-Stop Operator Report

WIOA Title I Local Youth Waiver

WIOA Title I Youth Program Procurement – Local Waiver

Issue

- Under the Workforce Investment Act, LWDA 12 secured a waiver that allowed Title I Youth Services to be performed at the Alexandria Workforce Development Center and Arlington Employment Center. That waiver has expired.
- Workforce Innovation and Opportunity Act (WIOA) requires the competitive procurement of Title I Youth Services, unless they are being performed by the local grant recipient.
- LWDA 12's grant recipient, Arlington County Government, would like to continue to perform Title I Youth Services at the Alexandria Workforce Development Center and Arlington Employment Center.

Background

The Department of Labor has issued the Final Rules to implement Title I of the Workforce Innovation and Opportunity Act (WIOA). The Final Rules provides the local grant recipient and Local Workforce Development Board (LWDB) flexibility to award grants or contracts for youth services in accordance with WIOA sec. 123.

As it relates to competitive selection requirement, 20 CFR Part 681, *Youth Activities under Title I of the Workforce Innovation and Opportunity Act*, has language that addresses questions and concerns regarding procurement of WIOA Title I Youth Program services. In particular, Subpart C – *Youth Program Design, Elements, and Parameters*, Section 681.400 language clarifies that the competitive procurement requirements in Sec. 123 of WIOA apply only if the LWDB chooses to award grants or contracts to youth service providers to provide some or all of the youth program elements.

The 14 youth program elements are:

1. Tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies;
2. Alternative secondary school offerings or dropout recovery services;
3. Paid and unpaid work experiences with an academic and occupational education component;
4. Occupational skill training, with a focus on recognized postsecondary credentials and in-demand occupations;
5. Leadership development activities (e.g., community service, peer-centered activities);
6. Supportive services;
7. Adult mentoring;
8. Follow-up services for at least 12 months after program completion;
9. Comprehensive guidance and counseling, including drug and alcohol abuse counseling;
10. Integrated education and training for a specific occupation or cluster;
11. Financial literacy education;
12. Entrepreneurial skills training;
13. Services that provide labor market information about in-demand industry sectors and occupations;
14. Postsecondary preparation and transition activities.

The Alexandria Workforce Development Center and the Arlington Employment Center have been allowed to perform Title I Youth Services via a state-issued waiver under the Workforce Investment Act. Since 2011, LWDA 12's Title I Youth Program has met its annual performance goals and maintained financial integrity. Title I Youth Program Funding is \$128,181 for FY20/PY2019.



Workforce Council

LWDA 12's Youth Services Program Design

Alexandria Workforce Development Center and Arlington Employment Center perform the “framework services” for LWDA 12’s Title I Youth program. These framework services include intake, objective assessments, development of individual service strategies, case management, supportive services, and follow-up services. Both Centers partner with the following local government and nonprofit partners to provide free services to their youth customers for the 14 youth program elements:

Youth Program Element	Provider
1. Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent.	<ul style="list-style-type: none"> • Sylvan Learning Center • Alexandria City Public School, GED Program, Adult Education High School Diploma • Arlington Public School, GED Program, Adult Education High School Diploma
2. Alternative secondary school services, or dropout recovery services, as appropriate.	<ul style="list-style-type: none"> • Alexandria City Public School, GED Program • Alexandria City Campaign on Adolescent Pregnancy • Substance Abuse Prevention Coalition of Alexandria City • Alexandria City Court Service Unit • Arlington Public School, GED Program
3. Paid and unpaid work experience that have as a component academic and occupational education, which may include – <ul style="list-style-type: none"> • Summer employment opportunities and other employment opportunities available throughout the school year; • Pre-apprenticeship programs; • Internships and job shadowing, and • On-the-job training opportunities 	<ul style="list-style-type: none"> • Local Employer Referrals from the Centers’ Business Services Teams • Project Discovery: <i>Empowerment and College Preparation</i>
4. Occupational skills training which may include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area	<ul style="list-style-type: none"> • Alexandria/Arlington Regional Workforce Council, Eligible Training Providers List
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster	<ul style="list-style-type: none"> • Alexandria/Arlington Regional Workforce Council, Eligible Training Providers List
6. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours, as appropriate.	<ul style="list-style-type: none"> • Project Discovery: <i>Empowerment and College Preparation</i> • Alexandria Mentoring Partnership • Alexandria Court Services Unit



