



ALEXANDRIA / ARLINGTON REGIONAL

Workforce Council

MEETING AGENDA

March 22, 2018

8:30 am to 9:30 am

Welcome Message	<i>Alberto Marino</i>
Labor Market Update	<i>Alex Cooley</i>
One-Stop Operator's Report	<i>Alamelu Dev</i>
Executive Director's Report	<i>David Remick</i>
<ul style="list-style-type: none">• Approve Past Meeting Minutes• 2018-2019 One-Stop Operator Scope of Work• 2018-2019 Career Services Waiver Approval• Funding Transfer Request• George Mason University ETPL Recertification• Executive Committee & Council Membership Update• GO VA & DEI Grant Update	
Update: Economic Development, Education, & Workforce Partners	<i>Various Speakers</i>
New Business	<i>Alberto Marino</i>
Public Comment Period	<i>David Remick</i>
Adjourn	<i>Alberto Marino</i>

UPCOMING MEETINGS

June 21, 2018

8:30 am to 9:30 am

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

WIOA Program Year 2017

WIOA Funding Balances as of 1/31/18

	Full Allocation	Expenses to Date	Current Balance	20% allowable carryover
WIOA Alexandria				
WIOA ALX ADMIN	60,830.28	35,592.61	25,237.67	12,166.06
WIOA ALX YOUTH	128,643.08	91,271.94	37,371.14	25,728.62
WIOA ALX ADULT	90,034.88	74,448.94	15,585.94	18,006.98
WIOA ALX DISLOCATED	279,508.24	201,313.49	78,194.75	55,901.65
TOTAL WIOA ALX				
WIOA Arlington				
WIOA ARL ADMIN	70,820.80	32,863.89	37,956.91	14,164.16
WIOA ARL YOUTH	96,929.82	63,810.61	33,119.21	19,385.96
WIOA ARL ADULT	155,607.23	81,144.35	74,462.88	31,121.45
WIOA ARL DISLOCATED	104,558.91	60,874.31	43,684.60	20,911.78
TOTAL WIOA ARL	427,916.76	238,693.16	189,223.60	85,583.35
WIOA Consortium				
WIOA Consortium ADMIN	70,820.80	32,863.89	37,956.91	14,164.16
WIOA Consortium YOUTH	157,760.10	99,403.22	58,356.88	31,552.02
WIOA Consortium ADULT	284,250.31	172,416.29	111,834.02	56,850.06
WIOA Consort DISLOCATED	194,593.79	135,323.25	59,270.54	38,918.76
TOTAL WIOA CONSORTIUM	707,425.00	440,006.65	267,418.35	141,485.00

Status for requirement to spend 40% of Adult & DW funding on training:

Alexandria:	32%
Arlington:	20%
Consortium:	27%

Status for requirement to spend 20% of Youth funding on Work Experience:

Alexandria:	71%
Arlington:	44%
Consortium:	54%



**MEETING MINUTES
December 7, 2017**

**Arlington County Department of Human Services
2100 Washington Blvd., Lower Level Auditorium
Arlington, VA 22204
8:00 a.m. to 10:00 a.m.**

Attendance: Eduardo Achach, Lisa Bauer, Dottie Brown, Jeanne Booth, Dennis Desmond, Daniel Gomez, Ellen Harpel, David Harris, Elizabeth Jones, Alberto Marino, Kris Martini, Nate Mauer, Erik Pages, Dori Ramsey, Ann Randazzo, Cynthia Richmond, Kate Roche, Andrea Rubino, Darren Tulley

Absent: Karen Brown, Patrick Brennan, Sherri Chapman, Daniel Clarkson, Winoka Clements, Lesa Gilbert, Stephanie Landrum, Kevin Lynch, Maria Marion, Marc Olmsted, Steve Partridge, Marie Schuler, Fernando Torrez, Landon Winkelvoss

Staff: Mary Savoy-Baucum, Daniel Mekibib, David Remick

The meeting was called to order at 8:10 a.m.

A motion was made, seconded, and the minutes of the October 5, 2017 Regional Workforce Council meeting were unanimously approved.

PRESENTATIONS:

- Ellen Harpel provided an overview of the Greater Washington region's "Gig" Economy.
- Jim Egenrieder provided an update on Virginia Tech's Thinkabit Lab.

ONE-STOP OPERATOR'S REPORT

- David Remick, on behalf of Alamelu Dev/ICATT Consulting (LWDA12 Operator), provided an update on LWDA 12's Q1 WIOA Performance.

