



ALEXANDRIA | ARLINGTON REGION

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

<b>Welcome Message</b>	<i>Daniel Gomez</i>
<b>Presentation: Zero Model</b>	<i>Katie Leonard</i>
<b>Regional Labor Market Update</b>	<i>Alex Cooley</i>
<b>Consent Agenda Approval</b>	<i>Daniel Gomez</i>
<b>Executive Director's Report</b> <ul style="list-style-type: none"><li>• Professional Skill Position Statement</li><li>• Regional Needs Conversation</li></ul>	<i>David Remick</i>
<b>Economic Development Update</b>	<i>Cynthia Richmond &amp; Ryan Touhill</i>
<b>Education, &amp; Workforce Partners Update</b>	<i>Various Speakers</i>
<b>Public Comment Period</b>	<i>David Remick</i>
<b>Adjourn</b>	<i>Daniel Gomez</i>

**UPCOMING MEETINGS**

**June 13, 2019**

**8:30 am to 9:30 am**

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

# Consent Agenda Begins

# Summary of Consent Agenda



ALEXANDRIA / ARLINGTON REGIONAL

## Workforce Council

### Consent Agenda Notes

- March 8, 2019 Executive Committee Meeting Minutes – Recommendation: Approval
- December 6, 2019 Meeting Minutes – Recommendation: Approval
- Council By-law Changes: A recent audit conducted by the Commonwealth of Virginia uncovered that the Council's role as a "convener", as defined in our By-laws, was not strong enough. Article II: Purpose was rewritten to address this concern. – Recommendation: Approval
- One-Stop Operator Scope of Work: The Council will be procuring a new One-Stop Operator in April 2019. This scope of work is similar to the last procurement's scope of work, with the following change:
  - In anticipation of a significant allocation reduction of WIOA funds in FY20 due to low unemployment in the state and in our region, the budget for the next Operator will be \$42,500 per year. This represents a decrease of 15 percent from FY19. – Recommendation: Approval
- WIOA Individual & Follow-up Services Waiver: This waiver request is identical to the request made in FY18 which will allow our two American Job Centers to implement WIOA services through their agencies. Typically, workforce boards procure vendors to perform WIOA services. Receiving a waiver would allow us to bypass this requirement. – Recommendation: Approval
- Updated Alexandria/Arlington Regional Talent Development Plan: Upon the two-year anniversary of our plan we were required to review the document and update it with current information. All new information has been highlighted in this document. The revised plan went out for public comment from December 5, 2018 through January 22, 2019. The Council did not receive any comments that expressed disagreement with our updates. – Recommendation: Approval
- One-Stop Operator Quarterly Report – For Your Information Only
- LWDA 12 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

# **March 8, 2019 Executive Committee Meeting Notes**



---

ALEXANDRIA | ARLINGTON REGION

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

**Arlington County Department of Human Services  
2100 Washington Blvd, AEC Conference Room  
Arlington, VA 22204**

**Attendance:** Dennis Desmond, Daniel Gomez, Alberto Marino, Erik Pages, Linda Seyer  
**Absent:** Lisa Bauer  
**Staff:** Alamelu Dev, David Remick

**Meeting was called to order at 8:30am**

- March meeting agenda was reviewed and unanimously approved.
- March's Consent Agenda Package was reviewed and unanimously approved.
- Executive Committee members discussed how "Essential Professional Skills" should be integrated into local WIOA activities. Executive Director was asked to develop options for further discussion at the next Executive Committee meeting.

**Meeting adjourn at 9:30am**

# **Consent Agenda:**

## **December's Meeting Minutes**



ALEXANDRIA | ARLINGTON REGION

**Alexandria/Arlington Regional Workforce Council  
Quarterly Meeting Minutes  
December 6, 2018  
8:30 am to 9:30 am**

**Attendance:** Eduardo Achach, Kate Bates, Lisa Bauer, Patrick Brennan, Stephanie Briggs, Sherri Chapman, Dennis Desmond, John Gallagher, Daniel Gomez, Shana Hargrove, David Harris, Alberto Marino, Kris Martini, Christine McCurdy, Steve Partridge, Cynthia Richmond, Andrea Rubino, Ryan Touhill

**Absent:** Dottie Brown, Karen Brown, Stacey Butler, Lesa Gilbert, Ellen Harpel, Elizabeth Jones, Maria Marion, Nate Mauer, Erik Pages, Marie Schuler, Chastity Thornton, Fernando Torrez, Darren Tulley, Landon Winkelvoss

**Staff:** Alamelu Dev, Howard Feldstein, Daniel Mekibib, David Remick

Meeting commenced at 8:30 am.

**PRESENTATIONS**

- Ryan Touhill from Alexandria Economic Development Partnership presented an overview of Virginia Tech's Announcement for National Landing. Presentation in meeting packet.
- Cynthia Richmond from Arlington Economic Development presented an overview of Amazon's HQ2 Announcement.
- Christian Conroy from Arlington Economic Development presented an overview of cyber security in the DC Metro.
- Alex Cooley presented an overview of Northern Virginia Community College's new online labor market tool, found at <https://www.nvcc.edu/workforce/research/index.html>.
- Stephen Partridge presented an overview of Northern Virginia Community College's Tech Talent Pipeline Initiative.

**CONSENT AGENDA**

- December 6, 2018's Consent Agenda was unanimously approved. Consent Agenda contents can be found in meeting packet.

The meeting adjourned at 9:35 a.m.



# **Consent Agenda:**

## **Council By-laws**



ALEXANDRIA / ARLINGTON REGIONAL  
**Workforce Council**

**COUNCIL BY-LAWS**

**ARTICLE I  
NAME OF THE BODY**

The name of the body, for which the By-laws pertain, is the Alexandria/Arlington Regional Workforce Council, hereinafter referred to as the "Workforce Council." Where a conflict arises between these By-laws and any applicable law, rule, or regulations, such law rule, or regulation shall control.

**ARTICLE II  
PURPOSE**

The Workforce Council was established by joint agreement between the Alexandria City Council and the Arlington County Board, in accordance with the Workforce Innovation and Opportunity Act of 2014, (Public Law 113-128), hereinafter referred to as "WIOA", and in accordance with policies established by the Commonwealth of Virginia. It is the purpose of the Workforce Council to work in partnership with the Chief Local Elected Officials of the City of Alexandria and Arlington County to provide guidance and to coordinate and conduct oversight with respect to activities of the Alexandria/Arlington Workforce Development Consortium and its local public workforce system.

The Workforce Council serves as a strategic convener to promote and broker effective relationships between Alexandria City, Arlington County and their economic, education, and workforce partners. The Workforce Council shall maintain strategic and strong relationships with business organizations, chambers of commerce, labor and trade associations, education providers, and others as needed or required. The Workforce Council is authorized to conduct such activities as it deems necessary to carry on the WIOA programs and to assist in the development of the local plan.

The responsibilities of the Workforce Council are set forth in the Agreement between the Chief Local Elected Officials of the City of Alexandria and Arlington County and the Local Workforce Development Board. The Workforce Council, serving as the Local Workforce Development Board for the City of Alexandria and Arlington County, may exercise all powers authorized by law in the manner provided therein.