Workforce Council

<p>7. Supportive Services (<i>Linkages to community services</i>)</p> <ul style="list-style-type: none"> • Transportation • Childcare • Housing and Accommodation for youth with disabilities • Uniforms • Referrals to Healthcare • Educational Testing 	<ul style="list-style-type: none"> • Alexandria City Department of Community and Human Services • Arlington Department of Human Services • Legal Services of Northern Virginia • Washington Metropolitan Area Transit Authority
<p>8. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months</p>	<ul style="list-style-type: none"> • Various partnerships with local and regional mentorship-focused CBOs
<p>9. Follow-up services for not less than 12 months after the completion of participation, as appropriate</p>	<ul style="list-style-type: none"> • Alexandria Workforce Development Center • Arlington Employment Center
<p>10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.</p>	<ul style="list-style-type: none"> • Various partnerships with local and regional counseling-focused CBOs
<p>11. Financial literacy education</p>	<ul style="list-style-type: none"> • Association of Financial Counselors
<p>12. Entrepreneurial skills training</p>	<ul style="list-style-type: none"> • Business Development Assistant Group
<p>13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.</p>	<ul style="list-style-type: none"> • Alexandria/Arlington Regional Workforce Council • Virginia Employment Commission
<p>14. Activities that help youth prepare for and transition to postsecondary education and training.</p>	<ul style="list-style-type: none"> • Alexandria City Public School • Arlington Public School • Project Discovery: <i>Empowerment and College Preparation</i> • Volunteer Alexandria

When the Centers cannot procure free services to perform the 14 youth program elements they will follow local government procurement procedures to purchase services for their youth customers.

Action Requested

- The local grant recipient would like the Regional Workforce Council to approval a local waiver to allow Alexandria Workforce Development Center and Arlington Employment Center to continue to perform Title I Youth Services for Program Year 2019 (FY20).

Approved:

Chair, Alexandria/Arlington Regional Workforce Council

Date

Program Addition to Eligible Training Provider List - MedCerts



Training Program Application

A separate application form must be completed for each training program or occupational skills course of study.

1. Training Organization MedCerts			
2. Contact Person – Name & Title Janea Rudder - Associate Director of Compliance			
3. Training Program or stand-alone course name HI-6000 Medical Assistant			
4. Program or course description See attached			
5. Year Program Established 2019	6. Total Credit or Curriculum Hours 432 Hours	7. Number of training weeks or hours 27 weeks	8. Minimum Class Size N/A
9. Is curriculum certified by an accrediting agency or similar national standardization program: <input checked="" type="checkbox"/> Yes (if yes specify) <input type="checkbox"/> No			
10. Description of training and skills to be obtained – Attach training program description, include an outline of what is covered in the program and what skills are to be obtained.			
11. Which in-demand industry sectors and occupations best fit with the training program; and the average wage for the primary target occupation for which the training prepares the individual , as published by the Virginia Employment Commission, for the local area. If the in-demand sectors & occupation differ from what is defined by the region, please provide LMI Information to support the sector & occupation. Healthcare Industry			
12. Does training lead to an industry recognized credential, diploma, license, or degree? If yes, indicate which. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
13. Is this a stackable credential, part of a sequence to move an individual along a career pathway or up a career ladder? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
14. Was this training developed in partnership with a business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, Name of Business(s): N/A			



Training Program Application

A separate application form must be completed for each training program or occupational skills course of study.

1. Training Organization MedCerts			
2. Contact Person – Name & Title Janea Rudder - Associate Director of Compliance			
3. Training Program or stand-alone course name HI-6000E Medical Assistant with Clinical Externship			
4. Program or course description See attached			
5. Year Program Established 2019	6. Total Credit or Curriculum Hours 592 Hours	7. Number of training weeks or hours 35 weeks	8. Minimum Class Size N/A
9. Is curriculum certified by an accrediting agency or similar national standardization program: <input checked="" type="checkbox"/> Yes (if yes specify) <input type="checkbox"/> No			
10. Description of training and skills to be obtained – Attach training program description, include an outline of what is covered in the program and what skills are to be obtained.			
11. Which in-demand industry sectors and occupations best fit with the training program; and the average wage for the primary target occupation for which the training prepares the individual, as published by the Virginia Employment Commission, for the local area. If the in-demand sectors & occupation differ from what is defined by the region, please provide LMI Information to support the sector & occupation. Healthcare Industry			
12. Does training lead to an industry recognized credential, diploma, license, or degree? If yes, indicate which. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
13. Is this a stackable credential, part of a sequence to move an individual along a career pathway or up a career ladder? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
14. Was this training developed in partnership with a business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, Name of Business(s): N/A			

