



ALEXANDRIA | ARLINGTON REGION

**Alexandria/Arlington Regional Workforce Council
Executive Committee Meeting Agenda
December 3, 2021
8:30 am to 9:30 am
Via MS Teams**

Welcome Message	<i>Alberto Marino</i>
Review December Meeting Agenda	<i>David Remick</i>
Review & Approve Consent Agenda Package	<i>David Remick</i>
Adjourn	<i>Alberto Marino</i>

UPCOMING MEETINGS

Meeting	Date	Time	Location
Regional Workforce Council Meeting	December 16, 2021	8:30am – 9:30am	MS Teams
One-Stop Operations Committee Meeting	December 16, 2021	9:30am – 10:30am	MS Teams
Executive Committee Meeting	April 8, 2022	8:30am – 9:30am	MS Teams
Regional Workforce Council Meeting	April 21, 2022	8:30am – 9:30am	MS Teams
One-Stop Operations Committee Meeting	April 21, 2022	9:30am – 10:30am	MS Teams
Executive Committee Meeting	June 10, 2022	8:30am – 9:30am	MS Teams
Regional Workforce Council Meeting	June 23, 2022	8:30am – 9:30am	MS Teams
One-Stop Operations Committee Meeting	June 23, 2022	9:30am – 10:30am	MS Teams



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

**December 16, 2021
8:30 am to 9:30 am**

Via MS Teams

Welcome Message	<i>Alberto Marino</i>
Consent Agenda & WIOA 101	<i>David Remick</i>
Regional Labor Market Update	<i>Tucker Plumlee</i>
Economic Development/Workforce System Updates	<i>System Partners</i>
Public Comment Period	<i>David Remick</i>
Adjourn	<i>Alberto Marino</i>

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ALEXANDRIA/ARLINGTON
REGIONAL WORKFORCE COUNCIL

Consent Agenda Notes

- September 23, 2021 Meeting Minutes – Recommendation: Approval
- December 3, 2021 Executive Committee Meeting Minutes – Recommendation: Approval
- One-Stop Operator Quarterly Report – For Your Information Only
- Incumbent Worker Training Application: infoLock, an Arlington technology company (co-founder S. Steele serves on the Regional Workforce Council), is applying for tuition assistance to support their staff's credentialing. Incumbent Worker Training is a service of the WIOA Dislocated Workers Program. Application meets federal, state, and local guidelines. – Recommendation: Approval

Consent Agenda Begins

September 23, 2021 Meeting Minutes



ALEXANDRIA | ARLINGTON REGION

**Alexandria/Arlington Regional Workforce Council
Quarterly Meeting Minutes
September 23, 2021
8:30 am to 9:30 am
Virtual Meeting via MS Teams**

Rollcall:

Kate	Bates	Present
Lisa	Bauer	Present
Joel	Bernstein	Proxy
Patrick	Brennan	Present
Karen	Brown	Proxy
Dottie	Brown	Present
John	Burczak	Present
Stacey	Butler	Absent
Dennis	Desmond	Present
Twanita	Dozier	Absent
James	Egenrieder	Present
John	Gallagher	Absent
Lesa	Gilbert	Proxy
Daniel	Gomez	Present
Annette	Haggray	Absent
Ellen	Harpel	Present
Tricia	Jacobs	Present
Alberto	Marino	Present
Kris	Martini	Proxy
Erik	Pages	Present
Catherine	Pasqualoni	Present
Kiersten	Portlock	Absent
Cynthia	Richmond	Present
Sean	Steele	Present
Brian	Stout	Absent
Fernando	Torrez	Present
Ryan	Touhill	Present
Jennifer	Van Buren	Present
Monica	West	Present
Ricardo	Wright	Present

Staff: Alamelu Dev, Daniel Mekibib, David Remick



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Meeting commenced at 8:30 am.

- Alberto Mario (Chair) and Ellen Harpel (Vice Chair) were unanimously elected to two-year leadership terms.
- The September 23, 2021 Consent Agenda was unanimously approved.
- Tucker Plumlee of Northern Virginia Community College provided a regional labor market update.
- Economic and Workforce Development Partners provided updates.

The meeting adjourned at 9:30 a.m.

