VIRGINIA CAREER WORKS

ALEXANDRIA | ARLINGTON REGION

Alexandria/Arlington Regional Workforce Council
Executive Committee Meeting Agenda
June 6, 2025
8:30 am to 9:30 am

Virtually via MS Teams Meeting Link

Or

Arlington Department of Human Services
2100 Washington Blvd., LL AUD
Arlington, VA 22204

Welcome Message *Stacey Butler*

Public Comment Period (2 min per comment) *David Remick*

Review June Meeting Agenda *David Remick*

Review & Approve Consent Agenda Package *David Remick*

Planning for FY26 *All*
- Local plan survey brought these ideas:
  - What are we doing to support the needs of high schoolers? [what is happening and how can we help?]
  - Should we conduct a robust analysis/return of investment to see which efforts are working and where there are gaps? [is there explicit value in this?]
  - Should there be more pathway exploration in elementary and middle schools? [what is happening and how can we help?]
- What does the Executive Committee want to talk about in FY26

Adjourn *Stacey Butler*

ALEXANDRIA | ARLINGTON REGION

UPCOMING MEETINGS

Meeting	Date	Time	Location
Executive Committee Meeting	September 5, 2025	8:30am – 9:30am	Con Room A
Regional Workforce Council Meeting	September 18, 2025	8:30am – 9:30am	AUD
Executive Committee Meeting	December 5, 2025	8:30am – 9:30am	Virtual
Regional Workforce Council Meeting	December 18, 2025	8:30am – 9:30am	Virtual
Executive Committee Meeting	March 6, 2026	8:30am – 9:30am	Con Room A
Regional Workforce Council Meeting	March 26, 2026	8:30am – 9:30am	AUD
Executive Committee Meeting	June 5, 2026	8:30am – 9:30am	Virtual
Regional Workforce Council Meeting	June 25, 2026	8:30am – 9:30am	Virtual

Alexandria/Arlington Regional Workforce Council
Quarterly Meeting

Agenda

June 26, 2025
8:30 am to 9:30 am

Virtual Meeting
Click here to join the meeting

Or call in (audio only):
+1 347-973-6905, Access Code: 778158984#

Attend In-Person (Optional)
Arlington Department of Human Services
2100 Washington Blvd., LL AUD
Arlington, VA 22204

Welcome Message	*Stacey Butler*
Public Comment Period	*David Remick*

- 2 minutes per public comment

Executive Director Update & Consent Agenda	*David Remick*
Labor Market Update	*Marisa Hayes*
RWC Position Statement	*David Remick*
Adjourn	*Stacey Butler*

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Consent Agenda Notes

- April 24, 2025 Meeting Minutes – Recommendation: Approval
- June 6, 2025 Executive Committee Meeting Minutes – Recommendation: Approval
- One-Stop Operator Quarterly Report – For Your Information Only
- 2025-2026 WIOA Title I Youth Waiver: This waiver request is similar to the request made in FY24 which will allow the Alexandria American Job Center to implement regional WIOA Youth Services through the Alexandria Workforce Development Center at the Alexandria City Department of Community and Human Services. – Recommendation: Approval
- Addition to Eligible Training Provider List: George Mason University would like to add their Certified Book Keeper and Freight Broker Agent Training Programs to Virginia's WIOA Eligible Training Provider List. Their applications are complete and meet the local, state, and federal requirements to be added to the Eligible Training Provider List. – Recommendation: Approval

Consent Agenda Begins

April 24, 2025 Meeting Minutes

MEETING MINUTES OF THE <u>HYBRID</u>
ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL

April 24, 2025

The **ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL** convened its meeting in-person, with a virtual option for the public, at **8:30am** on **April 24, 2025**.

ATTENDANCE

Nelson	Aguilar	In Person
Lisa	Bauer	In Person
Brandon	Bedford	In Person
Dottie	Brown	In Person
James	Egenrieder	In Person
Lesa (Kat Ashmore-Proxy)	Gilbert	In Person
Annette	Haggray	In Person
Tricia	Jacobs	In Person
William	Lopez	In Person
Marian	Marquez	In Person
Kris	Martini	In Person
Rolando	Montoya	In Person
Erik	Pages	In Person
Tyler	Schreffler	In Person
Brian	Stout	In Person
Crystal	Thrower	In Person
Monica	West	In Person
Elizabeth	Yoder	In Person

STAFF: David Remick

MOTIONS & ACTIONS/VOTES

No individuals provided public comment.