**ARTICLE III  
MEMBERSHIP**

Members of the Workforce Council are appointed by the Chief Local Elected Officials of the City of Alexandria and the Arlington County Board. Membership will be comprised of thirty-four members and in the following composition: each jurisdiction will be responsible for appointing nine private

sector members and three workforce representatives which must include labor organizations and representatives of apprenticeship programs, and may also include community-based organizations. Membership will also include a representative from each jurisdiction for each of the following institutions mandated for presence by WIOA including secondary educational providers, economic development agencies, and human services partners. Membership will include one regional representative for each of the following entities; an ex-offender employment services provider, post-secondary educational provider, a vocational rehabilitation agency, and the Virginia Employment Commission.

Nominations to the Workforce Council must be submitted to the appropriate Chief Local Elected Official in either the City of Alexandria or Arlington County, as determined by Workforce Council assigned staff. Nominations may be made from a variety of sources, including business organizations, local educational entities, and local labor organizations. Nominations shall be sought in accordance with applicable policies of the Commonwealth of Virginia. Appointments to the Workforce Council will be made by the Chief Local Elected Official of each jurisdiction. Workforce Council member appointments will be for three-year terms. Term limits may be staggered at the discretion of the Chief Local Elected Officials to ensure that only a portion of membership expires at a given time. Members may be reappointed to successive terms without limitation.

Resignation by a Workforce Council member shall be submitted to the Workforce Council Chairperson and the Chief Local Elected Official, whichever was the appointing body. The position will then be filled for the remainder of the term, according to policies established by the Commonwealth of Virginia.

A Certification Form for Workforce Council appointments is submitted to the Commonwealth of Virginia, as required. The Workforce Council membership will be certified by the Commonwealth of Virginia.

A Workforce Council member must attend at least 75% of the yearly council meetings. Absences may be excused because of personal illness or serious illness of members of the immediate family, death of a family member, unscheduled or unforeseen business trips, and emergency work assignments only. All other absences are recorded as unexcused. A Workforce Council member may be removed for failing to disclose a conflict of interest or otherwise violating the conflict of interest provision in the By-laws.

#### ARTICLE IV OFFICERS

The Workforce Council will elect its Chairperson and Vice Chairperson from among its business members. The Chairperson and the Vice Chairperson shall be elected for corresponding two-year terms.

In the absence of the Chairperson, the Vice Chairperson shall preside at meetings and perform such duties as are required by the Workforce Council. In the absence of both officers, the Chairperson shall appoint a Workforce Council member to preside for that specific meeting.

## **ARTICLE V MEETINGS**

The Workforce Council shall meet at the call of the Chairperson. Members shall be advised in advance of the time and place of regular or special meetings. The presence of one-half, plus one of the current membership of the Workforce Council shall constitute a quorum to conduct business. Meetings of the Workforce Council are conducted in an open manner, are held in accessible locations, and with advance notice provided to the general public. Remote participation is outlined in the Remote Participation Policy found within the WIOA Local Policies for the VCW Alexandria City/Arlington County Region manual. All meetings shall be held in accordance with policies set forth by the Commonwealth of Virginia and the Virginia Freedom of Information Act.

## **ARTICLE VI VOTING**

Matters brought before the Workforce Council may be resolved by a simple majority of the members present, provided a quorum is present as described above. Each member of the Workforce Council shall be entitled to one vote, subject only to the reservation in ARTICLE IX, Conflicts of Interest. Members may designate an alternate to attend in their absence and vote on matters if provided a proxy by the member. Both the name of the alternate and the proxy must be recorded with staff prior to the meeting. The Chairperson shall vote only if needed to break a tie.

## **ARTICLE VII ATTENDANCE AT MEETINGS**

Acceptance of membership on the Workforce Council signifies intent to participate in the activities of the Workforce Council and to attend the meetings of the Workforce Council.

Workforce Council assigned staff shall inform the Workforce Council Chairperson of any instance in which an appointed member is absent without explanation from regularly scheduled meetings of the Workforce Council. The Chairperson may then direct staff to contact that individual to ascertain whether or not he/she intends to participate in future meetings and activities.

## **ARTICLE VIII COMMITTEES**

An Executive Committee shall be initially established, consisting of the Chairperson, Vice Chairperson, and any other member as designated by the Chairperson. At the call of the Chairperson, this committee shall meet when necessary to develop the strategic plan of the Workforce Council and other activities as outlined in WIOA Section 107(b)(4). The Chairperson will make a report on the Executive Committee's decisions at the next full Workforce Council meeting.

Committees and task groups may be established by the Chairperson of the Workforce Council as deemed necessary to perform specific activities outlined in WIOA Section 107(b)(4). The Chairperson of the Workforce Council shall be an "ex-officio" member of all committees. The Workforce Council Chairperson may appoint individuals from inside and outside of the membership of the Workforce Council to serve on any committee at any time. Appointments by the Chairperson must be approved by a majority vote of Workforce Council members present at next Workforce

Council Meeting. The Workforce Council Chairperson may designate the Chairperson of all such committees and the terms of service. The provisions Article V apply to committee meetings.

#### **ARTICLE IX CONFLICT OF INTEREST**

All Workforce Council members serve a public interest and trust role and have a clear obligation to conduct all affairs in a manner consistent with this concept. All decisions of the Workforce Council are to be based on promoting the workforce system, including employers and job seekers of the City of Alexandria and Arlington County. To this end, the Workforce Council will adopt a Conflict of Interest policy consistent with that of the Commonwealth of Virginia, the City of Alexandria, and Arlington County. This policy will be the Alexandria/Arlington Regional Workforce Council Conflict of Interest policy.

#### **ARTICLE X PARLIAMENTARY AUTHORITY**

It is the sense of the Workforce Council that meetings shall be conducted in an information atmosphere in order to encourage a free exchange of ideas; however, the rules contained in Robert's Rules of Order shall guide the Workforce Council.

#### **ARTICLE XI AMENDMENT OF THE BY-LAWS**

By-laws may be amended at any regular meeting of the Workforce Council by a majority vote of the total membership, provided that there is a quorum of members present, and providing that the amendment has been submitted in writing at the previous regular meeting of the Workforce Council.

#### **ARTICLE XII EFFECTIVE DATE**

The By-laws shall become effective as of the date of the adoption by the Workforce Council.

---

Chairperson, Alexandria/Arlington Regional Workforce Council

---

Date Adopted

# **Consent Agenda:**

## **Council One-Stop Operator Scope of Work**

**Alexandria/Arlington Regional Workforce Council  
One-Stop Operator  
Scope of Work FY2020**

Arlington County, as the fiscal agent of the Alexandria/Arlington Regional Workforce Council, is seeking a qualified Governmental or Non-governmental Agency to coordinate the regional One-Stop System and develop and maintain working relationships with all system partners. The County anticipates the Coordinator will be spending 16 hours per week implementing the Scope of Work. The project is funded through a \$42,500 grant and the County will award a one-year contract to the lowest responsive, responsible Bidder.

**Scope of Services**

In cooperation with the Alexandria Regional Workforce Council (AARWC), the Contractor will function as Coordinator of the regional One-Stop System and shall maintain effective working relationships with all System Partners and Career Services Provider leaders. The Contractor will not be responsible for directly delivering One-Stop Center services, managing front-line staff, or performing facility-related tasks.

