



ALEXANDRIA | ARLINGTON REGION

**Alexandria/Arlington Regional Workforce Council
Executive Committee Meeting Agenda
April 14, 2023
8:30 am to 9:30 am**

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

Welcome Message	<i>Ellen Harpel</i>
Review April Meeting Agenda	<i>David Remick</i>
Review & Approve Consent Agenda Package	<i>David Remick</i>
Adjourn	<i>Ellen Harpel</i>

UPCOMING MEETINGS

Meeting	Date	Time	Location
Executive Committee Meeting	June 9, 2023	8:30am – 9:30am	Hybrid
Regional Workforce Council Meeting	June 22, 2023	8:30am – 9:30am	Hybrid
One-Stop Operations Committee Meeting	June 22, 2023	9:30am – 10:30am	Hybrid



ALEXANDRIA | ARLINGTON REGION

**Alexandria/Arlington Regional Workforce Council
Quarterly Meeting
Agenda**

**September 22, 2022
8:30 am to 9:30 am**

**Arlington Public Schools
School Board Room
Syphax Education Center
2110 Washington Blvd, 2nd Floor
Arlington VA 22204**

Welcome Message	<i>Ellen Harpel</i>
Public Comment Period	<i>David Remick</i>
<ul style="list-style-type: none"> • 2 minutes per public comment 	
Executive Director’s Report & Consent Agenda	<i>David Remick</i>
<ul style="list-style-type: none"> • RWC Chair Election in September 	
Regional Labor Market Update	<i>Marisa Lemma</i>
VCW Realignment Update	<i>David Remick</i>
Regional Workforce Council's 2024 Legislative Positions	<i>All</i>
Council Member Updates	<i>All</i>
Adjourn	<i>Ellen Harpel</i>

UPCOMING MEETINGS

Meeting	Date	Time	Location
Executive Committee Meeting	June 9, 2023	8:30am – 9:30am	Virtual
Regional Workforce Council Meeting	June 22, 2023	8:30am – 9:30am	Virtual
One-Stop Operations Committee Meeting	June 22, 2023	9:30am – 10:30am	Virtual



ALEXANDRIA/ARLINGTON
REGIONAL WORKFORCE COUNCIL

Consent Agenda Notes

- January 26, 2023 Meeting Minutes – Recommendation: Approval
- April 14, 2023 Executive Committee Meeting Minutes – Recommendation: Approval
- One-Stop Operator Quarterly Report – For Your Information Only
- PY21/FY22 WIOA Performance Outcomes: Alexandria/Arlington’s WIOA Title I Adult, Dislocated Worker, and Youth Programs all met or beat our performance goals for the period 7/1/20-6/30/21. – For Your Information Only
- Addition to Eligible Training Provider List: La Cocina/Kitchen of Purpose would like to add their Front of House Training Program to their services offered through Virginia’s WIOA Eligible Training Provider List. Their application is complete and provides evidence that basic professionalism skills are incorporated into their curricula. – Recommendation: Approval

Consent Agenda Begins

January 26, 2023 Meeting Minutes



ALEXANDRIA/ARLINGTON
REGIONAL WORKFORCE COUNCIL

**MEETING MINUTES OF THE VIRTUAL
ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL**

January 26, 2023

The **ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL** convened its meeting virtually at **8:31am** on **January 26, 2023**.

ATTENDANCE

Kate	Bates	Present-All Virtual
Lisa	Bauer	Present-All Virtual
Joel	Bernstein	Present-All Virtual
Maurice	Blue	Present-All Virtual
Patrick	Brennan	Present-All Virtual
Karen	Brown	Present-All Virtual
Dottie	Brown	Present-All Virtual
John	Burczak	Present-All Virtual
Stacey	Butler	Present-All Virtual
Dennis	Desmond	Present-All Virtual
James	Egenrieder	Present-All Virtual
John	Gallagher	Absent
Lesia	Gilbert	Absent
Daniel	Gomez	Proxy Provided To Chair
Annette	Haggray	Present-All Virtual
Ellen	Harpel	Present-All Virtual
Tricia	Jacobs	Present-All Virtual
Kris	Martini	Present-All Virtual
Marian	Marquez	Present-All Virtual
Erik	Pages	Present-All Virtual
Catherine	Pasqualoni	Absent
Kiersten	Portlock	Absent
Sean	Steele	Absent
Brian	Stout	Present-All Virtual
Fernando	Torrez	Present-All Virtual
Ryan	Touhill	Proxy to C. Marshall
Jennifer	Van Buren	Present-All Virtual
Monica	West	Proxy Provided To Chair
Ricardo	Wright	Proxy to R. Ward
Elizabeth	Yoder	Present-All Virtual

MOTIONS & ACTIONS/VOTES

No individuals provided public comment.

January 26, 2023 Regional Workforce Council Consent Agenda was approved.