15. List Businesses that support this training program:

Henry Ford Hospital, Aerotek, and Ajilon

16. Describe how you will ensure access to training services throughout the state, including rural areas and through the use of technology:

Programs are easy access to all students from any computer that is internet or WIFI connected. Students can access training from libraries or career centers at no cost if they do not own a pc.

17. Describe how you will work with the local board to serve individuals with barriers:

MedCerts has a Student Success Department that works with each student from the start of training through exam preparation, and through their job search with our Career Services Advisors. MedCerts strives to help each student successfully achieve their training and job search goals.

Program Cost

18. Registration/Pre-screening/Admissions Fees	\$0
19. Tuition (check all items included in Tuition)	\$4300
Books	\$0 Included
Required Supplies(Tools, uniforms, etc.	\$0
Testing/Exam Cost	\$0 Included
Licensure/Certification Cost(s)	\$0 Included
Other Required Fees	\$0
20. Total Cost to Complete Curriculum/Course	\$4300

Criteria for Admission

21. Describe the prerequisites or skills and knowledge required prior to the commencement of training:

Students should have a high school diploma or GED to enroll in this training program.

22. Is a High School Diploma or GED required:

Yes

No

Program Addition to Eligible Training Provider List – George Mason University



Training Program Application

A separate application form must be completed for each training program or occupational skills course of study.

1. Training Organization George Mason University Executive and Professional Education			
2. Contact Person – Name & Title Christina Keeney, Project Manager			
3. Training Program or stand-alone course name Project Management Certificate Program (4 core courses and 1 Elective)			
4. Program or course description https://execed.gmu.edu/project-management/pm-program			
5. Year Program Established 2012	6. Total Credit or Curriculum Hours 84.5 CEUs	7. Number of training weeks or hours 84.50 hours	8. Minimum Class Size 8
9. Is curriculum certified by an accrediting agency or similar national standardization program: <input checked="" type="checkbox"/> Yes (if yes specify) <input type="checkbox"/> No			
10. Description of training and skills to be obtained – Attach training program description, include an outline of what is covered in the program and what skills are to be obtained. see above link			
11. Which in-demand industry sectors and occupations best fit with the training program; and the average wage for the primary target occupation for which the training prepares the individual , as published by the Virginia Employment Commission, for the local area. If the in-demand sectors & occupation differ from what is defined by the region, please provide LMI Information to support the sector & occupation. Project Manager, \$85,000 - \$125,000			
12. Does training lead to an industry recognized credential, diploma, license, or degree? If yes, indicate which. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No PMP			
13. Is this a stackable credential, part of a sequence to move an individual along a career pathway or up a career ladder? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
14. Was this training developed in partnership with a business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, Name of Business(s): Business Performance Group, and PMI			

15. List Businesses that support this training program:
 Northern Virginia employers including corporations, non profits and government agencies

16. Describe how you will ensure access to training services throughout the state, including rural areas and through the use of technology:
 This course is offered in a live classroom format in our campuses in Northern Virginia

17. Describe how you will work with the local board to serve individuals with barriers:
 All course offerings are ADA compliant.

Program Cost	
18. Registration/Pre-screening/Admissions Fees	\$
19. Tuition (check all items included in Tuition)	\$ 5495.00 (adjusted down for WIOA students to \$3500)
Books	\$
Required Supplies(Tools, uniforms, etc.	\$
Testing/Exam Cost	\$
Licensure/Certification Cost(s)	\$
Other Required Fees	\$
20. Total Cost to Complete Curriculum/Course	\$ 5495.00 (adjusted down for WIOA students to \$3500)

Criteria for Admission

21. Describe the prerequisites or skills and knowledge required prior to the commencement of training:
 There are no pre-requisites for this course. If students are going to sit for the PMP Exam there are requirements for same as specified by PMI.

22. Is a High School Diploma or GED required: Yes No

15. List Businesses that support this training program:

Henry Ford Hospital, Aerotek, and Ajilon

16. Describe how you will ensure access to training services throughout the state, including rural areas and through the use of technology:

Programs are easy access to all students from any computer that is internet or WIFI connected. Students can access training from libraries or career centers at no cost if they do not own a pc.