The Contractor agrees to perform the following services:

- A) Manage the AARWC's One-Stop Operations Committee (OSOC) and conduct quarterly meetings as necessary for effecting One-Stop System Partner business.
- B) Ensure the implementation of all Partner roles and responsibilities, as defined in the One-Stop Centers' MOUs (found here: <https://arlingtonva.s3.amazonaws.com/wp-content/uploads/sites/39/2018/08/AEC-FY19-MOU.pdf> and here: <https://arlingtonva.s3.amazonaws.com/wp-content/uploads/sites/39/2019/01/WDC-FY19-MOU.pdf>). Coordinate exclusively with OSOC for the management of service delivery of operations, as described in the One-Stop MOUs.
- C) Responsible for performing annual WIOA Title I Alexandria/Arlington Administrative, Financial, and Programmatic Monitoring Audit, as outlined in AARWC's Compliance Monitoring Policy, found here: <https://arlingtonva.s3.amazonaws.com/wp-content/uploads/sites/39/2019/01/WIOA-Local-Policies-for-the-VCW-Alexandria-City-Arlington-County-Region.pdf>.
- D) Adhere to all WIOA federal and state regulations and policies (found here: <https://arlingtonva.s3.amazonaws.com/wp-content/uploads/sites/39/2019/01/WIOA-Local-Policies-for-the-VCW-Alexandria-City-Arlington-County-Region.pdf>)
- E) Develop new System Partner relationships as necessary to advance the One-Stop Systems' effectiveness.

- F) In consultation with the OSOC, Contractor will develop 2-4 customer satisfaction measures and mechanisms to track customer satisfaction levels for Career Services and Business Services activities.
- G) Act as the primary problem-solver in resolving/addressing problems associated with System Partner roles, relationships, and coordinated responsibilities.
- H) Facilitate the One-Stop Center Certification Process in accordance with USDOL and state Requirements, as well as identify and provide continuous improvement opportunities for the Local One-Stop System.
- I) The Contractor will be required to submit the following report quarterly to the AARWC Executive Director by the first Wednesday of July, October, January, and April:

Type of Data	Current Quarter			FY20 YTD			% Change Same Period in FY19		
	WDC	AEC	Total	WDC	AEC	Total	WDC	AEC	Total
Career Services customer satisfaction results									
Business Services satisfaction results									
State-mandated Business Services reporting results (see Appendix A)	Generate quarterly report (see Appendix A)								
Total One-Stop Center Visitors (duplicated)									
Total One-Stop Center Visitors (unduplicated)									
New WIOA Title I Adult Participants									
New WIOA Title I Dislocated Workers Participants									
New WIOA Title I Youth Participants									
WIOA Title I Adult Employment 2nd Quarter after Exit									
WIOA Title I Adult Employment 4th Quarter after Exit									
WIOA Title I Adult Median Earnings 2nd Quarter after Exit									
WIOA Title I Adult Credential Attainment within Four Quarters after Exit									
WIOA Title I Dislocated Workers Employment 2nd Quarter after Exit									
WIOA Title I Dislocated Workers Employment 4th Quarter after Exit									
WIOA Title I Dislocated Workers Median Earnings 2nd Quarter after Exit									



WIOA Title I Dislocated Workers Credential Attainment within Four Quarters after Exit									
WIOA Title I Youth Employment 2nd Quarter after Exit									
WIOA Title I Youth Employment 4th Quarter after Exit									
WIOA Title I Youth Credential Attainment within Four Quarters after Exit									

- J) Report One-Stop Operations Status to the AARWC's Quarterly Meetings and Quarterly Executive Committee Meetings. Contractor will comment on and answer questions pertaining to all reports submitted to the AARWC Executive Director.

### Qualification Requirements:

1. Eligible Bidders must be either a:
  - A. Government agency or
  - B. Non-governmental agency. Non-government agency must provide verification of legal status of the entity. Eligible non-government agencies include:
    - a. Employment service state agency under the Wagner-Peyser Act; or
    - b. Indian Tribes, tribal organizations, Alaska Native entities, and Native Hawaiian organizations; or
    - c. For-profit entities; or
    - d. Non-profit and community-based organizations; or
    - e. Educational institutions including secondary and non-traditional public schools, technical and higher education institutions.
2. Bidders must have a minimum of two years of demonstrated experience as a One-Stop Operator and as a WIOA Title I Alexandria/Arlington Administrative, Financial, and Programmatic Monitoring Auditor. Relevant staff resumes and related accomplishments must be provided. No exceptions.
3. Conflict of Interest: Any entity or consortium of entities interested in serving as the One-Stop Operator and currently serves as a One-Stop System Partner(s) or Career Services Provider in Alexandria City or Arlington County must provide a detailed Conflict of Interest policy that put in place mechanisms to prevent all operator/service provider conflicts of interest.

### Submission Requirements:

1. Brief, up to 10 page (12 pt. double space), plan that demonstrates or describes:
  - a. The Bidder's qualifications and experience and understanding of the Alexandria/Arlington and greater DC labor market and the needs of the target population;
  - b. A plan on how the work will be performed and the expected outcomes achieved;
  - c. A plan for quality assurance including experience and success with conducting WIOA Title I financial, administrative and programmatic audits at the local workforce development area-level
2. Resume(s) of the person(s) that will work on this project, if awarded

3. Price – must include all expenses for a one-year period (not to exceed \$42,500 grant)

Bidder must provide a minimum of three references/letters of recommendation from the leadership of the mandatory WIOA partner agencies who they have worked with.

## **Appendix A**

Virginia Career Works Business Services Policy: <https://viriniacareerworks.com/wp-content/uploads/VBWD-Policy-403-01-Business-Services-Requirements-1.pdf>.

# **Consent Agenda:**

## **WIOA Individual & Follow-up Career Services Waiver**

**Request for Governor's Approval for Local Workforce Board to  
Provide WIOA Individualized & Follow-up Career Services**

Date: February 13, 2019

Local Workforce Development Board (LWDB): Alexandria/Arlington Regional Workforce Council

Contact Person/Title: David Remick/Executive Director

Phone: 703.228.1412

E-mail Address: dremick@arlingtonva.us

Mailing Address: 2100 Washington Blvd, 1<sup>st</sup> Floor, Arlington, VA 22204

---

- 1. What factors went into the LWDB's decision to submit this request to provide individualized and follow-up career services, including those that led the LWDB to believe that participants will be better served by providing these services directly rather than through a competitive procurement process?**

Programmatic synergy and cost-sharing opportunities are the primary factors as to why the Alexandria/Arlington Regional Workforce Council decided that Workforce Innovation and Opportunity Act (WIOA) Individual Career and Follow-up Services should continue to be provided by the Alexandria/Arlington Regional Workforce Council through the Alexandria City's and Arlington County's Departments of Human Services. We believe that, for the annual amount of WIOA Individual Career and Follow-up Services funds that the Council receives, our current organizational arrangement provides the best possible service to our customers.

Alexandria Workforce Development Center and Arlington Employment Center are the Council's two Comprehensive American Job Centers. Both Centers are agencies housed within their local government's Department of Human Services. Together these Centers served approximately 14,000 job seekers and 500 businesses in PY17.

Activities provided by local government staff at the Centers include:

- Workforce Innovation & Opportunity Act Career Services (Basic, Individual, and Follow-up);
- The Supplemental Nutrition Assistance Program Employment and Training Program;
- Employment Advancement for the Temporary Assistance for Needy Families Program;
- US Department of Housing & Urban Development's Community Development Block Grants Program;
- US Department of Health and Human Services' Community Services Block Grant Program;
- Business Services.