- The Consent Agenda Item, “Approval for Council Chair to Sign Letter to Virginia’s Labor Secretary: Letter recommends the moving of Wagner-Peyser funding under Title III of the Workforce Innovation and Opportunity Act (WIOA) and Rapid Response funding under Title I of WIOA from the Virginia Employment Commission to the administration of Virginia’s LWDBs. Twelve of Virginia’s LWDBs have already signed this letter. – Recommendation: Approval” was removed from the Consent Agenda at the request of a Council Member.
- The Council unanimously supported the motion 21-0.

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

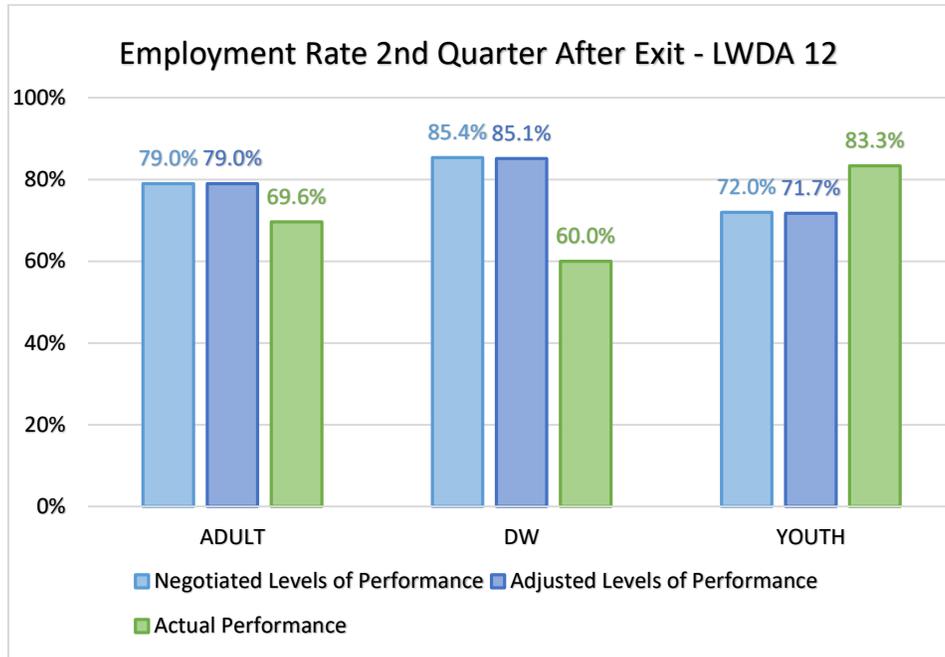
April 14, 2023 Executive Committee Meeting Minutes

One-Stop Operator Quarterly Report

PY21/FY22 WIOA Performance Outcomes

Local Statistical Adjustment Model for Program Year 2021

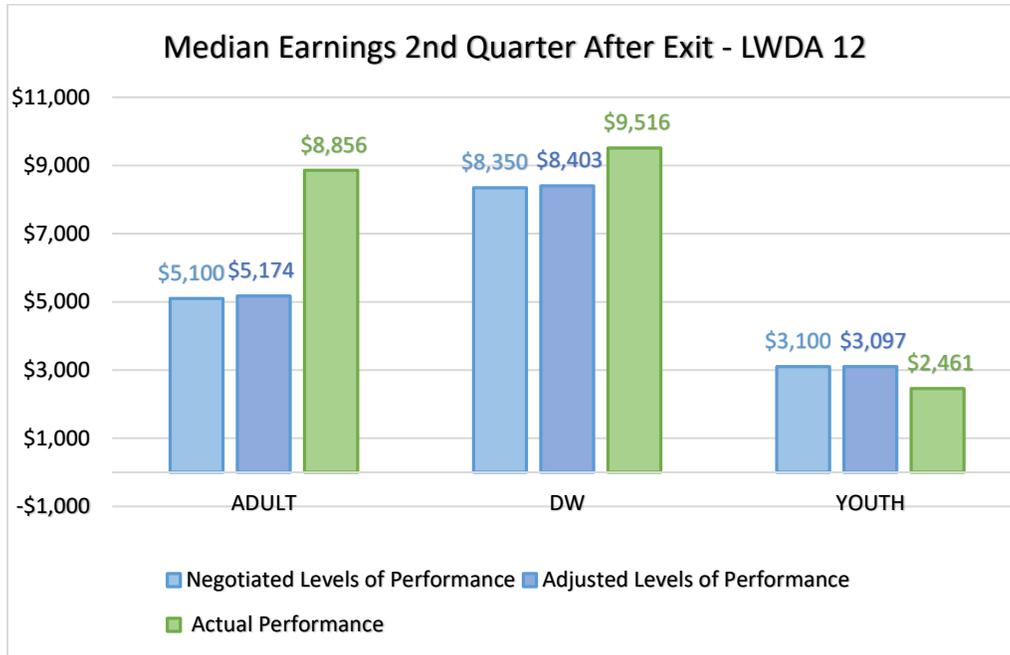
Program	Employment Rate 2nd Quarter After Exit 7/1/20-6/30/21					
	<i>Negotiated Levels</i>	<i>Adjustment Amount</i>	<i>Adjusted Levels</i>	<i>Actual Performance</i>	<i>Indicator Score</i>	<i>Met Minimum Threshold</i>
	NL	AA	AL=NL+AA	AP	IS=AP/AL	> 50%
ADULT	79.0%	0.0%	79.0%	69.6%	88.1%	✓
DW	85.4%	-0.3%	85.1%	60.0%	70.5%	✓
YOUTH	72.0%	-0.3%	71.7%	83.3%	116.2%	✓



