



ALEXANDRIA | ARLINGTON REGION

**Alexandria/Arlington Regional Workforce Council
Executive Committee Meeting Agenda
September 9, 2022
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 September Meeting Agenda	<i>David Remick</i>
Review & Approve Consent Agenda Package	<i>David Remick</i>
Review Workforce and Education Priorities	<i>David Remick</i>
Adjourn	<i>Ellen Harpel</i>

UPCOMING MEETINGS

Meeting	Date	Time	Location
Executive Committee Meeting	September 9, 2022	8:30am – 9:30am	Hybrid
Regional Workforce Council Meeting	September 22, 2022	8:30am – 9:30am	Hybrid
One-Stop Operations Committee Meeting	September 22, 2022	9:30am – 10:30am	Hybrid
Executive Committee Meeting	January 13, 2023	8:30am – 9:30am	Hybrid
Regional Workforce Council Meeting	January 26, 2023	8:30am – 9:30am	Hybrid
One-Stop Operations Committee Meeting	January 26, 2023	9:30am – 10:30am	Hybrid
Executive Committee Meeting	April 14, 2023	8:30am – 9:30am	Hybrid
Regional Workforce Council Meeting	April 20, 2023	8:30am – 9:30am	Hybrid
One-Stop Operations Committee Meeting	April 20, 2023	9:30am – 10:30am	Hybrid
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>
Regional Labor Market Update	<i>Tucker Plumlee</i>
Development of Arlington's 2023 Legislative Priorities	<i>All</i>
Council Member Updates	<i>All</i>
Adjourn	<i>Ellen Harpel</i>

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ALEXANDRIA/ARLINGTON
REGIONAL WORKFORCE COUNCIL

Consent Agenda Notes

- June 23, 2022 Meeting Minutes – Recommendation: Approval
- September 9, 2022 Executive Committee Meeting Minutes – Recommendation: Approval
- One-Stop Operator Quarterly Report – For Your Information Only
- Revised Incentive Awards to WIOA Youth Policy: Policy update that aligns incentive awards with regional salary estimates. – Recommendation: Approval
- WIOA Funding Transfer Request: Due to the increased demand for training funds to serve WIOA Adult customers, the Executive Director is requesting the transfer of \$ in funds between the PY21 WIOA Dislocated Worker program and the PY21 WIOA Adult program. The Council needs to approve this request for the State WIOA Administrator to authorize the funding transfer. – Recommendation: Approval
- Incumbent Worker Application: Red 5 Holding, Inc. is requesting \$899.96 in WIOA Dislocated Worker funding to improve the management skills of six supervisors. Red 5 Holdings is in an in-demand industry (Security). The training will help both the employees receiving the training and the employer become more competitive, as well as help retain its workforce. – Recommendation: Approval

Consent Agenda Begins

June 23, 2022 Meeting Minutes



ALEXANDRIA/ARLINGTON
REGIONAL WORKFORCE COUNCIL

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

June 23, 2022

The **ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL** convened its meeting at **8:33am** on **June 23, 2022**.

ATTENDANCE

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

MOTIONS & ACTIONS/VOTES

No individuals provided public comment.

Stacy Butler's nomination was approved for Vice-Chair of the Regional Workforce Council.

- The Council unanimously supported the motion 16-0.

June 23, 2022 Regional Workforce Council Consent Agenda was approved.

- The Council unanimously supported the motion 16-0.

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

Sept 9, 2022 Executive Committee Meeting Minutes

One-Stop Operator Quarterly Report

Revised Incentive Awards to WIOA Youth Policy

INCENTIVE AWARDS TO WIOA YOUTH

REFERENCES

- Workforce Innovation and Opportunity Act (WIOA)
- 20 CFR § 681.640
- 2CFR 200.302 (b)(4) & 303
- TEGL 8-15

POLICY

It is the policy of the Alexandria/Arlington Regional Workforce Council to offer reasonable incentives to youth participants to encourage the youth to participate in and complete WIOA Title I Youth activities. The justification and strategy for awarding incentive must be clearly defined in the youth's case file. Incentive awards shall be made in a uniform and consistent way amongst all WIOA Title I Youth participants during a program year and administered in a manner that ensures all participants receive equal rewards for equal achievement.

For the purposes of this policy, the term "incentive" shall mean an inducement or reward intended to motivate achievement, progress, and attendance. The incentive must be directly linked to one of the allowable elements as listed in WIOA Title I Youth and/or to the attainment of specific and measurable program outcome. All incentive awards are subject to the availability of WIOA Title I Youth funds and ~~are~~ these incentives are not an entitlement.