17. Describe how you will work with the local board to serve individuals with barriers:

MedCerts has a Student Success Department that works with each student from the start of training through exam preparation, and through their job search with our Career Services Advisors. MedCerts strives to help each student successfully achieve their training and job search goals.

Program Cost

18. Registration/Pre-screening/Admissions Fees	\$0
19. Tuition (check all items included in Tuition)	\$4000
Books	\$0 Included
Required Supplies(Tools, uniforms, etc.	\$0
Testing/Exam Cost	\$0 Included
Licensure/Certification Cost(s)	\$0 Included
Other Required Fees	\$0
20. Total Cost to Complete Curriculum/Course	\$4000

Criteria for Admission

21. Describe the prerequisites or skills and knowledge required prior to the commencement of training:

Students should have a high school diploma or GED to enroll in this training program.

22. Is a High School Diploma or GED required:

Yes

No



Training Program Application

A separate application form must be completed for each training program or occupational skills course of study.

1. Training Organization George Mason University TechAdvance			
2. Contact Person – Name & Title Jay Chandok - Director TechAdvance			
3. Training Program or stand-alone course name Network and Cloud Foundation (A+/Network+/AWS CCP/CCNA/Security+)			
4. Program or course description <small>The Network and Cloud Foundation certificate program consists of five courses that provide hands-on technical skills and theoretical knowledge necessary for success in the computer networking, information security, cloud computing, and help desk support industries.</small>			
5. Year Program Established 2004, reconfigured 2019	6. Total Credit or Curriculum Hours 160 hours	7. Number of training weeks or hours 20 hours	8. Minimum Class Size 8
9. Is curriculum certified by an accrediting agency or similar national standardization program: <input checked="" type="checkbox"/> Yes (if yes specify) <input type="checkbox"/> No			
10. Description of training and skills to be obtained – Attach training program description, include an outline of what is covered in the program and what skills are to be obtained.			
11. Which in-demand industry sectors and occupations best fit with the training program; and the average wage for the primary target occupation for which the training prepares the individual, as published by the Virginia Employment Commission, for the local area. If the in-demand sectors & occupation differ from what is defined by the region, please provide LMI Information to support the sector & occupation. Computer Network Support Specialist, Annual Median Wage is \$71,240			
12. Does training lead to an industry recognized credential, diploma, license, or degree? If yes, indicate which. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
13. Is this a stackable credential, part of a sequence to move an individual along a career pathway or up a career ladder? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
14. Was this training developed in partnership with a business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, Name of Business(s):			

15. List Businesses that support this training program:

Northern Virginia employers including corporations, non profits and government agencies

16. Describe how you will ensure access to training services throughout the state, including rural areas and through the use of technology:

This course is offered in a live classroom format in our campuses in Northern Virginia

17. Describe how you will work with the local board to serve individuals with barriers:

All course offerings are ADA compliant.

Program Cost

18. Registration/Pre-screening/Admissions Fees	\$
19. Tuition (check all items included in Tuition)	\$ 4,850
Books	\$
Required Supplies(Tools, uniforms, etc.	\$
Testing/Exam Cost	\$
Licensure/Certification Cost(s)	\$
Other Required Fees	\$
20. Total Cost to Complete Curriculum/Course	\$ 4,850

Criteria for Admission

21. Describe the prerequisites or skills and knowledge required prior to the commencement of training:

This course is designed for individuals who have some basic computer experience and wish to prepare for introductory roles in the installation, configuration and maintenance of computer hardware, software and networks. Related experience might include familiarity with Microsoft Windows, Microsoft Office and the Internet.

22. Is a High School Diploma or GED required: Yes No

Network and Cloud Foundation Certificate Program

The Network and Cloud Foundation certificate program consists of five courses that provide hands-on technical skills and theoretical knowledge necessary for success in the computer networking, information security, cloud computing, and help desk support industries.

The A+ and Network+ courses explore the foundations of computer hardware, operating systems and networking. This foundational knowledge prepares students for careers as network technicians, desktop engineers and help desk support.

The Cisco Certified Network Associate (CCNA) course teaches students how to set up networking devices, such as routers and switches. Students will also learn to set up routing tables and use routing protocols. These skills prepare students to work as Network Engineers and/or Network Analysts.