January 23, 2025 Regional Workforce Council Meeting Minutes was approved.

- The Council unanimously supported the motion 18-0.

Meeting adjourned at **9:30am**.

June 6, 2025 Executive Committee Meeting Minutes

One-Stop Operator Quarterly Report

2025-2026 WIOA Title I Youth Waiver

WIOA Title I Youth Program Procurement – Local Waiver

Issue
- 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.
- Alexandria/Arlington Region'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/Arlington WIOA Title I Youth Program has met a majority its past performance goals and maintained financial integrity. Title I Youth Program Funding is expected to be $254,745.49 for Y26/ PY25.

The Region's Youth Services Program Design

Alexandria Workforce Development Center and Arlington Employment Center perform the "framework services" for the region'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.	• 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.	• 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 –
  • 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
	• Local Employer Referrals from the Centers' Business Services Teams
	• Project Discovery: *Empowerment and College Preparation*

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	• 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	• 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.	• Project Discovery: *Empowerment and College Preparation* • Alexandria Mentoring Partnership • Alexandria Court Services Unit

7. Supportive Services (*Linkages to community services*) • Transportation • Childcare • Housing and Accommodation for youth with disabilities • Uniforms • Referrals to Healthcare • Educational Testing	• Alexandria City Department of Community and Human Services • Arlington Department of Human Services • Legal Services of Northern Virginia • Washington Metropolitan Area Transit Authority
8. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months	• Various partnerships with local and regional mentorship-focused CBOs
9. Follow-up services for not less than 12 months after the completion of participation, as appropriate	• Alexandria Workforce Development Center • Arlington Employment Center
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.	• Various partnerships with local and regional counseling-focused CBOs
11. Financial literacy education	• Truist Bank
12. Entrepreneurial skills training	• Business Development Assistant Group
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.	• Alexandria/Arlington Regional Workforce Council • Virginia Employment Commission
14. Activities that help youth prepare for and transition to postsecondary education and training.	• Alexandria City Public Schools • Arlington Public Schools • Project Discovery: *Empowerment and College Preparation* • 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 approve a local waiver to allow Alexandria Workforce Development Center and Arlington Employment Center to continue to perform Title I Youth Services for Program Year 2025 (FY26).

Approved:

_____   _____
Chair, Alexandria/Arlington Regional Workforce Council   Date

Eligible Training Provider Applications

![elevate – Skills for Jobs and Business Growth]

Training Program Application

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

1. Training Organization	
2. Contact Person – Name & Title	
3. Training Program or stand-alone course name	
4. Program or course description	

5. Year Program Established	6. Total Credit or Curriculum Hours	7. Number of training weeks or hours	8. Minimum Class Size

9. Is curriculum certified by an accrediting agency or similar national standardization program:

   Yes *(if yes specify)*   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.

12. Does training lead to an industry recognized credential, diploma, license, or degree? *If yes, indicate which.*

   Yes   No

13. Is this a stackable credential, part of a sequence to move an individual along a career pathway or up a career ladder?   Yes   No

14. Was this training developed in partnership with a business?   Yes   No

If yes, Name of Business(s):

15. List Businesses that support this training program:

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

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

Program Cost

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

Criteria for Admission

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

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

EDGO 0426 - Freight Broker/Agent Training Course

The course provides you with the comprehensive skills needed to build a successful freight brokerage or begin working for a broker. Learn the foundational aspects of brokering shipments—from laws and terminology to valuable tools and software. You will also learn how to set up your freight brokerage business and manage contracts and forms, as well as how to find shippers and do ratings.

This combined freight broker and freight agent training will help you gain the knowledge, insight, and direction to stand out in this growing industry. You will learn the differences between a freight broker and an agent, their various duties and responsibilities, and the laws and legal requirements for both.