Adjustment Amount Calculation – Employment Rate 2nd Quarter After Exit			
Program	<i>Predicted Model</i>	<i>Adjusted Model</i>	<i>Adjustment Amount</i>
	PM	AM	AA=AM2-PM
ADULT	82.5%	82.5%	0.0%
DW	82.6%	82.3%	-0.3%
YOUTH	75.3%	75.0%	-0.3%

Local Statistical Adjustment Model for Program Year 2021

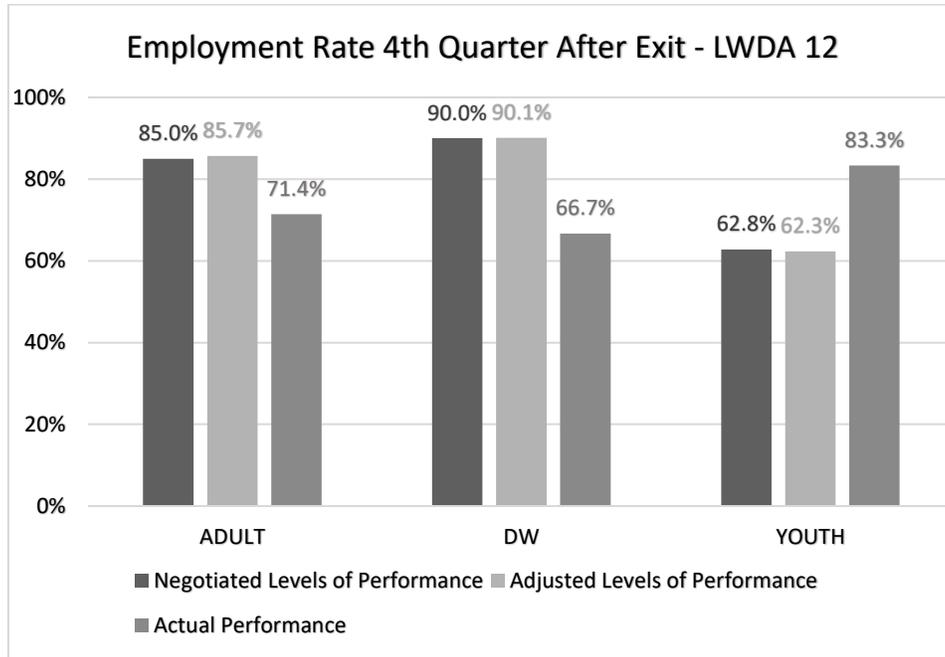
Program	Median Earnings 2nd Quarter After Exit 7/1/20-6/30/21					
	Negotiated Levels	Adjustment Amount	Adjusted Levels	Actual Performance	Indicator Score	Met Minimum Threshold
	NL	AA	AL=NL+AA	AP	IS=AP/AL	> 50%
ADULT	\$5,100	\$74	\$5,174	\$8,856	171.2%	✓
DW	\$8,350	\$53	\$8,403	\$9,516	113.2%	✓
YOUTH	\$3,100	\$(3)	\$3,097	\$2,461	79.5%	✓



Adjustment Amount Calculation –Median Earnings 2 nd Quarter After Exit			
Program	Predicted Model	Adjusted Model	Adjustment Amount
	PM	AM	AA=AM2-PM
ADULT	\$4,326	\$4,400	\$74
DW	\$7,773	\$7,826	\$53
YOUTH	\$2,268	\$2,265	\$(3)