The Security+ course explores foundational concepts of network security through hands-on troubleshooting. Cybersecurity professionals with Security+ skills know how to analyze and resolve security incidents.

The AWS Certified Cloud Practitioner course instructs students on AWS products, services, and common solutions. Students will learn the fundamentals of identifying AWS services so that they are able to make informed decisions about IT solutions based on their business requirements. The combination of these skills and certifications will enable participants to demonstrate multi-faceted competencies sought by employers seeking to fill entry to intermediate level positions in the Information Technology industry. This course is designed for individuals who possess basic computer experience and wish to prepare for intermediate roles in the installation, configuration and administration of computer hardware, software, networks and cloud solutions.

Familiarity with Microsoft Windows, Microsoft Office and the Internet is recommended.

The Network and Cloud Foundation certificate program helps prepare students to attain the following popular Information Technology certifications:

- CompTIA A+
- CompTIA Network+
- AWS Certified Cloud Practitioner
- Cisco Certified Network Associate (CCNA)
- CompTIA Security+

David Remick

From: Jatinder Chandok <jchandok@gmu.edu>
Sent: Wednesday, May 22, 2019 4:04 PM
To: David Remick; Fanny Sparks
Subject: RE: Network and Cloud Foundation
Attachments: Network and Cloud Foundation Certificate Program.docx; Network and Cloud Foundation.pdf

David,

Thank you very much for sending the form. I have attached the completed form and course outline.

The cost of exams is:
A+: \$219 each
Network+: \$319
CCNA: \$325
Security+: \$339
AWS-CCP: \$100

The cost of the books is (sourced from Amazon):
A+: \$35.50
Network+: \$23
CCNA: \$32.34
Security+: \$37.89
AWS-CCP: \$39.57

Sincerely,

Jay Chandok
Director – TechAdvance
Volgenau School of Engineering
George Mason University
Email: jchandok@gmu.edu
Office: (703) 993-1551
Website: techadvance.gmu.edu

From: David Remick [mailto:Dremick@arlingtonva.us]
Sent: Wednesday, May 22, 2019 11:17 AM
To: Jatinder Chandok <jchandok@gmu.edu>; Fanny Sparks <fsparks@arlingtonva.us>
Subject: Network and Cloud Foundation

Jay:

I hope you are doing well!

I spoke to Fanny and she would like to add Network and Cloud Foundation to Virginia's WIOA Training Provider Program List. Happy to make that happen. I just need you to fill out the following form and return to me:

FY20 Career Services Waiver Approval



May 24, 2019

David Remick, Executive Director
Alexandria/Arlington Regional Workforce Council
2100 Washington Blvd, 1st Floor
Arlington, VA 22204

Dear Mr. Remick,

This letter is in response to the Alexandria/Arlington Regional Workforce Council's request for the Governor's approval to continue to provide WIOA Individualized and Follow-Up Career Services through PY2019 per VBWD Policy #401-03 (2016) Provision of Career Services. The WIOA Title Administrator and the Governor's office have reviewed your request and supporting documentation. It has been determined that the Alexandria/Arlington Regional Workforce Council (LWDB) has provided justification in their request that addresses the following:

- Having a successful performance history of meeting or exceeding performance requirements with a tenured, knowledgeable and experienced staff;
- Demonstrating cost efficiencies of maintaining the current structure as opposed to closing down the current operations and procuring a new provider;
- Having the level of control and flexibility afforded by maintaining control over career service provision directly under the LWDB's decision-making structure;
- Having CLEO support for the request, as evidenced by the CLEO signature in the waiver request packet.

Based on the above justifications and review process, the Governor's Office, in agreement with the WIOA Title I Administrator, is issuing a continuation of the approval of the Alexandria/Arlington Regional Workforce Council's waiver request to provide WIOA Title I Individualized and Follow-Up Career Services in the One Stop Career Centers. The approval is contingent upon the following criteria:

- The LWDB must continue to maintain appropriate controls, including firewalls, and performance review processes as documented in policy, organizational charts, and position descriptions (to ensure the avoidance or appearance of any conflicts of interest by the LWDB in the provision of career services in its own Local Workforce Development Area).
- The LWDB must continue to meet or exceed the required WIOA Title I performance measures on an annual basis.