December 3, 2021 Executive Committee Meeting Minutes

One-Stop Operator Quarterly Report

Table 1 S.No.	Period (PY2021 - July 2021 to June 2021)	Q1 PY 21 (July-Sept 2021)		
	Data measure	WDC	AEC	Total
1	Career Services customer satisfaction results	95%	annual data	n/a
2	Business Services satisfaction results	100%	annual data	n/a
3	Businesses served	annual data		
4	Total One-Stop Center Visitors (duplicated)	703	546	1249
5	Total One-Stop Center Visitors (unduplicated)	562	189	751
6	Total of daily calls to the One-Stop Center due to COVID related shutdown	1237	109	109
7	New WIOA Title I Adult Participants	1	4	5
8	New WIOA Title I Dislocated Workers Participants	2	0	2
9	New WIOA Title I Youth Participants	13	0	13
10	Total New participants	16	4	20
11	Active WIOA Title 1 Adult Participants	40	29	69
12	Active WIOA Title I Dislocated Workers Participants	12	3	15
13	Active WIOA Title I Youth Participants	17	0	17
14	Total Active participants	69	32	101

Data Source:

Measures #1 to #6 - Respective One-Stop Centers

Measures #7 to 14 - AARWC Data Administrator

PY 21 - YTD		
WDC	AEC	Total
95%	annual data	n/a
100%	annual data	n/a
annual data		
703	546	1249
562	189	751
1237	109	109
1	4	5
2	0	2
13	0	13
16	4	20
40	29	69
12	3	15
17	0	17
69	32	101

Table 2 S.No.	Period (PY2021 - July 2021 to June 2022)	PY 21 - Q1		
	WIOA Title 1 Performance Items	WDC	AEC	Regional Total
	Adults			
1(a)	Employment 2nd Quarter after Exit (#)	4/10	8/10	12/20
1(b)	Employment 2nd Quarter after Exit (%)	40%	80%	60%
2(a)	Employment 4th Quarter after Exit (#)	10/13	9/12	19/25
2(b)	Employment 4th Quarter after Exit (%)	77%	75%	76%
3(a)	Credential Attainment Rate (#)	5/6	3/7	8/13
3(b)	Credential Attainment Rate (%)	83%	43%	63%
4	Median Earnings 2nd Quarter after Exit			annual data
	Dislocated Workers			
5(a)	Employment 2nd Quarter after Exit (#)	1/3	-	1/3
5(b)	Employment 2nd Quarter after Exit (%)	33%	0%	17%
6(a)	Employment 4th Quarter after Exit (#)	2/3	2/2	4/5
6(b)	Employment 4th Quarter after Exit (%)	67%	100%	83%
7(a)	Credential Attainment Rate (#)	1/3	1/2	2/5
7(b)	Credential Attainment Rate (%)	33%	50%	42%
8	Median Earnings 2nd Quarter after Exit			annual data
	Youth			
9(a)	Employment 2nd Quarter after Exit (#)	0/1	3/3	3/4
9(b)	Employment 2nd Quarter after Exit (%)	0%	100%	50%
10(a)	Employment 4th Quarter after Exit (#)	-	1/1	1/1
10(b)	Employment 4th Quarter after Exit (%)	100%	0%	50%
11(a)	Credential Attainment Rate (#)	-	-	
11(b)	Credential Attainment Rate (%)	0%	0%	0%
12	Median Earnings 2nd Quarter after Exit			annual data

Note:

Table 2 Data Source: AARWC Data Administrator

Measures #4 , #8, #12 - information to be provided by VCCS.

PY21 Goals
79%
85%
74%
\$5,100
85%
90%
70%
\$8,350
72%
62.8%
70%
\$3,100

Incumbent Worker Training 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.



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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: _____

Company Name: Infolock Technologies

Physical Address: 2900 S Quincy Street Suite 330

City: Arlington **State:** VA **Zip:** 22206

County: ☐ City of Alexandria ☒ Arlington County
☐ Other: _____

Mailing Address: _____
(if different)

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

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

Address

Company Contact: Jill Speisman **Title:** Director, HR

Phone: 202-745-3372 **Email:** jspeisman@infolock.com

Federal I.D. Number: 73-1724401 **Date Established:** 2005

Number of Full-Time Workers: 42 **Number of Part-Time Workers:** n/a



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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):

Infolock is a data security consulting firm. We provide services to customers as well as resell software.

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: _____



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

Our staff is learning a new technology that will be necessary for our employees to know in order for us to expand our product offerings to customers and sell more software and services.

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

These trainings will help booster the skills set of employees making them eligible for promotions, cross-departmental job changes, and pay increases making them more likely to stay with the company.

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

Infolock will be able to sell more Microsoft product, as well as manage those products for customers. The attainment of the industry certifications will make our staff more knowledgeable of these cybersecurity aspects, and will be more prepared to address our customer's needs.

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

There is a high probability all participants will receive a promotion and/or pay raise within one year of completing training.

TRAINING INFORMATION

Please describe the training needed for your employees.