There is a great deal of programmatic synergy and cost-sharing achieved by having the local government agencies implement these programs and services. One of the synergies is to be able to leverage funding by co-enrolling participants into multiple programs. Because the local government staff administer the aforementioned programs and services, a Center's Career Counselor can pay for the participant's workforce development training activities out of WIOA and other funds. As an example, the Arlington Employment Center sends ten jobseekers through an intensive culinary and life skills training program annually. WIOA and US Department of Housing & Urban Development's Community Development Block Grants fund the training of the ten jobseekers. If the Council competitively procured WIOA Individual Career and Follow-up Services, then a new provider would not have the ability to use these other funding streams to co-enroll WIOA participants.

Another example of programmatic synergy is staff management and training. The programs and services administered by the two local government agencies are implemented by staff that report into the Centers' Directors, who are all employees of the agencies. This set-up allows for a clear chain-of-command for workload distribution and for the staff issue/resolution process. Also, Career Services staff regularly participate in various professional development training programs that are funded by the two government agencies. If the Council competitively procured WIOA Individual Career and Follow-up Services, then WIOA staff would move outside of this chain-of-command and not benefit from professional development training opportunities.

From a cost-sharing perspective, WIOA Individual Career and Follow-up Services benefit from being performed by the local government agencies. WIOA funding covers less than 15%, or \$615,608, of the Centers' budgets annually. Over 69% of the Centers' budgets are funded directly by the two local governments using a combination of general funds and other non-WIOA state and federal funds.

Of the \$615,608 in WIOA funding that our region receives from the Virginia Community College System (the State WIOA Administrator), \$152,299 is allocated to our WIOA Youth Program, leaving \$463,309 to provide WIOA Individual Career and Follow-up Services for Adults and Dislocated Workers. It is important to note that various WIOA policies require \$185,323.60 of WIOA funding to be spent on workforce development training activities that lead to industry-recognized credentials for these three populations. That leaves the Council with \$277,985.40 annually to pay for WIOA staff salaries at our two Centers.

In our current organizational arrangement, there are seven WIOA Career Counselors, one WIOA Database Administrator, and one WIOA Financial Manager. WIOA funds a portion of the salaries for each of these nine staff members.

Should WIOA Individual and Career Services be performed by another party, then they would have \$277,985.40 per year to pay for the salaries of the above-mentioned roles. Procuring these services could reduce the number of staff working on our regional WIOA program, which would lead to a decrease in quality and performance. The Council does not feel that another provider can deliver the same quality WIOA Services for \$277,985.40 per year as currently performed by the Alexandria Workforce Development Center and Arlington Employment Center.

While the Council requests that WIOA Individual Career and Follow-up Services continued to be performed by the Alexandria Workforce Development Center and Arlington Employment Center, we recognize that we need to ensure proper oversight over the career services providers. In 2018, the

Council procured a One-Stop Operator, ICATT Consulting, who has maintained effective working relationships with all One-Stop System Partner and Career Services Provider managers.

The Operator's role is to maintain effective working relationships with all One-Stop System Partner and Career Services Provider managers through leading the Alexandria/Arlington Regional Workforce Council's One-Stop Operations Committee and conducting regular meetings as necessary for effecting One-Stop System Partner business. The committee's membership includes all One-Stop System and Career Services Providers leadership.

The Operator ensures the implementation of all Partner/Provider roles and responsibilities, as defined in the Local One-Stop System Memorandum of Understanding. The Operator will also:

- Promote effectively integrated, cross-agency business practices in the One-Stop System among the Partners and Providers;
- Facilitate partner-driven solutions for all One-Stop System activities;
- Monitor and report out on a quarterly basis WIOA Title I performance and track all WIOA Career Services output, including referrals to all partners;
- Responsible for performing annual WIOA Title I Local Monitoring Audit.

Finally, the Operator reports to the Council's Executive Committee on One-Stop Operations quarterly.

**2. Describe the individualized and follow-up career services the LWDB plans to provide, including its prior experience providing those services and how long it has done so.**

The Alexandria/Arlington Regional Workforce Council, through its two American Job Centers, Alexandria Workforce Development Center and Arlington Employment Center, have for the last three years met or exceeded their Federal Performance Outcomes while maintaining fiscal integrity. Under the Workforce Innovation and Opportunity Act, the Alexandria/Arlington American Job Centers will perform the following:

- Comprehensive and specialized assessments of skill levels and service needs;
- Development of an individual employment plan and information on available training and training providers;
- Assistance in establishing eligibility on non-WIOA financial aid for employment and training programs;
- Group and individual counselling;
- Career planning;
- Short-term pre-vocational services including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training;
- Internships and work experiences linked to careers;
- Financial literacy services;
- Out-of-area job search assistance and relocation assistance;
- English language acquisition and integrated education and training programs;
- Follow-up counselling for participants in adult or dislocated worker WIOA Title I activities who are placed in unsubsidized employment, for up to 12 months after the first day of employment.

3. Provide the WDA's federal performance outcomes for each of the last three years and describe how those outcomes compare to other WDAs in the state.

	LWDA 12 Federal Performance Outcomes	Statewide Federal Performance Outcomes
<b>PY 17</b>		
<u>Adult</u>		
Entered Employment Rate (Q2 & Q4)	Met	Data Not Available
Credential Rate	Exceed	Data Not Available
<u>Dislocated Worker</u>		
Entered Employment Rate (Q2 & Q4)	Exceed	Data Not Available
Credential Rate	Exceed	Data Not Available
<b>PY 16</b>		
<u>Adult</u>		
Entered Employment Rate (Q2 & Q4)	Met	Data Not Available
Credential Rate	Exceed	Data Not Available
<u>Dislocated Worker</u>		
Entered Employment Rate (Q2 & Q4)	Exceed	Data Not Available
Credential Rate	Exceed	Data Not Available
<b>PY 15</b>		
<u>Adult</u>		
Entered Employment Rate	Exceed	Met
Employment & Credential Rate	Exceed	Exceed
<u>Dislocated Worker</u>		
Entered Employment Rate	Exceed	Exceed
Employment & Credential Rate	Met	Met

4. Provide evidence that the LWDB is qualified to provide individualized and follow-up career services, including any local testimonials that speak to the effectiveness and efficiency with which the LWDB has provided or can provide those services. Attach supporting documentation, to include at least 2 letters of recommendation from partners.

The Alexandria/Arlington Regional Workforce Council, through our American Job Centers, has met or exceeded our Federal Performance Outcomes and maintained fiscal integrity over the past three years. 100% of our Centers' Individual Career Services staff hold Workforce Development Professional Certifications. The following are three customer testimonials:

*"I want to commend you and the staff at the Arlington Employment Center for the professionalism and expertise extend to me. That was a great help in gaining employment. Having not seriously engaged in a search since 1998, I was seriously out of tune with the demands of the modern*



*market. The AEC staff was very welcoming and imparted valuable, current knowledge. My initial screening with Dante, my check-ins with Ms. Hill, my counseling with Amelia, and the workshops lead by Glen, Edythe, and Sandy all reflected a quality and caring that you can be proud of.*

*Because of the excellent collaboration of the AEC staff, I was able to rethink my approach to resume format and content, networking among peers, and interviewing. As a result, on Monday I accepted the position of "Lead Technologist" with Booz Allen Hamilton and will soon launch a new phase of my career. I am grateful. As a committed volunteer within Arlington County, you may call on me if I can help AEC and its clients in some way in the future. Please share my success and compliments with the folks at AEC." – James Robert Smith, Arlington Employment Center WIOA Individual Career Services Client*

*"Tiwana Brown was a resident of Guest House, a shelter that helps incarcerated women transition back into the community. She was referred to the Alexandria Workforce Development Center by this community partner and she immediately entered into our individual career services/life skills program. Our Center was committed to helping Tiwana rebuild her life.*