The Local Workforce Development Board must send a letter to the WIOA Title I Administrator by March 31st of each year to request continuance of the waiver. Upon receipt of the letter, the WIOA Title I Administrator will review and issue a determination. The results of the annual VCCS monitoring review will be considered as part of the waiver continuance approval process. If you have any questions, please call or email me.

Sincerely,

A handwritten signature in black ink, appearing to read "George Taratsas", is written over a circular stamp that is partially obscured by the signature.

George Taratsas
Administrator, Federal Workforce Programs
Workforce Development Services
gtaratsas@vccs.edu
(804) 819-5387

www.vccs.edu) 300 Arborcreek Place, Suite 200) Richmond, VA 23236) t. 804-819-4901) f. 804-819-4766

An Equal Opportunity/Affirmative Action Employer

FY20 WIOA Budget

FY20/PY19 WIOA ALEX/ARL CONSORTIUM TOTAL ALLOCATION

<u>Adult</u>	<u>Youth</u>	<u>Dislocated Worker</u>	<u>Total Allocation</u>
\$151,732	\$128,181	\$286,477	\$566,390

RWC BUDGET

Operator Expense			\$40,500
CWDP Credential Expense			\$4,160
Other RWC Expense (Financial Oversight, Travel, etc.)			\$11,979
Total RWC Budget			\$56,639

AEC Budget

Arlington Total Allocation	\$87,831	\$85,247	\$119,920	\$292,998
Admin*	\$0	\$0	\$0	\$0
Salary	\$47,429	\$61,378	\$64,757	\$173,563
Training/Work Experience	\$31,619	\$15,344	\$43,171	\$90,135
Total AEC Budget To Be Served Goal	\$79,048	\$76,722	\$107,928	\$263,698
	9	6	12	

*Admin Allocation: Beginning Balance \$8,783 \$8,525 \$11,992 \$29,300
 Less Operator Expense \$8,783 \$0 \$11,467 \$20,250
 Less CWDP Credential Expense \$0 \$2,720 \$0 \$2,720
 Less Other RWC Budget Expense \$0 \$5,805 \$525 \$6,330
 Admin Allocation: Ending Balance \$0 \$0 \$0 \$0

WDC Budget

Alexandria Total Allocation	\$63,901	\$42,934	\$166,557	\$273,392
Admin*	\$0	\$0	\$0	\$0
Salary	\$34,507	\$30,913	\$89,941	\$155,360
Training/Work Experience	\$23,004	\$7,728	\$59,960	\$90,693
Total WDC Budget To Be Served Goal	\$57,511	\$38,641	\$149,901	\$246,053
	7	3	17	

*Admin Allocation: Beginning Balance \$6,390 \$4,293 \$16,656 \$27,339
 Less Operator Expense \$6,094 \$0 \$14,156 \$20,250
 Less CWDP Credential Expense \$296 \$1,144 \$0 \$1,440
 Less Other RWC Budget Expense \$0 \$3,149 \$2,500 \$5,649
 Admin Allocation: Ending Balance \$0 \$0 \$0 \$0

WIOA Funding Transfer Request

[In progress]

End of Consent Agenda

ANNUAL DISCLOSURE STATEMENT of ECONOMIC INTERESTS

For

Alexandria/Arlington Regional Workforce Council Members,
Committee Members and Alternates

2019-20

BACKGROUND

All members of the Alexandria/Arlington Regional Workforce Council and their committees (hereafter referred to as Board Members) serve in the public interest and trust and have a clear obligation to conduct all matters within their purview in a manner which is consistent with that concept. Decisions made by the Board and committees are to be based on promoting the best interests of the jurisdictions they serve, the Commonwealth of Virginia and the public good. In serving on the Board and committees, both voting and non-voting members must understand and adhere to the following policy guidelines.

GUIDELINES

- A. All Board Members are subject to the provisions of the State and Local Government Conflict of Interest Act as applicable.
- B. Board Members must neither cast a vote on, nor participate in, any decision-making capacity on the provision of services by such member (or by an organization that such member directly represents); nor on any matter which would provide any direct benefit to such member or the immediate family of such member.

Immediate family means (1) a spouse and (2) any other person residing in the same household as the member, who is a dependent of the member or of whom the member is a dependent.

Dependent means any person, whether or not related by blood or marriage, who receives from the member, or provides to the member, more than one-half of his financial support.