Local Statistical Adjustment Model for Program Year 2021

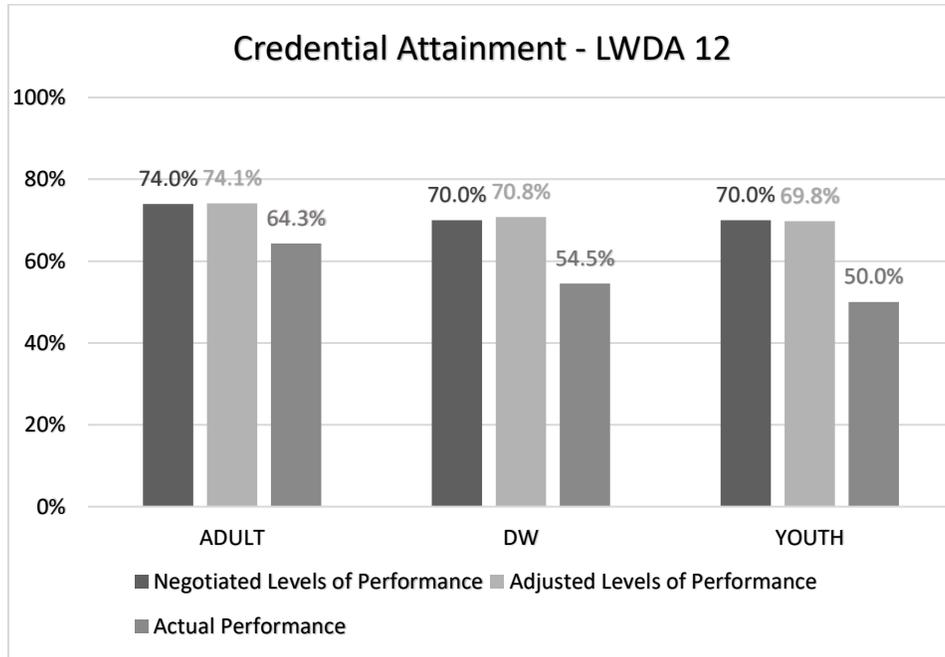
Program	Employment Rate 4th Quarter After Exit 1/1/20-6/30/21					
	<i>Negotiated Levels</i>	<i>Adjustment Amount</i>	<i>Adjusted Levels</i>	<i>Actual Performance</i>	<i>Indicator Score</i>	<i>Met Minimum Threshold</i>
	<i>NL</i>	<i>AA</i>	<i>AL=NL+AA</i>	<i>AP</i>	<i>IS=AP/AL</i>	<i>> 50%</i>
ADULT	85.0%	0.7%	85.7%	71.4%	83.3%	✓
DW	90.0%	0.1%	90.1%	66.7%	74.0%	✓
YOUTH	62.8%	-0.5%	62.3%	83.3%	133.7%	✓



Program	Adjustment Amount Calculation – Employment Rate 4th Quarter After Exit		
	<i>Predicted Model</i>	<i>Adjusted Model</i>	<i>Adjustment Amount</i>
	<i>PM</i>	<i>AM</i>	<i>AA=AM2-PM</i>
ADULT	78.2%	78.9%	0.7%
DW	81.1%	81.2%	0.1%
YOUTH	80.3%	79.8%	-0.5%

Local Statistical Adjustment Model for Program Year 2021

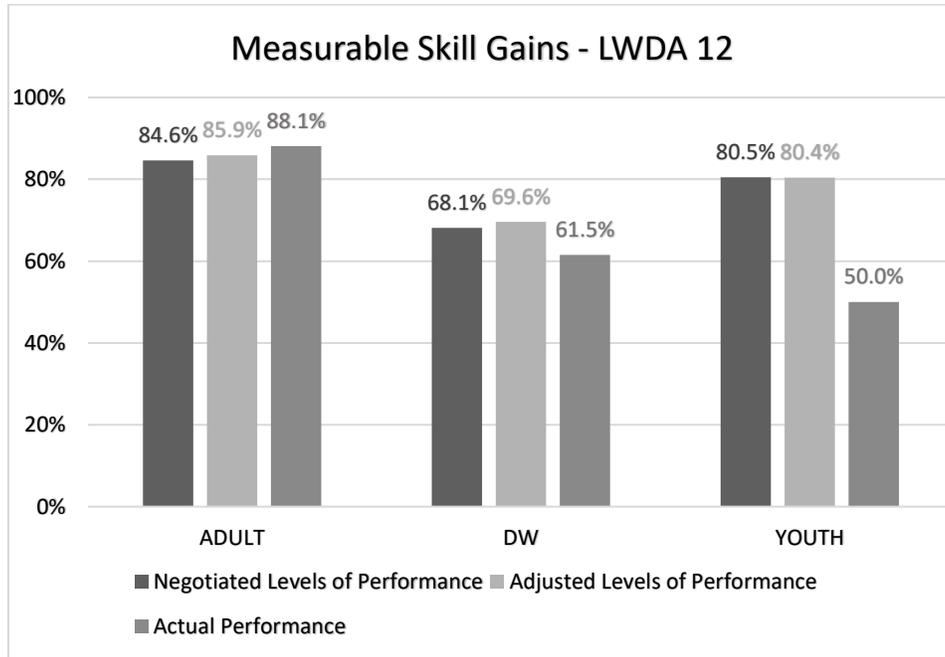
Program	Credential Attainment 1/1/20-12/31/20					
	Negotiated Levels	Adjustment Amount	Adjusted Levels	Actual Performance	Indicator Score	Met Minimum Threshold
	NL	AA	AL=NL+AA	AP	IS=AP/AL	> 50%
ADULT	74.0%	0.1%	74.1%	64.3%	86.8%	✓
DW	70.0%	0.8%	70.8%	54.5%	77.0%	✓
YOUTH	70.0%	-0.2%	69.8%	50.0%	71.6%	✓