In the freight agent training portion of the course, learn where and how to find your shippers and loads, how to locate authorized and dependable motor carriers, how to determine market rates based on supply and demand, and how to handle your day-to-day operations. In the freight broker training portion of the course, learn how to choose a company name, check your state for requirements, register your freight brokerage, decide on your insurance needs, and secure operating capital.

You will also develop important qualities and skills needed as a freight broker or agent, such as how to set your goals and market yourself, set up and organize your office, recordkeeping and back-office procedures, how to choose a freight brokerage, and best practices for operating software.

After completing this freight agent and freight broker training, you will understand the steps of setting up carrier and shipper packets and contracts, marketing and advertising avenues, rate quotes, how to interact with shippers and carriers to keep lines of communication open, and valuable negotiation skills needed as a freight broker or agent.

What you will learn

- Watch our training video [Freight Broker/Agent](#) training to discover an overview of what you'll learn in this course
- The basics of freight brokering, and qualifications needed for freight brokers and freight agents
- How to set up an office, goals, and a corporate identity for a freight brokering business
- How to set up a shipper and carrier packet for a freight brokering business
- Software used for accounting and operations and how the transportation law affects a freight brokering business
- The terms, insurance requirements, liabilities, policies, and recordkeeping best practices involved in contracts between the broker, carrier, and shipper
- Ways to determine rate quotes between your freight brokerage, the shipper, and the carrier using negotiation and sales techniques

How you will benefit

- Obtain insight into the industry to determine which avenue fits you best and will give you guidance to obtain the highest ratios for success

- Understand why great software, quality contracts, and correct documentation are the backbone of your business
- Review transportation laws and how they affect your business
- Learn the workings of the industry and how to translate that into your relations with your shippers and carriers
- Fine-tune your ability to find a fair but profitable balance in rate quotes to keep your clients satisfied and coming back

Syllabus

- The Basics of Freight Brokering
- Setting Up Your Business
- Setting Goals for Your Business
- Setting Up Your Shipper Packet and Your Carrier Packet
- Operations and Using Operations Software
- Types of Freight and Exploring Niche Markets
- Transportation Law
- Broker-Carrier Contracts
- Broker-Shipper Contracts
- Insurance for Carriers and Brokers
- Recordkeeping, Accounting, and Financial Management
- Determining Your Rate Quotes
- Carrier Relations and Solutions for Success
- Sales and Profitability
- Advanced Marketing
- Develop Your Negotiation Skills

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**	
2. Contact Person – Name & Title **Scott Bailey, Operations Manager**	
3. Training Program or stand-alone course name **Certified Bookkeeper**	
4. Program or course description This course is designed for a bookkeeper looking to formalize their education with an in-demand certification. You will get a high-level review of basic accounting concepts to prepare you to sit for and pass all four exams for the AIPB Certified Bookkeeper certification.	

5. Year Program Established 2000	6. Total Credit or Curriculum Hours 140 hours	7. Number of training weeks or hours 6 months	8. Minimum Class Size 1

9. Is curriculum certified by an accrediting agency or similar national standardization program: ☑ Yes *(if yes specify)*   ☐ 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. Bookkeeper, Financial, Office Management, Accounting, Business, Government, Non-profit. Median salary is $45,560 per US Bureau of Labor Statistics.
12. Does training lead to an industry recognized credential, diploma, license, or degree? *If yes, indicate which.* ☑ Yes AIPB Certification   ☐ No
13. Is this a stackable credential, part of a sequence to move an individual along a career pathway or up a career ladder?   ☑ Yes   ☐ No
14. Was this training developed in partnership with a business?   ☑ Yes   ☐ No If yes, Name of Business(s): **Ed2go**

1

15. List Businesses that support this training program:
All Northern VA employers, including corporations, non-profits and government.