*Tiwana had a passion for cooking and was hoping to land a job in that industry. She was delighted to find out that our Center partners with a local WIOA eligible training provider called "Together We Bake" that offers a 12-week culinary arts program.*

*After successful completion of her culinary training, which led to Tiwana earning her SafeServe Certification, she began her job search with the Center's Career Counselor who assisted her with completing employment applications and prepared her for the interview process. As a result, Tiwana was able to find a job as an Assistant Food Preparation Manager at TGI Fridays. Tiwana expressed her gratitude to the Center and the services that we provided. Tiwana is now on a path to achieving her goal of self-sufficiency." – Lenwood Roberts, WIOA Manager*

*"Thank you for your help with gaining employment in the Federal Service! I wanted to inform you that I started a new career with the Foreign Agriculture Service, an agency with the US Department of Agriculture as a GS-09 International Program Specialist. This is my second week.....very excited." – Amanda E. Rydel, Arlington Employment Center WIOA Individual Career Services Client*

- 5. Please describe any fiscal impact that procurement of individualized career services would cause for the grant recipient, local workforce board, and/or local consortia members.**

If the Council decided to competitively procure WIOA Individual Career and Follow-up Services, it would need to use the Arlington County Government's Procurement Office (Arlington County Government serves as our WIOA grant recipient/fiscal agent). Should there be an RFP for WIOA Individual Career and Follow-up Services, then the Arlington Employment Center and the Alexandria Workforce Development Center will submit a proposal to Arlington County Government to retain these services. It is necessary to point out that the Arlington Employment Center is part of Arlington County Government.

And while both the USDOL and the Virginia Community College System consider Local Workforce Development Boards, like the Alexandria/Arlington Regional Workforce Council, to be independent bodies, the reality is that the Council is listed as a commission of Arlington County Government. The process for a local government to legally and ethically bid on a procurement that it is awarding is arduous and will certainly come under scrutiny should other entities submit proposals; no matter how many firewalls are established to guarantee an open competition.

Arlington County and Alexandria City would like to continue to provide WIOA Individual Career and Follow-up Services at our two American Job Centers because they benefit our job-seeking and business customers. We want to continue our long track record of providing superior service, meeting/exceeding our Federal Performance Outcomes, and maintaining fiscal integrity. Receiving a waiver to continue to provide WIOA Individual Career and Follow-up Services will allow the Council, through our two American Job Centers, to preserve the programmatic synergy and cost-sharing achieved by having the local government agencies implement our WIOA program.

Submit the completed request and documentation to Mr. George Taratsas, WIOA Title I Administrator at [gtaratsas@vccs.edu](mailto:gtaratsas@vccs.edu). Mr. Taratsas will work with the Governor's Office to obtain the necessary review and approval.

We certify that the information that is contained within this document has been reviewed and is accurate.

\_\_\_\_\_  
Chair, Local WDB

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, CLEO

\_\_\_\_\_  
Date

# **Consent Agenda:**

## **Updated Talent Development Plan**



ALEXANDRIA | ARLINGTON REGION



ALEXANDRIA / ARLINGTON REGIONAL  
Workforce Council

# REGIONAL TALENT DEVELOPMENT PLAN

---

FOR THE PERIOD OF JULY 1, 2016 THROUGH JUNE 30, 2020

*Updated January 28, 2019*

(Updates to the original plan are highlighted)

This document is based on federal and state guidance issued by the US Department of Labor and the Virginia Community College System. Questions, please contact David Remick at [dremick@arlingtonva.us](mailto:dremick@arlingtonva.us).

## CONTENTS

Introduction .....	3
Regional Strategic Planning Elements .....	4
Economic and Workforce Supply and Demand Analysis .....	4
Analysis of the Assets and Factors Shaping the Region's Economy .....	14
Conclusion.....	19
Regional Workforce System .....	20
Regional Strategy .....	36
Economic Development Collaboration .....	50
American Job Centers .....	52
Adult & Dislocated Worker Services Provided.....	58
Rapid Response Coordination .....	62
Youth Services .....	62
Supportive Service Provision .....	67
Training Services.....	69
Collaboration with the Region's Public School System and Community College .....	71
Priority of Service .....	72
Incorporation of Technology.....	75
Public Comment Period & Comments Received .....	76
Agreements & Policies.....	77
Statement of Compliance, Plan Signatures & Fiscal Agent Designation.....	78
Attachment A: Accessing Alexandria/Arlington's Labor Market: Supply and Demand Analysis .....	79

## STATEMENT OF COMPLIANCE, PLAN SIGNATURES & FISCAL AGENT DESIGNATION

We hereby certify that this local plan was developed in accordance with the State guidelines, and that local board activities will be conducted in accordance with this plan and the provisions of the Workforce Innovation and Opportunity Act of 2014, its attendant regulations and the applicable state laws and policies. We further certify that the plan was developed by the local workforce development board in Partnership with the local elected officials, and with the benefit of an open and inclusive plan development process and the required public comment period.

<b>Local Area Name / #</b>	Alexandria/Arlington LWDA #12
<b>Local Plan Point of Contact:</b>	David Remick, Executive Director
<b>Address:</b>	2100 Washington Blvd, 1 <sup>st</sup> Fl., Arlington, VA 22204
<b>Phone/e-mail:</b>	703.228.1412/ <a href="mailto:dremick@arlingtonva.us">dremick@arlingtonva.us</a>
<b>Daniel Gomez, Chair Alexandria/Arlington Regional Workforce Council</b>	<b>Date</b>
<b>Christian Dorsey, Arlington County Board Chair Alexandria/Arlington CLEO Consortium Chair</b>	<b>Date</b>

*The Chief Local Elected Official(s) designate(s) the following entity as the fiscal agent:*

Entity: Arlington County Government  
 Contact: Mark Schwartz, County Manager  
 Address: 2100 Clarendon Blvd., Suite 302, Arlington, VA 22201  
 Phone/Email: 703.228.3120/[countymanager@arlingtonva.us](mailto:countymanager@arlingtonva.us)

# One-Stop Operator Report



ALEXANDRIA | ARLINGTON REGION

**WIOA PERFORMANCE REPORT**  
**PY 2018 - Q2 Report**

Prepared by:  
One Stop Operator – ICATT Consulting

Alamelu Dev

[Alamelu.Dev@icatt.net](mailto:Alamelu.Dev@icatt.net)



Table 1 S.No.	Period (PY2018 - July 2018 to June 2019)	Q1 (July, Aug, Sept)			Q2 (Oct, Nov, Dec)		
	Data measure	WDC	AEC	Total	WDC	AEC	Total
1	Career Services customer satisfaction results	91%	n/a	91%	90%	n/a	90%
2	Business Services satisfaction results	100%	100%	100%	100%	n/a	100%
3	Businesses served	-	-	231	-	-	186
4	Total One-Stop Center Visitors (duplicated)	3778	3774	7552	3738	2878	6616
5	Total One-Stop Center Visitors (unduplicated)	2179	n/a	n/a	1918	n/a	n/a
6	New WIOA Title I Adult Participants	5	18	23	12	13	25
7	New WIOA Title I Dislocated Workers Participants	1	4	5	8	2	10
8	New WIOA Title I Youth Participants	1	0	1	4	5	9
9	Active WIOA Title I Adult Participants	42	66	108	51	53	104
10	Active WIOA Title I Dislocated Workers Participants	19	12	31	26	8	34
11	Active WIOA Title I Youth Participants	19	1	20	18	5	23

Data Source:

Measures #1-5 - One Stop Centers system of records.