- C. Any Board Member (or specific entity represented by that member) who participates in the development of contract specifications or standards is prohibited from receiving any direct financial benefit from any resulting contract.
- D. Any Board Member who participates in a Board or committee decision relating to specific terms of a contract, the determination of specific standards for performance of a contract, the development of Invitations for Bid or Requests for Proposals or other such bid processes leading to a contract, or any similar decisions, is prohibited from receiving any direct financial benefit from any resulting contract. In addition, no corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, trust, foundation or other entity shall receive the contract if it would create a conflict of interest for the Board Member who participated in this matter.
- E. Any Board Member with potential or actual conflict of interest must disclose that fact to the Board or committee as soon as the potential conflict is discovered and, to the extent possible, before the agenda for the meeting involving the matter at issue is prepared. If it should be determined during a meeting that a conflict of interest exists, the member must

verbally declare such conflict of interest, such declaration must be clearly noted in the minutes, and such member must excuse himself for the remainder of the discussion and voting on that item. Each Board Member is responsible for determining whether any potential or actual conflict of interest exists or arises him/herself during their tenure on the Board or committee.

- F. Board Members, who are also One-Stop Center Operators, Youth Program contractors, or other contractors shall not serve on any committees that deal with oversight of the System or allocation of resources that would potentially be allocated to that member's program.
- G. All members of the Board are subject to all other provisions of the State and Local Government Conflict of Interest Act not outlined above.

ATTESTATION

I understand and agree to abide by these guidelines, as a condition of my appointment and continued service to the Alexandria/Arlington Regional Workforce Council and/or committee(s). I and/or members of my immediate family have a direct financial interest (i.e. employer, corporate officer, board member, stockholder, member, etc...) in the following business, organizations, boards or other groups which are currently involved with the Workforce Innovation and Opportunity Act (WIOA) System. In the event that additional financial interests become present, I will immediately so inform the Board.

Name of Business, Organization, Board, Group(s) etc... Affiliation

Name (Printed)

Signature

Date

What Makes a Good Job Candidate?

The Importance of Soft Skills

Soft skills represent the skill set in greatest demand across all businesses, industries, and occupations and are transferrable skills that employees use in every job – and in life. In the Greater Washington region, 40 percent of the Top 50 in-demand skills are soft skills.

What Are Soft Skills?

Soft skills are what you need to get a job and helps you to be a good employee. Some of the most common soft skills that employers are looking for include:

Reliability	<ul style="list-style-type: none">• Showing up to work on-time, all the time.• Completes tasks correctly and on-time.• Do what you say you will do.
Responsiveness	<ul style="list-style-type: none">• Communicates with a positive attitude.• Able to talk to others in a friendly manner.• A good listener.
Courtesy	<ul style="list-style-type: none">• Gets along with others and is respectful towards all people.• Positively resolves conflicts with others in a timely manner.• Acknowledges others in positive and professional manner.• Has good grooming and personal hygiene habits.
Capability	<ul style="list-style-type: none">• Able to solve problems.• Understands what you can do and asks for help when needed.• Eager to learn new information and skills necessary to do the job.

YouTube videos about Soft Skills: <https://workforcecouncil.arlingtonva.us/soft-skills-training-videos>.

ELIGIBLE TRAINING PROVIDER LIST POLICY

REFERENCES

- US DOL Training Employment and Guidance Letter (TEGL) 41-14
- VBWD Policy 404-01
- VWL No. 16-06, Change I

BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA) emphasizes informed customer choice, performance accountability, and continuous improvement. At the same time, WIOA is not an entitlement. One of the primary means that WIOA employs to achieve these goals is through the quality and effectiveness of the providers of occupational training in the region and across the Commonwealth of Virginia.

The Virginia Community College System (VCCS) is required to develop and operate a state Eligible Training Provider List (ETPL) in partnership with local workforce development boards. The Alexandria/Arlington Regional Workforce Council will issue the state ETPL Application Form for use by interested regional training providers to apply for submission onto the ETPL for a one-year period. The Council will also issue a re-certification form for use by existing training providers so that they may apply for consideration to remain on the ETPL for an additional year.

The ETPL must be used to issue WIOA Individual Training Accounts (ITA) for the training of Adults, Dislocated Workers, and Youth when a determination has been made that training is needed to meet the employment and earnings goal established in the Individual Service Plan of a WIOA enrollee. The enrollee can compare the offerings on the ETPL and, with the approval of WIOA staff, select the best training program for their individual needs.