Program	Adjustment Amount Calculation – Credential Attainment		
	Predicted Model	Adjusted Model	Adjustment Amount
	PM	AM	AA=AM2-PM
ADULT	84.5%	84.6%	0.1%
DW	75.1%	75.9%	0.8%
YOUTH	33.9%	33.7%	-0.2%

Local Statistical Adjustment Model for Program Year 2021

Program	Measurable Skill Gains 7/1/21-6/30/22					
	<i>Negotiated Levels</i>	<i>Adjustment Amount</i>	<i>Adjusted Levels</i>	<i>Actual Performance</i>	<i>Indicator Score</i>	<i>Met Minimum Threshold</i>
	<i>NL</i>	<i>AA</i>	<i>AL=NL+AA</i>	<i>AP</i>	<i>IS=AP/AL</i>	<i>> 50%</i>
ADULT	84.6%	1.3%	85.9%	88.1%	102.6%	✓
DW	68.1%	1.5%	69.6%	61.5%	88.4%	✓
YOUTH	80.5%	-0.1%	80.4%	50.0%	62.2%	✓



Program	Adjustment Amount Calculation – Measurable Skill Gains		
	<i>Predicted Model</i>	<i>Adjusted Model</i>	<i>Adjustment Amount</i>
	<i>PM</i>	<i>AM</i>	<i>AA=AM2-PM</i>
ADULT	90.7%	92.0%	1.3%
DW	85.8%	87.3%	1.5%
YOUTH	81.0%	80.9%	-0.1%

Overall Indicator Scores for PY 21* – LWDA 12

Overall Local Indicator Scores		Met Minimum Threshold (>90%)	Overall Local Program Scores		Met Minimum Threshold (>90%)
Employment Rate 2nd Quarter After Exit	91.6%	✓	Adult	106.4%	✓
Employment Rate 4th Quarter After Exit	97.0%	✓	Dislocated Worker	84.6%	✗
Median Earnings 2nd Quarter After Exit	121.3%	✓	Youth	92.6%	✓
Credential Attainment	78.5%	✗	*Beginning in PY22, local areas will be evaluated for the <u>Overall Local Program Score</u> .		
Measurable Skill Gains	84.4%	✗			

Training Provider Application Application



Training Program Application

1. Training Organization LA COCINA VA (DBA KITCHEN OF PURPOSE)			
2. Contact Person – Name & Title Daniela Hurtado – Director of Programs & Operations			
3. Training Program or stand-alone course name FRONT OF THE HOUSE TRAINING			
4. Program or course description The Front of the House Training targets low-income individuals working in the food and hospitality industry and/or looking to join the restaurant workforce. The training includes theoretical and practical information about the different front of the house positions such as cashier, host, waiter/waitress, barista, bartender, food runner, and busser. Customer Service, Conflict resolution, and Job Readiness skills are also incorporated in the training. The training includes preparation of coffee-based drinks as well as preparation of classic cocktails. These essential components enable members to build skills, knowledge, and experiences so that they may confidently apply to jobs and efficiently perform at them.			
5. Year Program Established 2023	6. Total Credit or Curriculum Hours 60 hours	7. Number of training weeks or hours 4 weeks	8. Minimum Class Size 16
9. Is curriculum certified by an accrediting agency or similar national standardization program: <p style="text-align: center;"><i>Yes (if yes specify) No</i></p> <p style="text-align: center;">No</p>			
10. Description of training and skills to be obtained – <i>Attach training program description, include an outline of what is covered in the program and what skills are to be obtained.</i> Document has been attached to this application.			
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. No LMI available on the website for Bartenders for 2020 (4450A1/35011) No LMI available on the website for Customer Service for 2020 (4450A1/434051) No LMI available on the website for Host and Hostesses, Restaurant, Lounge, and Coffee Shop for 2020 (359031) No LMI available on the website for Waiters/Waitresses for 2020 (353031)			
12. Does training lead to an industry recognized credential, diploma, license, or degree? <i>If yes, indicate which.</i> <p style="text-align: center;">Yes –</p> <ol style="list-style-type: none"> 1. Food Management Certification by the National Restaurant Association, 2. Alcohol Training by TiPS, 			

3. Food Allergens Management Certification by MenuTrinfo

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 - Graduates from the FOH training program can join the culinary training program, baking training program, restaurant management training program, and/or the small business incubator program to continue their education.

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:

The following businesses are some of our employer partners that support our training program through internship and employment opportunities for the training participants and graduates.