PLEASE ATTACH QUOTE SHEET DETAILING REQUESTED TRAINING PROGRAM

Provider Name: _____

Provider Status:

- | | |
|--|---|
| <input type="checkbox"/> Public Training Institution | <input type="checkbox"/> Private Training Institution |
| <input type="checkbox"/> Company Instructor | <input type="checkbox"/> Community College |

Provider Contact: _____

Physical Address: _____

City: _____

State: _____

Zip: _____



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Curriculum Name: _____
Total Training Hours: _____
Proposed Training Start Date: _____ Anticipated Training End Date: _____
of Employees to be Trained: _____
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: \$ 4,041
Textbooks: \$ _____
Certification Fees: \$ 905
TOTAL COST \$ 4,946
SHARE OF COST PROVIDED BY WIOA \$ 4,451.40

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: Jill Speisman Date: 11/16/2021
Printed Name: Jill Speisman
Email Address: jspeisman@infolock.com
Phone Number: 202-745-3372

Provider Name	Provider Status	Provider Contact	Physical Address	City	State	Zip	Curriculum Name	Total Training Hours	Proposed Training Start	Anticipated Training End	# of employees	Training will be delivered
ISC2	Private Training Institution	https://www.isc2.org/Certifications/CISSP	311 Park Place Blvd Suite 400	Clearwater	FL	33759	CISSP – Certified Information Systems Security Professional	60 hours	Jan-22	Mar-22	1	At a remote location
CompTIA	Private Training Institution	https://www.comptia.org/certifications/security	3500 Lacey Rd, Suite 100	Downers Grove	IL	60515	CompTIA Security+	40 hours	Jan-22	Mar-22	2	At a remote location
Microsoft	Private Training Institution	https://docs.microsoft.com/en-us/learn/certifications/exams/sc-400					SC-400 - Microsoft Information Protection Administrator	30 hours	Jan-22	Mar-22	1	At a remote location

Consent Agenda Ends

Alexandria/Arlington Regional Workforce Council Council Member Orientation



Mission & Goals

We help drive equitable economic growth in the City of Alexandria and Arlington County 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. We hold ourselves accountable to the system's goals and support high-impact outcomes.



Mission & Goals

- **Build Better Employer Relationships.** Build better relationships so that we can deliver value to customers by filling in-demand jobs that are strategic to our diverse economy.
- **Skill People Up!** Develop a proactive, confident, and qualified workforce with the essential workforce readiness competencies and credentials that meet current and anticipated business needs.
- **Connect People to Jobs.** Connect people to job opportunities that pay a living wage with benefits and that provide equitable opportunities for launching sustainable career pathways for work that is in demand.
- **Ensure We Are Accessible to Everyone.** Increase equitable access to the local workforce system and its services through collaborative partnerships and coordinated, innovative solutions.
- **Better Promote What We Do.** Promote the workforce system and its services through focused communication with employers, schools, and potential employees to meet the needs of all.



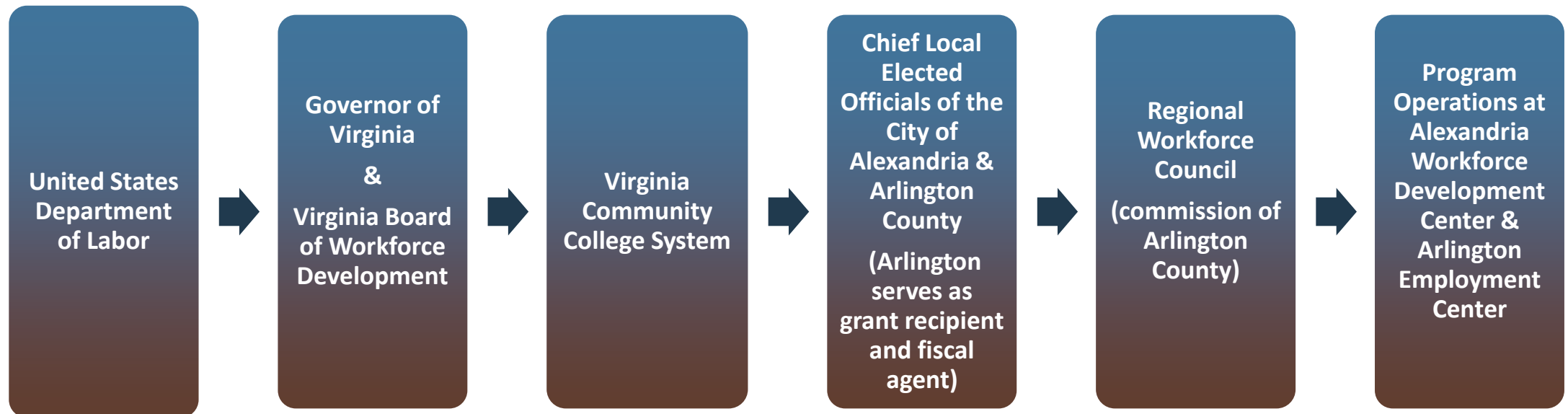
WIOA & Title I

The Workforce Innovation and Opportunity Act (WIOA) was signed into law July 22, 2014. It is designed to help job seekers and workers access employment, education, training and support services needed to succeed in the labor market, and match employers with the skilled workers needed to compete in the global economy. Title I of WIOA offers the following programs:

- [Adult Services program](#) provides individualized career and training services to help job seekers who are at least 18 years old. Priority is given to low-income individuals, low-skilled individuals and recipients of public assistance.
- [Dislocated Workers program](#) provides training, job search and other assistance for workers who have been laid off or are about to be laid off.
- [The Youth Services program](#) serves eligible youth, ages 14-24, who face barriers to education, training and employment.