ACTIONS APPROVED BY THE REGIONAL WORKFORCE COUNCIL:

- A motion was made, seconded, and the "OJT, Work Experience, and Transitional Jobs Policy" was unanimously approved.
- A motion was made, seconded, and the "WIOA Self-Sufficiency Definition for Enrollment of Employed Applicants Policy" was unanimously approved.
- A motion was made, seconded, and the 2018 LWDA 12 Eligible Training Provider List was unanimously approved.
- A motion was made, seconded, and the transfer of \$45,000.00 from PY17 WIOA Dislocated Worker Funds to the PY17 WIOA Adult Funds was unanimously approved.

The meeting was called to close at 10:00 a.m.

ALEXANDRIA/ARLINGTON ONE-STOP OPERATIONS COMMITTEE MEETING

AGENDA

February 22, 2018

10am to 12pm

Arlington Employment Center - Conference Room: SEQ1-153

- **Welcome** *Daniel Mekibib & Howard Feldstein*
- **Priorities for current fiscal year** *All*
- **One-Stop MOU Update** *David Remick*
- **Member Updates** *All*
- **Next Steps/Conclusion** *Alamelu Dev*

MEETING MINUTES:

Attendees:

Daniel Mekibib, Howard Feldstein, David Remick, Terri Barnett, Kris Martini, Karen Brown, Kristi Sargent, Alamelu Dev

Summary of priorities and updates from Members:

All partners explained the services they provide so there is better understanding of offerings. There was acknowledgement that all share similar challenges of not having a single data system to share information, face challenges with low enrollment in services and high barriers to reach the target population, whilst Business have needs in in-demand occupations.

NCOA – Kristi shared the priority is to increase service levels and offer more opportunities for Seniors. Would like One Stop centers assistance to communicate NCOA services so that there is better integration of services.

ACPS – Terri noted the need for upskilling English language learners. Expressed the need for intermediate programs that can help bridge the gap for ELL students so there is a better success. Shared i-best as a model – <https://www.sbctc.edu/colleges-staff/programs-services/i-best/>
Also expressed challenges in reaching target population. Received suggestions to explore providing flyers at ADAMS Center (All Dulles Area Muslim Society) locations in Sterling, Chantilly and Fairfax.

APS – Kris noted their priority was in ServSafe and ESL programs. Based on needs APS is exploring CDL or CNA certifications to be offered for the future.

DARS – Karen, shared that Disability awareness training with the Business community is a priority. Educated the team on getting clients to get enrolled on the DARS waitlist even if enrollment was closed, as that will be beneficial for them.

AEC – Howard shared that the challenges / priorities was dealing with underemployment and reduction in enrollment of immigrant populations.

WDC – Daniel mentioned his priority was integration of services.

RWC – David sought feedback on how RWC can be supportive in Partners efforts and spoke about the upcoming Regional grants.

The emerging theme was for all One Stop centers and partners to move along the spectrum from *co-location of services to providing comprehensive services*. The group stated the importance of **communication and collaboration** to achieve this.

Specific actions were:

1. Enhance centers and partners understanding on eligibility of services. For this a simple tool such as a **spreadsheet detailing program eligibility** is to be created. Kristi to share a sample. Alamelu to send the format to all partners with the aim of having this completed prior to the next quarterly meeting.
2. Partners to conduct **Training Meetings in the One Stop Center's monthly staff meeting**, so all staff are better informed of Partner's services / program eligibility. Partners to reach out to One Stop Centers and set up these meetings.
3. Terri to **pilot an upskilling program for ELL**. To reach out to the team for any support.

Next Quarterly meeting will take place in May 2018.

Alexandria/Arlington Regional Workforce Council FY19 One-Stop Operator Scope of Work

I. SCOPE OF SERVICES

In cooperation with the AARWC, the One-Stop Operator shall maintain effective working relationships with all System Partner and Career Services Provider leaders. The Operator will not be responsible for directly delivering One-Stop Center services, managing front-line staff, or performing facility-related tasks.

1. SYSTEMIC, OVERARCHING RESPONSIBILITIES WILL INCLUDE THE FOLLOWING FUNCTIONS

- A) Manage the AARWC's One-Stop Operations Committee (OSOC) and conduct quarterly meetings as necessary for effecting One-Stop System Partner business.
- B) Develop new System Partner relationships as necessary to advance the One-Stop Systems' effectiveness.
- C) Assist the AARWC with crafting and managing MOUs with all appropriate One-Stop Partners.
- D) Ensure the implementation of all Partner roles and responsibilities, as defined in the MOU.
- E) Coordinate exclusively with OSOC for the management of service delivery of operations, as described in the One-Stop MOUs (See Appendix A). Annually, a new MOU will be effective on or about July 1 in which the One-Stop Operator will be responsible for managing.
- F) Provide partner-driven and shared solutions for all One-Stop System activities.
- G) Coordinate the AARWC's Business Services Committees and conduct at a minimum, quarterly meetings as necessary for coordinating the provision of WIOA Business Services through the System's Partners.
- H) In consultation with the OSOC, develops 2-4 customer satisfaction measures and develop mechanisms to track customer satisfaction levels for Career Services and Business Services activities.
- I) Submits the following report on a monthly basis to the AARWC Executive Director by the second Wednesday of the following month:

	Current Month			YTD		
	WDC	AEC	Total	WDC	AEC	Total
Career Services customer satisfaction results						
Business Services satisfaction results						
State-mandated Business Services reporting results (see Appendix X)						
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) Responsible for performing annual WIOA Title I Alexandria/Arlington Financial and Programmatic Monitoring Audit, as outlined in AARWC's Compliance Monitoring Policy, Appendix B.
- K) Adhere to all WIOA federal and state regulations and policies Appendix A.
- L) Report One-Stop Operations Status to the AARWC's Quarterly Meetings and Monthly Executive Committee Meetings. Operator will comment on and answer questions pertaining to all reports submitted to the AARWC Executive Director by the second Wednesday of each month.
- M) Act as the primary problem-solver in resolving/addressing problems associated with System Partner roles, relationships, and coordinated responsibilities.

ARLINGTON COUNTY, VIRGINIA

INVITATION TO BID NO. 17-269-ITB

B I D F O R M

SUBMIT TWO (2) FULLY-COMPLETED AND SIGNED BID FORMS TO THE OFFICE OF THE BID CLERK, SUITE 511, 2100 CLARENDON BLVD., ARLINGTON, VIRGINIA 22201 (ONE FORM SHALL CONTAIN AN ORIGINAL LONGHAND SIGNATURE; THE OTHER SHALL BE A PHOTOCOPY OF THE SIGNED ORIGINAL)

BIDS WILL BE OPENED AT 2:00 P.M., ON XXXXX

FOR PROVIDING WORKFORCE DEVELOPMENT – ONE STOP OPERATOR PER THE TERMS, CONDITIONS AND SPECIFICATIONS OF THIS SOLICITATION:

TOTAL BID PRICE: \$ _____ Workforce Development One Stop Operator annual total cost

(Not to exceed \$50,000)

MINIMUM QUALIFICATION REQUIREMENTS:

Eligible Offerors must be either a:

1. Government agency or
2. 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.
3. Qualifications: Offeror must have a minimum of three years of experience as a One-Stop Operator and must provide a work history which demonstrates the qualifications and experience to perform Section III, Scope of Services, 1; A-S. Relevant staff resumes and related accomplishments must be provided.
4. Letters of Recommendation: Offeror must provide a minimum of three references from the leadership of the mandatory WIOA partner agencies who they have worked with (page 9).
5. Consortiums: Those comprised of three or more mandated WIOA System Partners (page 9) may apply. This must be evidenced through letters of commitment from each mandated partner that should be attached to the proposal response. Entities that are presently debarred, suspended, or proposed for debarment, are not eligible to receive a contract.

ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL

CAREER SERVICES WAIVER REQUEST

Executive Summary

- WIOA is a job training and employment law that improves the way federally funded services are delivered to both job seekers and employers.
- Alexandria/Arlington is a high-performing, WIOA Local Workforce Region and has sustained fiscal integrity for over 30 years.
- Alexandria/Arlington Regional Workforce Council was established through a consortium agreement between the Arlington County Board and the Alexandria City Council. The Arlington County Board Chair serves as the head of the consortium.
- Alexandria/Arlington Regional Workforce Council serves as the local administrator of Individualized and Follow-up WIOA Career Services in FY18 and will require the Governor's approval to renew this role in FY19.

WIOA Overview

- WIOA is administered locally through the Alexandria/Arlington Regional Workforce Council and implemented through the Arlington Employment Center and the Alexandria Workforce Development Center.
- WIOA ensures that federal investments in employment and job training programs are evidence-based, data-driven, and accountable to participants and tax-payers.
- The Alexandria/Arlington Regional Workforce Council is a 34-member board whose participants are appointed by the Arlington County Board Chair and Alexandria City Mayor. A majority of the appointments represent for-profit businesses.

Individualized and Follow-up WIOA Career Services to Job Seekers

- Individualized and Follow-up WIOA Career Services are part of a suite of case-managed services available through the Arlington Employment Center.
- Eligible job seekers receive personalized career plans, information on available occupational skills trainings, group and individual counselling, and follow-up counselling for participants who are placed in unsubsidized employment, for up to 12 months.
- Short-term pre-vocational services including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, financial literacy, and professional conduct services to prepare individuals for unsubsidized employment or training.