Measures #6-#11 & State WIOA Perf. measures - Virginia Workforce Connection (VaWC).

Table 2 S.No.	PY2018 - Progress against Annual Goals	Q2 Cumulative			LWDA 12 Annual Goals
	WIOA Title 1 Performance Measures	WDC	AEC	Regional	
	<b>Adults</b>				
1(a)	Employment 2nd Quarter after Exit (#)	11 of 12	15 of 18	-	-
1(b)	Employment 2nd Quarter after Exit (%)	92%	83%	88%	80.0%
2(a)	Employment 4th Quarter after Exit (#)	22 of 28	20 of 27	-	-
2(b)	Employment 4th Quarter after Exit (%)	79%	74%	76%	85.0%
3(a)	Credential Attainment Rate (#)	23 of 24	5 of 6	-	-
3(b)	Credential Attainment Rate (%)	96%	83%	90%	84.1%
4	Median Earnings 2nd Quarter after Exit	n/a	n/a	n/a	\$6,000
	<b>Dislocated Workers</b>				
5(a)	Employment 2nd Quarter after Exit (#)	6 of 9	8 of 8	-	-
5(b)	Employment 2nd Quarter after Exit (%)	67%	100%	83%	84.0%
6(a)	Employment 4th Quarter after Exit (#)	7 of 9	7 of 8	-	-
6(b)	Employment 4th Quarter after Exit (%)	78%	88%	83%	87.5%
7(a)	Credential Attainment Rate (#)	5 of 6	4 of 5	-	-
7(b)	Credential Attainment Rate (%)	83%	80%	82%	86.0%
8	Median Earnings 2nd Quarter after Exit (#)	n/a	n/a	n/a	\$9,427
	<b>Youth</b>				
9(a)	Employment 2nd Quarter after Exit (#)	3 of 5	10 of 11	-	-
9(b)	Employment 2nd Quarter after Exit (%)	60%	91%	75%	87.0%
10(a)	Employment 4th Quarter after Exit (#)	2 of 4	3 of 4	-	-
10(b)	Employment 4th Quarter after Exit (%)	50%	75%	63%	73.5%
11(a)	Credential Attainment Rate (#)	n/a	0 of 1	-	-
11(b)	Credential Attainment Rate (%)	n/a	0%	-	73.9%

Note:

Table 2 Data Source: Virginia Workforce Connection (VaWC).

# LWDA 12 Funding Transfer Approval



ALEXANDRIA / ARLINGTON REGIONAL

## Workforce Council

March 12, 2019

Mr. George Taratsas  
WIOA Administrator  
Virginia Community College System  
Arboretum III  
300 Arboretum Place, 3<sup>rd</sup> Fl-Ste 390  
Richmond, VA 23236

**RE: PY18 WIOA FUNDING TRANSFER REQUEST #2**

Dear Mr. Taratsas:

Virginia Career Works Alexandria/Arlington requests the transfer of \$65,742.00 from PY18 WIOA Dislocated Worker funds to the PY18 WIOA Adult funds. This request will cover additional projected expenses in PY18 as follows: \$34,855.00 for personnel expenses; and \$30,887.00 for client training related expenses. A WIOA Title I programmatic and financial analysis pertaining this request can be found in Attachment A.

Our region has 2.0 percent unemployment. When we have a layoff event, either communicated via a WARN or otherwise, the affected staff are re-employed quickly. Hence, the demand for services on our Dislocated Worker program and staff is not as heavy as it is on our Adult program and staff. The unemployed customers of our Adult program, as well as those who are waiting to enroll into our program, are the hardest to serve and face several barriers to employment. As a result, transferring these funds will help us focus our efforts on the customers with the most need (via funding to increase staff support and training).

Thank you in advance for your attention to this request. Should you have questions please contact David Remick at [dremick@arlingtonva.us](mailto:dremick@arlingtonva.us) or 703.228.1412.

Sincerely,

Daniel Gomez  
Chair

CC: David Remick

**ATTACHMENT A**

<b>WIOA Title I Training Expenses for VCWAA</b>				
	<b>ADULT</b>		<b>DW</b>	
	<b># Active Participants</b>	<b>Expenditures</b>	<b># Active Participants</b>	<b>Expenditures</b>
PY 2015	97	\$ 238,403.00	35	\$ 365,531.00
PY 2016	81	\$282,866.37	35	\$ 249,653.73
PY 2017	71	\$ 301,622.31	31	\$ 184,865.99
<b>WIOA ADULT PY 2018</b>	<b>Total</b>	<b>40% Training</b>	<b>Supportive Services</b>	<b>Staff/Operating</b>
Budget	\$ 230,675.40	\$ 103,126.56	\$ 0.00	\$ 127,548.84
Projected Expenses	\$ 296,417.40	\$ 134,013.56	\$ 0.00	\$ 162,403.84
Shortfall	(\$65,742.00)	(\$30,887.00)	\$ 0.00	(\$34,855.00)
<b>WIOA DW PY 2018</b>	<b>Total</b>	<b>40% Training</b>	<b>Supportive Services</b>	<b>Staff/Operating</b>
Budget	\$ 186,740.10	\$63,839.64	\$ 0.00	\$122,900.46
Projected Expenses	\$ 120,998.10	\$32,952.64	\$ 0.00	\$88,045.46
Surplus	\$ 65,742.00	\$30,887.00	\$ 0.00	\$34,855.00
<b>Transfer Request Total (DW to Adult):</b>				<b>\$ 65,742.00</b>

# Consent Agenda Ends

**Alexandria/Arlington Regional Workforce Council  
Position Statement  
The Importance of Essential Professional Skills**

Essential professional skills represent the skill set in greatest demand across all business, industries, and occupations and are transferrable skills that employees use in every job. Research conducted by Harvard University, the Carnegie Foundation and Stanford Research Center has concluded that 85% of job success comes from having well-developed professional and people skills, and only 15% of job success comes from technical skills and knowledge (hard skills)<sup>1</sup>. LinkedIn found that "57 percent of leaders say essential professional skills are more important than hard skills"<sup>2</sup>. In the Greater Washington region, 40% of the Top 50 in-demand skills are professional-skills<sup>3</sup>. A partial list of such skills includes: communication, teamwork, self-motivation, flexibility, leadership, and time management.

The Alexandria/Arlington Regional Workforce Council seeks to infuse its customers with essential professional skills that we hear our region's employers demand. Research shows that such skills can be taught and learned but more must to be done to equip the workforce with them. The Council believes the following actions are key to improving the acquisition of essential professional skills.

- Universal recognition of the value that strong essential professional skills bring to the workplace;
- Increased training investments by government and businesses in essential professional skills development;
- Integration of essential professional skills development opportunities into elementary and secondary school curriculum; and
- Introduction of essential professional skills learning opportunities within certificate and credential-bearing programs.

---

<sup>1</sup> <https://www.nationalsoftskills.org/the-real-skills-gap/>

<sup>2</sup> <https://learning.linkedin.com/blog/top-skills/the-skills-companies-need-most-in-2018--and-the-courses-to-get-t>

<sup>3</sup> JobsEQ.