Additionally, for the purposes of this policy, with regards to Work Experience participants will not have an "employer/employee relationship" with their worksite hosts. The participants' relationship will be with their respective American Job Center (AJC). Furthermore, participants will not receive an hourly wage for participating in an AJC-organized work experience project. A participant may receive an incentive award payment after they complete their first two-weeks on the AJC-organized work experience worksite, after they complete their second two-weeks on the worksite, and after they complete their third two-week period on the worksite. Each incentive award will be valued up to ~~\$600-1,200~~ per two-week period, for a total of up to ~~\$1,800-3,600~~ for ~~the a~~ full six-week work experience project. A participant is expected to work an average of 30 hours per week over the term of their work experience project. If a participant works less than 30 hours a week, then their bi-weekly incentive award will be reduced by ~~\$10-20~~ for each hour under 60 hours that they work during that period.

~~Finally, Youth incentive award payments are limited to a lifetime amount of \$2,500-4,000 per eligible youth and documented in accordance with applicable WIOA regulations. Finally, all incentives that are paid to the participant are taxable and should be reported on the participant's annual federal and state tax returns as "income". The lifetime amount may be extended to \$4,000 per eligible youth through issuance of a waiver from the Council's Executive Director. There must be extenuating circumstances for the waiver to be issued. All waivers issues must be reported to the Council by the Executive Director.~~

Achievements, with award limits, that are also eligible for an incentive include:

- \$100 for attainment of high school diploma;
- \$50 for completion of GED testing (per test completed/maximum 2 attempts per subject);
- ~~\$600-300 for monthly participation in completion of an occupational skills training (to be paid bi-monthly);~~
- \$100 for monthly participation an AJC-facilitated work readiness;

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

- \$100 when the participant creates their cover letter, resume, sample application, and follow-up letter (all four items required for award attainment);
- ~~\$100-250~~ per quarterly employment retention goal (to be awarded after quarterly retention is recorded by WIOA staff//limit of four award payments allowed);
- \$100 for attaining a post-secondary credential and/or occupational certificate/~~license~~.
- ~~\$75 for securing unsubsidized employment.~~

AJC staff shall maintain required documentation in the participant's case file detailing the distribution and management of awards. At a minimum, Center staff shall document the need for the incentive and justify issuance of the incentive in the participant's Individual Employment Plan and in the Virginia Workforce Connection system (VaWC). Center staff will also maintain records verifying the participant received the incentive through an original signature on a receipt form and documentation showing the type of incentive awarded (i.e. copy of a check, copy of a gift card, etc.). It is the responsibility of each staff person to become aware of all applicable regulations and to monitor personnel and participant activities to ensure compliance in accordance with this policy and other cited references.

WIOA Funding Transfer Request

Incumbent Worker Application

Incumbent Worker Training Program

Local Workforce Innovation and Opportunity Act (WIOA) funds can be made available through a process designed to assist Alexandria City and Arlington County businesses, which could include a single firm or a group of firms that share similar workforce needs, using a sector strategy approach to meet the skills training needs of their incumbent workforce.

Employer Eligibility

- Private for profit or non-profit businesses operating in Virginia for entire twelve-month period prior to application date;
- Current on all Virginia tax obligations;
- Proposing training for employees in a Virginia facility;
- Demonstration of linkages of the training activity to demand occupations and/or regionally targeted industries;
- The positive relationship of the training to the competitiveness of a participant and the employer;
- The relative wage and benefit levels of those employees (pre-training and anticipated upon completion of the training);
- The potential state, regional, and local economic impact, if any, of the training project.
- A non-eligible employer is a business with a history of failing to provide WIOA participants with continued employment or/and a recently relocated business that has resulted in employee separations.

Incumbent Worker Employee Eligibility

All employees participating in incumbent worker training must meet the eligibility below. An incumbent worker is:

- At least 18 years of age;
- A citizen of the United States or a non-citizen whose status permits employment in the United States;
- Males born on or after January 1, 1960 must register with the selective service system within 30 days after their 18th birthday or at least before they reach the age of 26;
- Must be a full-time employee of the participating employer for at least 6 months;
- Needs skills upgrading or retraining, completion of GED or High School Degree, basic skills upgrade, to retain or be successful in current employment;
- An employee to be trained that works at a facility located in Virginia or working for a staffing agency and placed at a Virginia facility.