WIOA in Alexandria/Arlington



Chief Elected Official Responsibilities

- Appoint members of the local Workforce Development Board.
- Set policy for the local workforce system in partnership with local board.
- Participate in the development of the local plan and any modifications.
- Conduct oversight in partnership with the local board of WIOA funded programs.
- Approve budgets and be liable for misuse of any funds for workforce activities.
- Negotiate and reach agreement on performance measures in conjunction with the local board.
- Select a one-stop operator in partnership with the local board.



Local Workforce Board Membership

Business Representatives – at least 51% (two members from small business)

Workforce Representatives – not less than 20%

Other Representatives – Balance of membership

- Adult Education / Literacy Providers
- Higher Education
- Economic and Community Development
- Wagner-Peyser Employment Services
- Vocational Rehabilitation
- Labor Unions



Board Meetings

The Full Board meets in-person or virtually on a quarterly basis.

The Executive Committee holds meetings in-person or virtually two-weeks prior to the Full Board Meeting and reports proceedings to the full board.

Fifty-one percent of non-vacant seats on the board must be present to constitute a quorum for a full board meeting.



Board Member Responsibilities

- Provide strategic and operations oversight.
- Participate in developing the Local Plan.
- Conduct oversight of the Adult, Dislocated Worker, and Youth Programs.
- Negotiate and reach agreement on performance measures in conjunction with the Chief Elected Officials.
- Competitively procure provider(s) of adult and youth program services, career services and the One-Stop Operator in partnership with the Chief Local Elected Official.
- Develop a budget for activities of the board.
- Promote private sector involvement in the regional public workforce system through networking, brokering, and coaching activities.
- Adhere to meeting attendance requirement as outlined in the By-Laws.
- Conduct business in an open manner as required by Sunshine provisions.



Alexandria/Arlington PY20/21 Negotiated Performance Measures

PERFORMANCE MEASURE	ADULT	DISLOCATED WORKER	YOUTH
<i>Employment Rate 2nd Quarter After Exit</i>	79.00%	85.40%	72.00%
<i>Median Earnings 2nd Quarter After Exit</i>	\$5,100	\$8,350	\$3,100
<i>Measurable Skill Gains</i>	84.60%	68.10%	80.50%
<i>Employment Rate 4th Quarter After Exit</i>	85.00%	90.00%	62.80%
<i>Credential Attainment Rate</i>	74.00%	70.00%	70.00%

WIOA Required One-Stop Partners

- Adults
- Dislocated Workers
- Youth
- Job Corps (not applicable to the Alexandria/Arlington Region)
- YouthBuild (not applicable to the Alexandria/Arlington Region)
- Native American Programs (not applicable to the Alexandria/Arlington Region)
- Migrant and Seasonal Farmworker Programs (not applicable to the Alexandria/Arlington Region)
- Wagner-Peyser
- Adult Education and Literacy
- Vocational Rehabilitation
- Senior Community Service Employment Program
- Career and Technical Education Programs
- Trade Adjustment Assistance
- Jobs for Veterans State Grants Programs
- Employment and Training Activities by Department of Housing and Urban Development
- Programs authorized under State Unemployment Compensation
- Programs authorized under the Second Chance Act of 2007 (not applicable to the Alexandria/Arlington Region)
- Temporary Assistance for Needy Families



No Cost Employment Assistance

- Computers, internet, copiers, scanners, and fax machine for your job search
- Resume building software and Microsoft Word, Excel, PowerPoint, and Access tutorials
- Search available jobs and post your resume on our job boards
- On-site hiring events and job fair information
- Job search, basic professional skills, resume writing, and social media workshops
- Career counseling, assessment, and training services
- Employment services for Veterans
- Access to English for Speakers of Other Languages (ESOL) classes
- Accommodations and assistance for people living with disabilities



By-laws and Governance Agreements

- Current By-laws, governance agreements, and other Regional Workforce Council documents may be found at: <https://www.vcwalexandriaarlington.com/Local-Policies-Agreements>.
- Please visit our Virginia Career Works/American Job Centers:
 - [Alexandria Workforce Development Center](#)
 - [Arlington Employment Center](#)

Questions, please contact David Remick at Dremick@arlingtonva.us.