16. Describe how you will ensure access to training services throughout the state, including rural areas and through the use of technology:
Course is 100% online

17. Describe how you will work with the local board to serve individuals with barriers, including individuals with disabilities:
GMU Disability Services

Program Cost

18. **Registration/Pre-screening/Admissions Fees**	$
19. **Tuition** (check all items included in Tuition)	$ 2470.00
Books	$
Required Supplies(Tools, uniforms, etc.	$
Testing/Exam Cost	$
Licensure/Certification Cost(s)	$
Other Required Fees	$
20. **Total Cost to Complete Curriculum/Course**	$ 2470.00

Criteria for Admission

21. Describe the prerequisites or skills and knowledge required prior to the commencement of training:
To succeed in this course, you must have at least two years of experience as a bookkeeper.

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

Certified Bookkeeper Course

This comprehensive online bookkeeping certification course is designed for professional bookkeepers. It reinforces key bookkeeping concepts, definitions, and calculations you have likely encountered in your bookkeeping education and career and prepares you for the American Institute of Professional Bookkeepers (AIPB) national certification exam. Throughout this bookkeeper training, you will have access to resources such as videos, interactive activities, and hands-on exercises that will solidify your grasp of critical information necessary to your success as a bookkeeper. This course will prepare you for the exam and will include practice quizzes, exams, and strategies for conducting your preparation leading up to and encompassing the exam day.

We have assembled this online bookkeeping course to help you successfully complete the AIPB exam because the AIPB certification is a high professional standard. Becoming a Certified Bookkeeper™ (CB) can increase your earning potential, enhance your professional status, and give you a decisive edge in the job market. Parts 1 and 2 of the exam are offered at any of over 300 Prometric test centers nationwide. Parts 3 and 4 of the exam are open-book tests that come with your workbooks. CBs are to bookkeeping what Certified Public Accountants (CPAs) are to accounting: the cream of the profession.

What you will learn
- AIPB CB designation eligibility requirements, code of ethics, and maintenance requirements
- How to apply the concepts of accrual accounting to transactions that span fiscal periods and trace the effect of accrual and deferral transactions
- How to master the adjustment of entries, identify and correct accounting errors, and reconcile bank accounts
- How to complete book and tax depreciation, including various methods of calculating depreciation for book and tax purposes
- The basics of payroll, from paying wages to depositing and reporting taxes
- How to value inventory, record costs, make entries, and report inventory on financial statements
- How to use basic internal controls to prevent theft, embezzlement, or check and credit card fraud by employees, customers, or vendors

How you will benefit
- This product includes many videos showing concepts and bookkeeping scenarios with plenty of examples
- Interactive scenarios allow you to practice calculations and concepts described in the textbooks and lesson materials

Upon completion of the course, you will be prepared to sit for the American Institute of Professional Bookkeepers (AIPB) exam You may take the exam at any Prometric Test Center

Syllabus
- **Getting Started**
- **Pretest**
- **Adjusting Entries**
- **Correction of Accounting Errors**
- **Payroll**
- **Depreciation**
- **Inventory**
- **Internal Controls and Fraud Prevention**
- **AIPB Exam Preparation**
- **Final Exam**
- **Resources**

Consent Agenda Ends

RWC's Education & Workforce Legislative Positions

A set of legislative positions were adopted during the Alexandria/Arlington Regional Workforce Council's June 2023 meeting. These five priorities address the education and workforce needs of the City of Alexandria, Arlington County, Greater Washington region, and the Commonwealth of Virginia. The adopted positions include:

- Support additional funding for local workforce development boards, adult education, community colleges, and Virginia's small- and medium-sized for-profit businesses to expand work-based learning programs, including apprenticeships, internships, and experiential learning opportunities, to meet the Commonwealth's current workforce demands.
- Support educational initiatives that improve student achievement, including Career Technical Education, focused on professional and technical skills-based training, delivery of industry recognized certifications/licenses, and the development of the future workforce.
- Support initiatives that strengthen Virginia's teacher workforce.
- Invest in continuing educational initiatives that improve incumbent workers' competitiveness in Virginia's economy that will ultimately enhance their employers' productivity. Create incentives to encourage workers who complete participation in these initiatives to retain their employment for one year.
- Support efforts to expand access to affordable childcare and early education, substance abuse services, public transportation, and workforce housing.

Suggested inclusion:

- Support additional funding to assist with the reemployment needs of residents affected by federal budget cuts.