Grant Availability

Applications will be accepted as funds become available. All applications will be approved during quarterly Alexandria/Arlington Regional Workforce Council Meetings. Employers participating in the program are required to pay for a share of the training cost. The employer's share shall not be less than:

- 10 percent of the cost, for employers with not more than 50 employees;
- 25 percent of the cost, for employers with more than 50 employees but not more than 100 employees; and
- 50 percent of the cost, for employers with more than 100 employees.

Process

- Employer completes Incumbent Worker Application, including quote for services from Northern Virginia Community College or other training provider, Employee Participation Spreadsheet, W-9 Form, and Supplier Form. The employer must also provide a copy of their business license, DUNS number, and copies of the participating employees' Driver's License, Social Security Card, and Selective Service Card. A copy of an employee's I-9 Form can be used as a substitute for their Social Security Card and Driver's License. All completed forms and documents should be submitted to dremick@arlingtonva.us.
- Applications are then presented during quarterly Alexandria/Arlington Regional Workforce Council Meetings for review and approval.
- Upon approval, a contract and purchase order will be provided to the employer for signature. Once signed, the employer may enter into agreement with the training provider for the training services. The employer pays 100% of the cost of the training services. All training includes course work, course materials, and credential testing.
- Once the employees have received their certifications, the employer can submit the invoice for reimbursement for a portion of the actual training expenses (50% - 90%) to dremick@arlingtonva.us. The invoice must reference the contract and purchase order as well as include copies of the employees' certification. Please note, the Council will not reimburse employers for employees who do not complete the training and/or fail to pass the certification test.
- Employer will be reimbursed 30 days after final paperwork is successfully submitted.
- The Council will check-in with employer every quarter for a year after the employees earn their certifications to determine if they a) are still employed with the company, b) have been promoted, and c) have earned a raise.



ALEXANDRIA/ARLINGTON
REGIONAL WORKFORCE COUNCIL

Incumbent Worker Training Program

Funding Application

GENERAL INFORMATION

Please check the industry that your company falls under:

- Healthcare
- Manufacturing
- Construction/Trades
- Transportation & Warehousing
- Financial Services
- Food & Beverage Manufacturing
- Life Sciences
- Information Technology
- Other: Security Consulting

Company Name: Red 5 Holding, Inc.

Physical Address: 3865 Wilson Blvd. Suite 200

City: Arlington **State:** Va **Zip:** 22203

County: City of Alexandria Arlington County
 Other: _____

Mailing Address: same as above
(if different)

City: _____ **State:** _____ **Zip:** _____

Parent or Corporate Name (if applicable – as listed on IRS W-9 Form): same as above

Address same as above

Company Contact: Debbie Walsh **Title:** Head of Business Operations

Phone: 571-970-3526 **Email:** debbie.walsh@red5security.com

Federal I.D. Number: 27-4539482

Date Established: 4/1/2015

Number of Full-Time Workers: 53

Number of Part-Time Workers: 2



ALEXANDRIA/ARLINGTON
REGIONAL WORKFORCE COUNCIL

Tax Status of Business: For-Profit Not-For-Profit (Designation)
 Other: _____

Legal Structure of Business: Sole Proprietor Partnership
 Limited Liability Company Corporation

Is your company current on all Federal, State of Virginia, County, City and Local Tax Obligations? Yes No

Is your company receiving and/or applying for other public training funds? Yes No

If yes, explain: _____

Does your company have an equal opportunity/non-discrimination policy in place? Yes No

Is your company subject to a collective bargaining agreement? Yes No

If yes, and if union represented employees will be participating in the training activities of this program, it is required that consent be obtained from the representing union to collect the eligibility data from the employees PRIOR to funding approval.

This company is (check all applicable): Native-American Owned Asian-American Owned
 African-American Owned Woman Owned
 Hispanic-American Owned

Please provide a brief description of your business, product(s), and/or service(s):

Red Five advises corporations and private families around the world on how to maintain their privacy and be more secure. Our planning and execution make our clients more resilient and better prepared. Red Five offers a myriad of products, services, and solutions that are leveraged for and aligned with existing and future clients. Our existing security consulting business spans the full spectrum of security advisory services, threat and intelligence analysis, design, technical countermeasures, assessments, and other mainstream security offerings. The extensive experience of our team gives us a deep understanding of today's threats and the countermeasures required to defend against them. This understanding drives our development of client-centric security services.

NEEDS IDENTIFICATION

Indicate which challenge(s) your company/organization is currently facing that potential training would address.