# Alexandria/Arlington Regional Workforce Council

## Training Provider Information and Outcomes for PY17 WIOA Participants

Last update: November 9, 2019

Provider	Program/Certification	Number of WIOA Participants Enrolled	Training Completion Rate (VA Target = 90%)	Credential Attainment Rate (VA Target = 65%)	Recommendation
1st COL Training Center of Northern Virginia	Commercial Driver's License CDL A	83	71%	70%	Approve Renewal for Additional Year
1st COL Training Center of Northern Virginia	Commercial Driver's License CDL B	32	90%	75%	Approve Renewal for Additional Year
Arlington Public Schools - REEP Program	ESOL/ServSafe Food Manager Certification	0	No WIOA students	No WIOA students	Approve Renewal for Additional Year
EduWorkforce Training and Consulting, Inc.	Child Development Associate Training Program	1	100%	Count to be reported in 1/19	Approve Renewal for Additional Year
George Mason University	A+ Certification	8	88%	Determining how to track in 2019	Approve Renewal for Additional Year
George Mason University	Accounting and Auditing for Government Contracts	3	100%	Determining how to track in 2019	Approve Renewal for Additional Year
George Mason University	Amazon Web Services (AWS) Certified Solutions Architect	0	No WIOA students	No WIOA students	Approve Renewal for Additional Year
George Mason University	Cisco Certified Network Associate (CCNA)	7	71%	Determining how to track in 2019	Approve Renewal for Additional Year
George Mason University	Certified Information Systems Security Professional (CISSP)	0	No WIOA students	No WIOA students	Approve Renewal for Additional Year
George Mason University	Cloud Computing with Hadoop	0	No WIOA students	No WIOA students	Approve Renewal for Additional Year
George Mason University	Contract Changes and Equitable Adjustments	0	No WIOA students	No WIOA students	Approve Renewal for Additional Year
George Mason University	Cost Accounting Standards	1	100%	Determining how to track in 2019	Approve Renewal for Additional Year
George Mason University	Cost and Price Analysis for Government Contracts	0	No WIOA students	No WIOA students	Approve Renewal for Additional Year
George Mason University	Essentials of Human Resource Management	1	100%	Determining how to track in 2019	Approve Renewal for Additional Year
George Mason University	Ethics and Compliance in Government Contracting	0	No WIOA students	No WIOA students	Approve Renewal for Additional Year
George Mason University	Financial Management Program (FMP) Finance and Business	1	100%	Determining how to track in 2019	Approve Renewal for Additional Year
George Mason University	Financial Management Program FMP Leadership and Strategy	1	100%	Determining how to track in 2019	Approve Renewal for Additional Year
George Mason University	Financial Management Program FMP Operations and Maintenance	1	100%	Determining how to track in 2019	Approve Renewal for Additional Year
George Mason University	Government Contracting Fundamentals	2	100%	Determining how to track in 2019	Approve Renewal for Additional Year
George Mason University	Human Resource Management Certificate	4	100%	Determining how to track in 2019	Approve Renewal for Additional Year
George Mason University	Masters Academy in Government Contracting	0	No WIOA students	No WIOA students	Approve Renewal for Additional Year
George Mason University	Microsoft Certified Technology Specialist	6	100%	Determining how to track in 2019	Approve Renewal for Additional Year
George Mason University	Networking the FBI: Practical Applications	2	100%	Determining how to track in 2019	Approve Renewal for Additional Year
George Mason University	Negotiations Strategies and Techniques in Government Contracting	0	No WIOA students	No WIOA students	Approve Renewal for Additional Year
George Mason University	Network+	7	100%	Determining how to track in 2019	Approve Renewal for Additional Year
George Mason University	Oracle 12c Certified associate	2	100%	Determining how to track in 2019	Approve Renewal for Additional Year
George Mason University	Oracle 12c Certified Professional	0	No WIOA students	No WIOA students	Approve Renewal for Additional Year
George Mason University	Oracle 12c Structured Query Language	2	100%	Determining how to track in 2019	Approve Renewal for Additional Year
George Mason University	Oracle PL/SQL	2	100%	Determining how to track in 2019	Approve Renewal for Additional Year
George Mason University	Paralegal Certificate	3	100%	Determining how to track in 2019	Approve Renewal for Additional Year
George Mason University	Preparing Compliance Proposals	1	100%	Determining how to track in 2019	Approve Renewal for Additional Year
George Mason University	Python Programming	0	No WIOA students	No WIOA students	Approve Renewal for Additional Year
George Mason University	Quality Assurance Testing	0	No WIOA students	No WIOA students	Approve Renewal for Additional Year
George Mason University	Security+	10	90%	Determining how to track in 2019	Approve Renewal for Additional Year
George Mason University	Timekeeping for Government Contractors	1	100%	Determining how to track in 2019	Approve Renewal for Additional Year
George Mason University	Web Design	0	No WIOA students	No WIOA students	Approve Renewal for Additional Year
George Mason University	Web Development	0	No WIOA students	No WIOA students	Approve Renewal for Additional Year
Global Educational Institute, LLC	Registered Medication Aide Training Program	2	100%	100%	Approve Renewal for Additional Year
Global Educational Institute, LLC	Nursing Assistant Training Program (for CNA Certification)	15	93%	86%	Approve Renewal for Additional Year
Global Educational Institute, LLC	CPN/AED/First Aid	13	100%	100%	Approve Renewal for Additional Year
Global Educational Institute, LLC	Personal Care aide/Home Health Aide	4	100%	100%	Approve Renewal for Additional Year
La Cocina VA	Bilingual Culinary Arts Job Training Program (for ServSafe Certification)	11	91%	100%	Approve Renewal for Additional Year
MedCerts	Medication Care Coordinator Program	6	100%	Count to be reported in 1/19	Approve Renewal for Additional Year
MedCerts	Professional Coder	36	78%	Count to be reported in 1/19	Approve Renewal for Additional Year

MedCerts	Medical Billing Specialist	6	91%	Count to be reported in 1/19	Approve Renewal for Additional Year
MedCerts	Medical Front Office Administration	32	97%	Count to be reported in 1/19	Approve Renewal for Additional Year
MedCerts	Pharmacy Technician Specialist	3	100%	Count to be reported in 1/19	Approve Renewal for Additional Year
MedCerts	Medical Front Office and Electronic Health Records	25	88%	Count to be reported in 1/19	Approve Renewal for Additional Year
MedCerts	Electronic Health Records Specialist	11	100%	Count to be reported in 1/19	Approve Renewal for Additional Year
MedCerts	Allied Healthcare Professionals & Reimbursement Specialist	81	94%	Count to be reported in 1/19	Approve Renewal for Additional Year
MedCerts	IT Help Desk Administrator	47	96%	89%	Approve Renewal for Additional Year
MedCerts	IT Network Administrator	28	100%	Count to be reported in 1/19	Approve Renewal for Additional Year
MedCerts	PC Technician	2	100%	Count to be reported in 1/19	Approve Renewal for Additional Year
MedCerts	IT Network Technician	1	100%	Count to be reported in 1/19	Approve Renewal for Additional Year
MedCerts	Healthcare IT Technician	3	100%	Count to be reported in 1/19	Approve Renewal for Additional Year
Quantum Studios Institute for Technology	Web Design and Development	0	New program	New program	Approve Renewal for Additional Year
Quantum Studios Institute for Technology	Web Design	0	New program	New program	Approve Renewal for Additional Year
Quantum Studios Institute for Technology	Administrative Assistant	0	New program	New program	Approve Renewal for Additional Year
Quantum Studios Institute for Technology	Workforce Readiness Skills	0	New program	New program	Approve Renewal for Additional Year
Quantum Studios Institute for Technology	SharePoint	0	New program	New program	Approve Renewal for Additional Year
Quantum Studios Institute for Technology	Word Processing Program	0	New program	New program	Approve Renewal for Additional Year
Spectrum Beauty Academy, LLC	Cosmetology	0	No WIOA students	No WIOA students	Approve Renewal for Additional Year
Spectrum Beauty Academy, LLC	Barbering	0	No WIOA students	No WIOA students	Approve Renewal for Additional Year
Spectrum Beauty Academy, LLC	Nail Technology	0	No WIOA students	No WIOA students	Approve Renewal for Additional Year
Spectrum Beauty Academy, LLC	Esthetics	0	No WIOA students	No WIOA students	Approve Renewal for Additional Year
Spectrum Beauty Academy, LLC	Master Esthetics	0	No WIOA students	No WIOA students	Approve Renewal for Additional Year
Spectrum Beauty Academy, LLC	Instructor Training	0	No WIOA students	No WIOA students	Approve Renewal for Additional Year
Together We Bake	Culinary Skills and Personal Development (for ServSafe Certification)	8	100%	100%	Approve Renewal for Additional Year