POLICY

1. To become eligible for inclusion into the ETPL, the provider must submit a completed ETPL Application Form along with the required information as outlined in VBWD Policy 404-01 and VWL No. 16-06, Change I. Failure to provide all required information can result in ineligibility for inclusion in the ETPL.
- 1.2. The provider must also submit evidence that basic professional skills, also known as "soft skills" are incorporated into their training program(s) during the initial and re-certification phases. Examples of evidence includes training curriculum outline, course instruction manuals, marketing materials, etc. Providers who do not show evidence to support this requirement will not be considered for inclusion into the ETPL.
- 2.3. To remain eligible for the ETPL, the provider must submit the Re-Certification Form along with all required information as outlined in VBWD Policy 404-01 and VWL No. 16-06, Change I. Failure to provide all required information can result in ineligibility for inclusion in the ETPL.
- 3.4. For providers who have received WIOA funding during their ETPL inclusionary period, on the Re-Certification Form they must report on their WIOA customers' and their total customers':
 - a. Training Completion Rate
 - b. Credential Attainment Rate
 - c. Entered Employment Rate
 - d. Post Training Earnings

For providers who did not receive WIOA funding during their ETPL inclusionary period, they are only required to report on their total customers' rates. The Council will use the

INDIVIDUAL TRAINING ACCOUNT (ITA) POLICY

REFERENCE:

- Workforce Innovation and Opportunity Act (WIOA) Title I

POLICY:

- **Customer Choice:** Under the Workforce Innovation and Opportunity Act of 2014 (WIOA), the customer can choose the program and provider for the occupational skills training that meets the goals of their individual development plan. In order to use WIOA funds for training, the customer must choose a training program that has been certified by a Local Workforce Development Board in Virginia. The complete list can be found at <https://www.vawc.virginia.gov/>. Customer Choice must be made in writing by using the "Customer Choice in Training" Form.
- **Eligibility.** All recipients of training funds must be eligible based upon criteria established under WIOA. WIOA requires the coordination of training costs with funds available under other grant assistance. WIOA funding for training is limited to participants who are unable to obtain grant assistance from other sources, including PELL Grants, to pay the costs of their training or require assistance beyond that available under grant assistance from other sources, including PELL Grants, to pay the costs of such training. WIOA prescribes "braided funding" as a strategy to support job seekers' training and placement needs. As such, every effort should be placed on co-enrolling the WIOA participant into other publicly-funded workforce training programs available through the One-Stop Center.
- **Occupational Areas of Training.** The training provided through ITAs is for the sole purpose of facilitating transition into the workforce. All training will be for occupations in demand in the labor market and determined to be of priority by the Alexandria/Arlington Regional Workforce Council (<http://workforcecouncil.arlingtonva.us/data/>).
- **Training Selection.** Training will be provided for priority occupations only as determined by the Council by an institution or organization certified as meeting the criteria and having completed the procedures outlined in the Council's Eligible Training Providers Policy. The Alexandria/Arlington Regional Workforce Council prefers that recipients of WIOA funds participate in courses/programs that incorporate basic professional skills into their training curriculum.
- **Length of Training.** The purpose of training services is to provide eligible customers with the means to obtain the necessary skills to become gainfully employed or re-employed. Training length will vary according to the type of training and the requirements outlined in the vendor agreement. Training cannot exceed more than 24 calendar months and should lead to an industry-recognized certification and employment that earns a sustainable wage. Participants whose individual training plan includes training lasting more than 24 months must request a waiver from the Council Executive Director PRIOR to beginning the training. Participants whose training was planned for less than 24 months but who require additional time to complete the program of study must request a waiver.
- **Repeat Training.** The Council will NOT provide funding for courses/programs previously funded but not successfully completed.
- **Cost Limitation.** The Council limits training and certification cost to no more than \$3,500 per participant within a 12-month period, except as approved by the Council Executive Director prior to the expenditure of funds (see WAIVERS below). Funding of training, certification, and supportive services payments may not exceed a total of \$3,500 in a 12-month period.
- **Administration.** All requests for ITA funding must be supported in the participant's individual employment plan.

WAIVERS:

WIOA is an Equal Opportunity Program. Auxiliary aids and services are available upon request to individuals with disabilities. Alexandria City Government and Arlington County Government are Equal Opportunity Employers.