- Hilton Hotels, MGM National Harbor, Founding Farmers Restaurant Group, Woodmont Country Club, Lost Dog Café, The Café by Kitchen of Purpose, The Watergate Hotel, Chef Geoff Restaurant Group, Jose Andres Group Restaurants, Hyatt Hotels, Main Event Catering, Lebanese Taberna, Eddie's Deli.

16. Describe how you will ensure access to training services throughout the state, including rural areas and through the use of technology:
The Front of the House training program offers access to Wi-Fi, laptops, and printers to use on site at no charge for all program participants. For those that cannot attend to in-person to classes, virtual sessions can be accommodated.

17. Describe how you will work with the local board to serve individuals with barriers, including individuals with disabilities:
**Through additional partnership with local employment, adult education, and human services agencies along with local nonprofit organizations, La Cocina VA will work to identify and reach target audience. La Cocina VA relies on its partnerships to jointly provide assistance and resources to the program participants.
The Front of the House program will provide social services assistance and case management to those participants that express a need for additional resources and will be referred to the pertinent agencies for services.
The facilities are designed to allow access to handicapped clients.**

Program Cost	
18. Registration/Pre-screening/Admissions Fees	\$100.00
19. Tuition (check all items included in Tuition)	\$2,000.00
Books	\$50.00
Required Supplies (Tools, uniforms, etc.)	\$900.00
Testing/Exam Cost	\$250.00
Licensure/Certification Cost(s)	\$250.00
Other Required Fees	\$ 450.00
20. Total Cost to Complete Curriculum/Course	\$4,000.00

Criteria for Admission

21. Describe the prerequisites or skills and knowledge required prior to the commencement of training:
21 years old or older
Low Income (verification required)
Resident of DC, Maryland, or Virginia
Able to speak, write and comprehend English, Spanish or both languages.
Currently underemployed in the restaurant industry aspiring to obtain a job in the front of the house department, or unemployed looking to obtain a job in the restaurant industry as a front of the house employee.

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



10. Description of training and skills to be obtained

FRONT OF THE HOUSE TRAINING PROGRAM

1. Program Purpose

The Front of the House Training Program (FOHT) has the purpose of providing targeted populations, low-income unemployed or underemployed residents of the Washington DC Metro area, who are interested in obtaining a job in the restaurant industry as a front-of-the-house employee, interested in improving their current skills on the field, or switching from one front-of-the-house position to other, higher-ranking position.

Our 4-week training curriculum spans 4 different modules providing participants with the opportunity to learn and practice the key skills and responsibilities of each front of the house position. Additional credentials including, ServSafe Food Handlers and TiPS certifications ensure a higher level of education, preparedness, and employability.

2. Program History

The Front of the House Training Program (FOHT) was created in 2023 in response to the public and industry demand for skilled restaurant workers.

With access to our own restaurant space, we strive to provide program participants with real-life experience by practicing the newly acquired skills with our own diners.

3. Program Objectives

The following are brief descriptions of the FOHT objectives.

a. Outreach

- Source low-income, underemployed, or unemployed candidates that have a genuine interest in improving their customer service skills within the food industry and are facing barriers towards achieving this goal due to a lack of resources towards education and training.
- Identify candidates by partaking in information sessions, community events, social media advertising, and relationship building in the Washington DC Metropolitan area.
- Recruit and enroll 16 participants per cohort.
- Concurrent with the identification of program candidates, we strive to engage with potential and current partner organizations to gain more applicants and awareness about the program as well.



- Identify new employer partners in the area and maintain an active relationship with current partners.
- b. Recruitment and Assessment
 - Onboard eligible candidates by maintaining communications as they submit their applications.
 - Schedule interview assessment with each candidate to determine their eligibility to access the program.
- c. Intake
 - Enroll participants on an ongoing basis to secure their spot in the cohort.
 - Collect participants' documentation and record the pertinent data to produce reports.
 - Gather signed forms and agreements and help the participants understand their responsibilities and commitment during the training program.
- d. Training
 - Teach workshops following Kitchen of Purpose's Front of the House training curriculum.
 - Provide hands-on training to allow the participants to practice the newly learned barista and bartending skills.
 - Conduct role play and real-life activities at the organization's café to allow the participants to practice their newly learned customer service skills.
 - Facilitate food handling, alcohol handling, and food allergens training to help the participants obtain the pertinent certifications.
 - Facilitate life-skills and professional development workshops.
 - Assess the participants training progress and program completion based on attendance, participation, and quiz scores.
- e. Job Placement
 - Assess the participants' employment goals.
 - Provide guidance and assistance during job applications.
 - Match and recommend participants to potential jobs.
- f. Impact Measurement
 - Report program indicators for monitoring and evaluation purposes.
 - Assess outcomes and identify areas of improvement.
 - Some indicators:
 - i. Program completion rate
 - ii. Job placement rate
 - iii. Average wage
 - iv. Job retention rate



4. Training Outline

The Front of the House training takes place at the Kitchen of Purpose facilities. The course lasts four weeks and classes are three times per week, five hours per training day. The total of training hours is 60 hours.