(Check all that apply; at least one must be identified for funding consideration)

- Declining sales
- Supply chain issues
- Adverse industry market trends
- Changes in management behavior or ownership
- Phasing out certain functions, introducing new functions/lines that require worker retraining
- Required skill changes that would otherwise result in downsizing and layoffs if not addressed
- New technology and/or equipment implementation that increase economic competitiveness
- Creation of new employment opportunities that require advance skills and knowledge
- Other: Helping to continue to build positive morale and addressing when there is any negativity.



ALEXANDRIA/ARLINGTON
REGIONAL WORKFORCE COUNCIL

Please describe the challenges that would be addressed by the proposed training.

The course is designed to help navigate when there is workplace negativity. This course will help our people managers navigate when this issue arises.

How will this training make the employees more competitive in this economy and/or retain their employment?

This course will help our people managers continue to build their people management skills and overall professional development which is very important in retaining employees.

How will this training make your company/organization more competitive in this economy?

This training will help better equip our people managers and when our employees are equipped with the correct training to do their job effectively, that makes us competitive.

What is the potential for wage increases at the completion of training and/or within one year of training?

This course will help our people managers build on their skills in managing their teams. We do not give increases at the time of a training's completion, but we do offer annual reviews with the consideration of a performance based increase and the completion of trainings like this one are also taken into consideration at that time.

TRAINING INFORMATION

Please describe the training needed for your employees.

PLEASE ATTACH QUOTE SHEET DETAILING REQUESTED TRAINING PROGRAM

Provider Name: American Management Association

Provider Status: Public Training Institution Private Training Institution
 Company Instructor Community College

Provider Contact: customerservice@amanet.org or 877-534-1367

Physical Address: Locations all over, but closest to us: 2800 South Potomac Avenue

City: Arlington **State:** VA **Zip:** 22202



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Curriculum Name: Squashing workplace Negativity

Total Training Hours: A few hours

Proposed Training Start Date: On demand **Anticipated Training End Date:** On demand

of Employees to be Trained: 6

Training will be delivered: On-site at the Business At the Training Institution
 At a Remote Location Other: _____

Will employees be paid for the time they attend training? Yes No

Is this training for current employees or new employees? Current New

Will employees receive an industry recognized credential at the end of training? Yes No


FUNDING REQUEST

This section must be completed to show use of proposed training funds.

Tuition Costs:	\$ <u>1199.94</u>
Textbooks:	\$ <u>0</u>
Certification Fees:	\$ <u>0</u>
TOTAL COST	\$ <u>1199.94</u>
SHARE OF COST PROVIDED BY WIOA	\$ <u>899.96</u>

SIGNATURE AND CERTIFICATION

By my signature, I verify the information in this application is accurate to the best of my knowledge and I have the authority to submit this application on behalf of the named employer.

Signature:  _____ **Date:** 8/24/2022

Printed Name: Rebecca Wilson

Email Address: rebecca.wilson@red5security.com

Phone Number: 571-970-3526

Consent Agenda Ends

Alexandria/Arlington Regional Workforce Council

Top 3 Education and Workforce Development Priority Suggestions

For Arlington County Board

1. Basic professional skills represent the skillset in greatest demand across all businesses, 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)[1]. LinkedIn found that “57 percent of leaders say basic professional skills are more important than hard skills”[2]. In the Greater Washington region, 40% of the Top 50 in-demand skills are professional-skills[3]. A partial list of such skills includes communication, teamwork, self-motivation, flexibility, leadership, and time management.

The Commonwealth should seek to infuse residents with basic professional skills that the Virginia’s employer’s demand. Research shows that such skills can be taught and learned but more must be done to equip the workforce with them. The Council believes the following actions are key to improving the acquisition of basic professional skills.

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

[1] <https://www.nationalskills.org/the-real-skills-gap/>

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

[3] JObsEQ.

2. The Alexandria/Arlington Regional Workforce Council believes that safe and affordable access to early childhood education is critical for parents to participate fully in Virginia’s economy, and for children’s development. The Commonwealth of Virginia should expand the variety and funding of Pre-K programs offered in the public school system.

3. The local economy is fueled by a highly skilled and educated workforce. The Alexandria/Arlington Regional Workforce Council recognizes that a strong K-12 school system is a key component not only in providing that base of qualified employees, but also in serving as a focal point for businesses looking at Arlington County as a potential site location. The Council supports initiatives and programs to maintain Arlington's school system through efforts to provide the necessary infrastructure to align training and educational programs with projected workforce needs, particularly in the fields of science, technology, engineering, and mathematics (STEM). Furthermore, the Council encourages establishing incentives to motivate employers to develop workplace learning opportunities for high school students to allow school systems to align with the Department of Education's "Profile of Virginia Graduate".