Alexandria/Arlington: A High-Performance WIOA Local Workforce Region

- The Arlington Employment Center and the Alexandria Workforce Development Center have served thousands of job seekers facing barriers to employment over the past 30 years under the Workforce Investment Act (1998-2014) and the Job Training Partnership Act (1982-1998).
- The Centers enjoy a history of collaboration with the region's economic development agencies, chambers of commerce, public school systems, community college, human services agencies, and employers.

Request for Approval for Career Services Waiver

- The Arlington Employment Center and Alexandria Workforce Development Center were directly providing Individualized and Follow-up Career Services under the Workforce Investment Act.
- WIOA requires the Alexandria/Arlington Regional Workforce Council to competitively procure Individualized and Follow-up WIOA Career Services, unless the Council receives a "sole-source" waiver from the Governor.
- This waiver allows the Council to directly provide Individualized and Follow-up WIOA Career Services through the Arlington Employment Center and Alexandria Workforce Development Center, without conducting a competitive procurement. The Council received this waiver for FY18.
- WIOA funding covers less than 20% of the Centers' annual operating budgets. Over 50% of the Centers' budgets are funded directly by the two local governments.
- Due to Federal and state policies, of the \$707,338 in total WIOA funding received in FY18, only \$413,515 is available to pay for WIOA staff salaries.
- WIOA funds a portion of the salaries of nine staff members at the Arlington Employment Center and Alexandria Workforce Development Center who support the WIOA Career Services program. Competitive procurement could reduce the number of WIOA staff supporting this program to approximately 6 FTEs, which would negatively impact current service levels.
- Staff at the two Centers currently implement the Supplemental Nutrition Assistance Program Employment and Training Program, the Employment Advancement for the Temporary Assistance for Needy Families Program, the Community Development Block Grants Program, and the Community Services Block Grant Program. Continuing WIOA Career Services at the two Centers will allow staff to maintain programmatic synergies between all of these workforce development programs.
- Alexandria/Arlington Regional Workforce Council recently procured a third-party monitor to provide oversight of Individual and Follow-up WIOA Career Services performed at the Alexandria Workforce Development Center and Arlington Employment Center.



ALEXANDRIA / ARLINGTON REGIONAL

Workforce Council

January 3, 2018 March 6, 2018

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

RE: PY17 WIOA FUNDING TRANSFER REQUEST

Dear Mr. Taratsas:

LWDA 12 (Alexandria/Arlington) requests the transfer of \$53,157.31 from PY17 WIOA Dislocated Worker funds to the PY17 WIOA Adult funds. This request will cover additional projected expenses in FY18 as follows: \$19,157.31 for personnel expenses; and \$34,000.00 for client training related expenses. A WIOA Title I programmatic and financial analysis pertaining this request can be found in Attachment A.

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

Sincerely,

Daniel Gomez
Chair

CC: David Remick

ATTACHMENT A

WIOA Title I Training Expenses for LWDA 12				
	ADULT		DW	
	# Participants	Expenditures	# Participants	Expenditures
PY 2013	136	\$ 59,844.00	140	\$ 60,368.49
PY 2014	124	\$ 40,576.45	111	\$ 57,506.50
PY 2015	173	\$ 96,209.85	93	\$ 88,000.19
PY 2016	107	\$ 147,084.75	61	\$ 58,261.08
WIOA ADULT PY 2017	Total	40% Training	Supportive Services	Staff/Operating
Budget	\$ 231,093.00	\$ 102,437.20	\$ 0.00	\$ 128,655.80
Projected Expenses	\$ 284,250.31	\$ 136,437.20	\$ 0.00	\$ 147,813.11
Shortfall	(\$ 53,157.31)	(\$ 34,000.00)	\$ 0.00	(\$ 19,157.31)
WIOA DW PY 2017	Total	40% Training	Supportive Services	Staff/Operating
Budget	\$ 292,751.10	\$ 117,100.44	\$ 0.00	\$ 175,650.66
Projected Expenses	\$ 239,593.79	\$ 83,100.44	\$ 0.00	\$ 156,493.35
Surplus	\$ 53,157.31	\$ 34,000.00	\$ 0.00	\$ 19,157.31
Transfer Request Total (DW to Adult):				\$ 53,157.31



**WIOA Eligible Training Provider Renewal Overview
March 22, 2018 RWC Meeting**

George Mason University (Temporary ETPL Approval Waiver provided on 1/2/18)