## 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 1

### 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 1. Failure to provide all required information can result in ineligibility for inclusion in the ETPL.
2. The provider must also submit evidence that essential professional skills, also known as "soft skills" are incorporated into their training program. Examples of evidence includes training curriculum outline, course instruction manuals, marketing materials, etc.
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 1. Failure to provide all required information can result in ineligibility for inclusion in the ETPL.
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

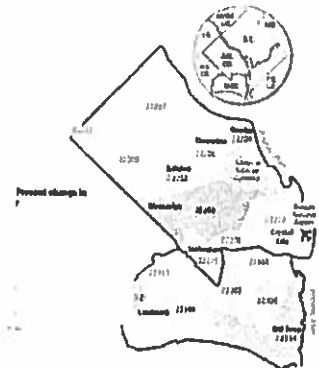
For providers who did not receive WIOA funding during their ETPL inclusionary period, they are only required to report on their total customers' rates. The Council will use the benchmarks listed in VWL No. 16-06, Change 1 to measure both WIOA customer and total customer performance.

### TOP 50 EMPLOYERS HIRING

- |                              |                                     |                               |                                   |
|------------------------------|-------------------------------------|-------------------------------|-----------------------------------|
| 1. Booz Allen Hamilton       | 16. Jacobs Engineering Group Inc.   | 30. Systems Planning Analysis | 42. Interstate Hotels and Resorts |
| 2. U.S. Dept. of Defense     | 17. Hilton Hotels                   | 31. E-Trade                   | 43. Harris Teeter                 |
| 3. Deloitte                  | 18. Nestle                          | 32. U.S. Dept. of Commerce    | 44. E3 Federal Solutions          |
| 4. Accenture                 | 19. PAE Incorporated                | 33. Macy's                    | 45. Best Buy                      |
| 5. CSRA                      | 20. U.S. Air Force                  | 34. Kearney Company           | 46. Engility Corp.                |
| 6. General Dynamics          | 21. Varsity Tutors                  | 35. BAE Systems               | 47. Westin                        |
| 7. Grant Thornton            | 22. Sunrise Senior Living           | 36. Leidos                    | 48. Whole Foods                   |
| 8. Marriott International    | 23. U.S. Navy                       | 37. Raytheon                  | 49. Calibre Corporation           |
| 9. U.S. Government           | 24. AECOM Technology                | 38. CGI Group                 | 50. Sheraton                      |
| 10. U.S. Army                | 25. Unisys                          | 39. Marymount Univ.           |                                   |
| 11. Inova Health System      | 26. CRGT                            | 40. Chemonics International   |                                   |
| 12. Mantech International    | 27. U.S. Dept. of Homeland Security | 41. Evolent Health            |                                   |
| 13. Virginia Hospital Center | 28. VA Technology Inc.              |                               |                                   |
| 14. CACI                     | 29. SAIC                            |                               |                                   |
| 15. Anthem Blue Cross        |                                     |                               |                                   |

### Industry

Industry	Number Employed	Average Salary	Annual Growth
Professional, Scientific, and Technical Services	64,287	\$118,570	1.6%
Public Administration	41,816	\$118,345	0.2%
Accommodation and Food Services	25,394	\$27,437	0.7%
Other Services	23,256	\$72,997	0.3%
Health Care and Social Assistance	19,724	\$56,826	1.6%
Educational Services	18,411	\$59,677	1.4%
Retail Trade	18,043	\$33,876	0.1%
Administrative, Support and Waste Management	17,780	\$57,168	1.1%
Transportation and Warehousing	14,448	\$76,939	0.7%
Information	7,559	\$110,657	0.4%
Finance and Insurance	6,945	\$150,379	0.9%
Construction	5,714	\$69,220	1.0%
Real Estate, Rental and Leasing	5,422	\$68,098	0.9%
Arts, Entertainment, and Recreation	5,316	\$32,704	0.9%
Management of Companies and Enterprises	3,822	\$213,980	0.7%
Wholesale Trade	2,914	\$107,708	0.1%
Manufacturing	2,468	\$76,364	-0.7%
Utilities	618	N/A	0.4%
Agriculture, Forestry, Fishing and Hunting	N/A	N/A	N/A
Mining, Quarrying, Oil and Gas Extraction	N/A	N/A	N/A



Population:  
**395,000**

Average Wage:  
**\$85,252**

Number of Jobs:  
**284,558**

Number of Jobs Advertised,  
last 12 months:  
**95,887**

Unemployment rate:  
(November 2018)  
**1.9%**

### TOP JOBS ADVERTISED IN THE LAST 12 MONTHS

- Software Developers, Applications
- Managers, Other
- Management Analysts
- Information Security Analysts
- Computer Systems Engineers/Architects
- Sales Representatives, Wholesale and Manufacturing
- Computer User Support Specialists
- Registered Nurses
- Secretaries and Administrative Assistants
- Human Resources Specialists
- Retail Salespersons
- Network and Computer Systems Administrators
- Computer Systems Analysts
- Web Developers
- Information Technology Project Managers
- Heavy and Tractor-Trailer Truck Drivers
- Sales Managers
- Operations Research Analysts
- Financial Analysts
- Customer Service Representatives
- First-Line Supervisors of Retail Sales Workers
- General and Operations Managers
- Database Administrators
- Purchasing Agents
- Business Intelligence Analysts



Business, Labor, Professional,  
and Political Organizations



Social Advocacy  
Organizations



Management  
Consulting Services



Computer Systems Design  
Services



Grantmaking and Giving  
Services

COMPETITIVE  
INDUSTRIES

### TOP SKILLS DESIRED

Specialized Skills	Baseline Skills	Software and Programming Skills
Customer Service	Communication Skills	Microsoft Office
Scheduling	Writing	SQL
Budgeting	Teamwork	Software Development
Project Management	Planning	Java
Sales	Research	Oracle
SQL	Computer Skills	JavaScript
Customer Contact	Organizational Skills	Microsoft Sharepoint
Software Development	Problem Solving	Linux
Information Systems	Detail-oriented	Software Engineering
Staff Management	Creativity	Python

Average Commute Time:

**29.4 Min**

Cost of Living Index:

**169.0**

Labor Force Participation:

**78.2%**

Educational Attainment,  
Associate's Degree or  
Higher:

**74.5%**