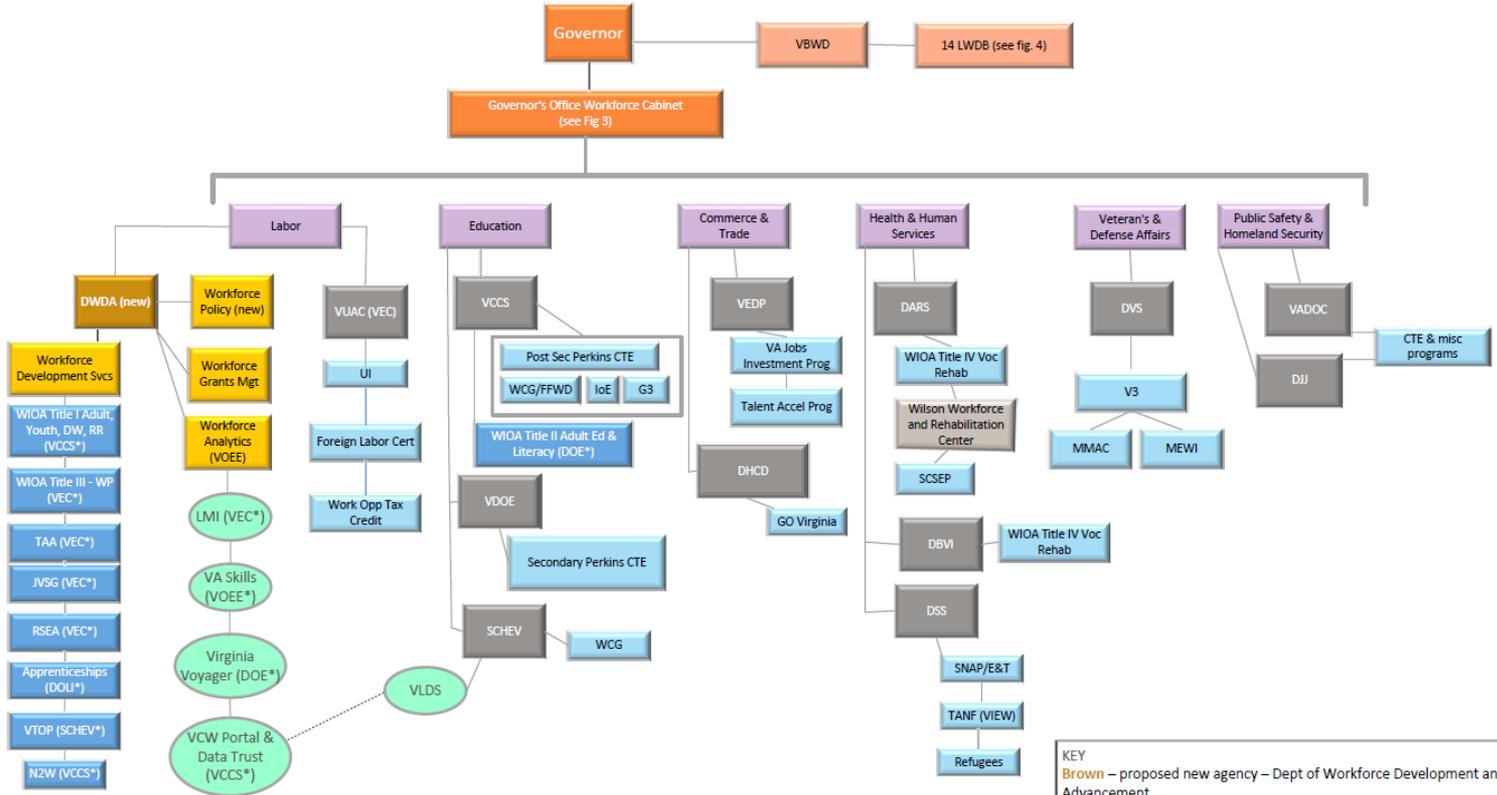
- a. Day One: Introduction to Front of the House, Front of the House Staff, Customer Service
- b. Day Two: Front of the House Staff II, Front of the House Hospitality
- c. Day Three: Front of the House Staff III, Front of the House Hospitality II
- d. Day Four: Front of the House IV, Steps of Service
- e. Day Five: Introduction to the Barista position, Tools and Equipment, Conflict management strategies
- f. Day Six: Types of coffee drinks, Interview readiness
- g. Day Seven: Real-Life experience at café, mock interviews
- h. Day Eight: Real-Life experience at café, mock interviews
- i. Day Nine: ServSafe Course and examination
- j. Day Ten: Introduction to Bartending, Real-Life experience at café for expo and server
- k. Day Eleven: Classic cocktails, Real-Life experience at café for expo and server
- l. Day Twelve: Cocktail preparation practice, TiPS course and examination

5. Certifications

- a. ServSafe Food Manager Certification
- b. TiPS Alcohol Training Certification
- c. AllerTrain Food Allergens Management Certification
- d. Kitchen of Purpose's Certificate of Program Completion

Consent Agenda Ends

THE FUTURE STATE OF WORKFORCE DEVELOPMENT



* - designates agency currently administering program

This diagram represents agencies with programs that are directly engaged in providing workforce development services (6 Secretaries, 13 agencies).