- **Programs & Tuition:**
 - A+ - \$1,050 (100% program completion/certification award rate)
 - Automation Testing - \$2,250 (94% program completion/certification award rate)
 - AWS Certified Solutions Architect - \$1,800 (100% program completion/certification award rate)
 - Business Analyst - \$1,500 (100% program completion/certification award rate)
 - Certified Information System Security Professional - \$1,400 (100% program completion/certification award rate)
 - Cisco Certified Network Associates - \$1,750 (100% program completion/certification award rate)
 - Cloud Computing with Hadoop - \$1,800 (100% program completion/certification award rate)
 - Contract Changes and Equitable Adjustments - \$1,095 (100% program completion/certification award rate)
 - Finance Business Essentials - \$895 (100% program completion/certification award rate)
 - Government Contracting – Compliant Proposals - \$1,095 (No students enrolled during performance period)
 - Government Contracting/Accounting Standards - \$1,095 (95% program completion/certification award rate)
 - Government Contracting/Cost Price Analysis - \$1,095 (83% program completion/certification award rate)
 - Government Contracting-Accounting-Auditing - \$1,095 (90% program completion/certification award rate)
 - Government Contracting-Timekeeping - \$695 (100% program completion/certification award rate)
 - Government-Contracting/Ethics/Compliance - \$695 (87% program completion/certification award rate)
 - Human Resources \$1,245 (in class) \$1,295 (on line) (83% program completion/certification award rate)
 - Information Technology Foundation - \$4,850 (100% program completion/certification award rate)
 - ITIL Foundation - \$1,500 (No students enrolled during performance period)
 - Java SE* Programming - \$1,050 (100% program completion/certification award rate)
 - Linux + - \$1,500 (100% program completion/certification award rate)
 - MCSA: Windows Server 2012 - \$2,250 (No students enrolled during the performance period)
 - Microsoft Certified Technology Specialist - \$1,050 (81% program completion/certification award rate)
 - Navigating-Far - \$1,195 (100% program completion/certification award rate)



Workforce Council

- Negotiation-Strategies Techniques - \$1,095 (100% program completion/certification award rate)
- Network + - \$1,250 (100% program completion/certification award rate)
- Oracle 12c Certified Associate - \$2,000 (100% program completion/certification award rate)
- Oracle 12c Certified Professional - \$2,000 (100% program completion/certification award rate)
- Oracle 12c Database Administration - \$3,500 (100% program completion/certification award rate)
- Oracle 12c PL/SQL - \$800 (100% program completion/certification award rate)
- Oracle 12c Structured Query Language - \$2,000 (100% program completion/certification award rate)
- Penetration Testing and Hacking - \$1,900 (75% program completion/certification award rate)
- Project Management - \$895 (100% program completion/certification award rate)
- Python Programming - \$1,600 (96% program completion/certification award rate)
- Quality Assurance Testing – \$2,250 (96% program completion/certification award rate)
- Security + - \$1,550 (75% program completion/certification award rate)
- Web Design - \$2,100 (100% program completion/certification award rate)
- Web Development - \$2,150 (100% program completion/certification award rate)
- Windows Server 2012 - \$3500 (100% program completion/certification award rate)
- Windows Server 2012 Advanced - \$1,500 (100% program completion/certification award rate)
- Windows Serves 2012 Admin - \$1,500 (100% program completion/certification award rate)
- Occupation Career: Multiple In-demand Professional/Technical Occupations
- From the Better Business Bureau: A- Rating for Cash Office. No other information found.
- Registered under Internal Revenue Service I.D. No. 54-0836354

STAFF RECOMMENDATION: APPROVE



Workforce Council

March 22, 2018 RWC Meeting NEW Training Provider Applicant Overview

Alexandria Public Schools – Adult Education Program

- Program: ServSafe Manager's Certification 2 for English Learners
- Tuition: \$190.00
- Occupational Career: First Line Supervisors of Food Preparation & Serving Workers
- No information found about this organization from the Better Business Bureau
- Educational Institution since 1950
- Registered under Internal Revenue Service I.D. No. 546001106

STAFF RECOMMENDATION: APPROVE

1st CDL Training Center of Northern Virginia

- Programs/Tuition:
 - CDL Class A (Class A-Tractor Trailer) = \$3,500
 - CDL Class B (Dump Truck) Registration = \$3,000
 - CDL B(P) (Class B-Passenger Bus) Registration = \$2,250
- Occupational Career: Local and Long Distance Drivers
- No information found about this organization from the Better Business Bureau
- Occupation Training Institution since 2011
- Registered under Internal Revenue Service I.D. No. 32-0376817

STAFF RECOMMENDATION: APPROVE