KEY
 Brown – proposed new agency – Dept of Workforce Development and Advancement
 Yellow – new division within DWDA
 Blue – Workforce development programs transferring from current agencies
 Light blue – workforce development related programs not transferring
 Green – portal/data systems

2024 Education & Workforce Legislative Positions

- 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.
- 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.

The Alexandria City and Arlington County Workforce System drives equitable economic growth by implementing an effective, efficient, and inclusive workforce ecosystem that delivers equal access to innovative, integrated, data-driven products and services designed and aligned to meet the needs of businesses and all job seekers. www.vcwaalexandriarlington.com.

MEET EMPLOYERS

EARN MONEY

TEEN JOB FAIR

AND RESOURCES FOR PARENTS TO SUPPORT THEIR TEENS



JOB OPENINGS

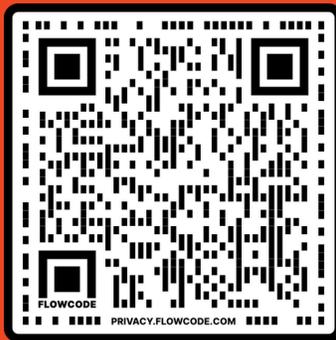
**RESUME
SUPPORT**

**WORK PERMIT
INFORMATION**



**CAREER
PATHWAY
INFORMATION**

**HEALTH &
WELLNESS
SERVICES**



**THOMAS JEFFERSON
COMMUNITY & FITNESS
CENTER**

**SAT, APRIL 22ND
10 AM-1 PM**

3501 S 2ND ST, ARLINGTON, VA 22204

AEC.ARLINGTONVA.US

ARLINGTON EMPLOYMENT CENTER IS AN EQUAL OPPORTUNITY PROGRAM. AUXILIARY AIDS AND SERVICES ARE AVAILABLE UPON REQUEST TO INDIVIDUALS WITH DISABILITIES. TO REQUEST A REASONABLE ACCOMMODATION, CONTACT US AT 703-228-1400.

CONOZCA EMPLEADORES

GANAR DINERO

FERIA DE TRABAJO PARA ADOLESCENTES

Y RECURSOS PARA QUE LOS PADRES APOYEN A SUS ADOLESCENTES



OFERTAS DE TRABAJO

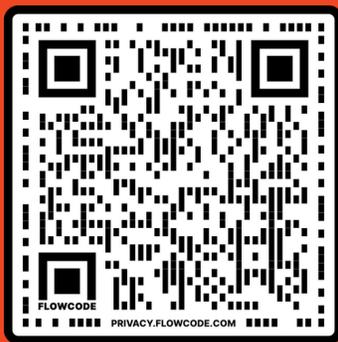
SOPORTE DE CURRÍCULUM

INFORMACIÓN DEL PERMISO DE TRABAJO



INFORMACIÓN SOBRE LA TRAYECTORIA PROFESIONAL

SERVICIOS DE SALUD Y BIENESTAR



CENTRO COMUNITARIO Y DE FITNESS THOMAS JEFFERSON

**SÁBADO, 22 DE ABRIL
10 AM-1 PM**

3501 S 2ND ST, ARLINGTON, VA 22204

AEC.ARLINGTONVA.US

EL CENTRO DE EMPLEO DE ARLINGTON ES UN PROGRAMA DE IGUALDAD DE OPORTUNIDADES. LAS AYUDAS Y LOS SERVICIOS AUXILIARES ESTÁN DISPONIBLES A PEDIDO DE LAS PERSONAS CON DISCAPACIDADES. PARA SOLICITAR UNA ADAPTACIÓN RAZONABLE, CONTÁCTENOS AL 703-228-1400.



Spring Into Work

A Virtual Job Fair

**Northern Virginia Employers &
Training Partners Register Here:**

☞ For reasonable disability accommodations, contact:

eliza.chappell@vcwnorthern.com or 703-966-7569, Virginia Relay 711.

Register Here: 



bit.ly/3Ztv3H6

 May 10, 2023

 3pm-6pm



NORTHERN REGION



Call to learn more
703-531-2905



ALEXANDRIA | ARLINGTON REGION



learn more:
hijrah.org/socialservices



The City of Alexandria
Workforce Development Center

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