



ALEXANDRIA | ARLINGTON REGION

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

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

<b>Welcome Message</b>	<i>Ellen Harpel</i>
<b>Review September Meeting Agenda</b>	<i>David Remick</i>
<b>Review &amp; Approve Consent Agenda Package</b>	<i>David Remick</i>
<b>Adjourn</b>	<i>Ellen Harpel</i>

**UPCOMING MEETINGS**

<b>Meeting</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
Regional Workforce Council Meeting	September 21, 2023	8:30am – 9:30am	In-Person
One-Stop Operations Committee Meeting	September 21, 2023	9:30am – 10:30am	In-Person
Executive Committee Meeting	December 1, 2023	8:30am – 9:30am	Virtual
Regional Workforce Council Meeting	December 14, 2023	8:30am – 9:30am	Virtual
One-Stop Operations Committee Meeting	December 14, 2023	9:30am – 10:30am	Virtual
Executive Committee Meeting	March 1, 2024	8:30am – 9:30am	In-Person
Regional Workforce Council Meeting	March 21, 2024	8:30am – 9:30am	In-Person
One-Stop Operations Committee Meeting	March 21, 2024	9:30am – 10:30am	In-Person
Executive Committee Meeting	June 7, 2024	8:30am – 9:30am	Virtual
Regional Workforce Council Meeting	June 20, 2024	8:30am – 9:30am	Virtual
One-Stop Operations Committee Meeting	June 20, 2024	9:30am – 10:30am	Virtual



ALEXANDRIA | ARLINGTON REGION

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

**September 21, 2023  
8:30 am to 9:30 am**

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

<b>Welcome Message</b>	<i>Ellen Harpel</i>
<b>Public Comment Period</b> <ul style="list-style-type: none"><li>• 2 minutes per public comment</li></ul>	<i>David Remick</i>
<b>Executive Director's Report &amp; Consent Agenda</b> <ul style="list-style-type: none"><li>• RWC Chair Election</li></ul>	<i>David Remick</i>
<b>Regional Labor Market Update</b>	<i>Marisa Lemma</i>
<b>Apprenticeship Presentation</b>	<i>William Lopez</i>
<b>Council Member Updates</b>	<i>All</i>
<b>Adjourn</b>	<i>Ellen Harpel</i>

**UPCOMING MEETINGS**

<b>Meeting</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
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Regional Workforce Council Meeting	June 20, 2024	8:30am – 9:30am	Virtual
One-Stop Operations Committee Meeting	June 20, 2024	9:30am – 10:30am	Virtual



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ALEXANDRIA/ARLINGTON  
REGIONAL WORKFORCE COUNCIL

### **Consent Agenda Notes**

- June 22, 2023 Meeting Minutes – Recommendation: Approval
- September 8, 2023 Executive Committee Meeting Minutes – Recommendation: Approval
- One-Stop Operator Quarterly Report – For Your Information Only
- PY23/FY24 WIOA Budget – For Your Information Only
- 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 up to \$307,566.74 in funds between the PY23/FY24 WIOA Dislocated Worker program and the PY23/FY24 WIOA Adult program. The Council needs to approve this request for the State WIOA Administrator to authorize the funding transfer. – Recommendation: Approval
- Virginia Department of Workforce Development and Advancement Update – For Your Information Only
- Additions to Eligible Training Provider List: SyLearn would like to add their Computer Programmer and Computer Systems Analyst Programs to their services currently offered through Virginia's WIOA Eligible Training Provider List. Their application is complete and meets the requirements to be added to the Eligible Training Provider List. George Mason University Continuing Professional Education would like to add their EDGO 0356 - Certified Ethical Hacker Program to their services currently offered through Virginia's WIOA Eligible Training Provider List. Their application is complete and meets the requirements to be added to the Eligible Training Provider List. This program was temporarily included on the list on August 28, 2023, under the authority of the Executive Director which is granted through the Local WIOA Policy Manual on Page 26, as a customer requested to be enrolled in the program which started in September 2023. – Recommendation: Approval

## **Consent Agenda Begins**

## **June 22, 2023 Meeting Minutes**



ALEXANDRIA/ARLINGTON  
REGIONAL WORKFORCE COUNCIL

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

June 22, 2023

The **ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL** convened its meeting virtual at **8:30am** on **June 22, 2023**.

**ATTENDANCE**

Nelson	Aguilar	Present-All Virtual
Kate	Bates	Present-All Virtual
Lisa	Bauer	Present-All Virtual
Joel	Bernstein	Proxy Provided To Vice-Chair
Maurice	Blue	Absent
Patrick	Brennan	Present-All Virtual
Karen	Brown	Present-All Virtual
Dottie	Brown	Absent
Stacey	Butler	Present-All Virtual
Dennis	Desmond	Absent
James	Egenrieder	Present-All Virtual
John	Gallagher	Absent
Lesa	Gilbert	Absent
Daniel	Gomez	Proxy Provided To Vice-Chair
Annette	Haggray	Present-All Virtual
Ellen	Harpel	Proxy Provided To Vice-Chair
Tricia	Jacobs	Absent
William	Lopez	Present-All Virtual
Marian	Marquez	Present-All Virtual
Kris	Martini	Present-All Virtual
Collins	Marshall	Absent
Erik	Pages	Present-All Virtual
Sean	Steele	Present-All Virtual
Brian	Stout	Absent
G. Tyler	Tenbrink	Present-All Virtual
Fernando	Torrez	Absent
Crystal	Thrower	Present-All Virtual
Monica	West	Present-All Virtual
Elizabeth	Yoder	Absent
<b>TOTAL: Present (Hybrid)</b>		<b>0</b>

<b>TOTAL: Remote, Medical</b>		0
<b>TOTAL: Remote, Personal</b>		0
<b>TOTAL: Absent</b>		10
<b>TOTAL: Proxy Provided</b>		3
<b>TOTAL: Present (All Virtual)</b>		16

**STAFF**

David Remick

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**MOTIONS & ACTIONS/VOTES**

No individuals provided public comment.

June 22, 2023 Regional Workforce Council Consent Agenda was approved.

- The Council unanimously supported the motion 16-0.

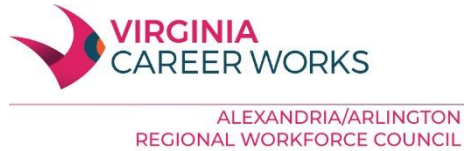
Meeting adjourned at **9:15am**.

## **Sept 8, 2023 Executive Committee Meeting Minutes**



## **One-Stop Operator Quarterly Report**

## **PY23/FY24 WIOA Budget**



August 24, 2023

Ms. Katrina Ashmore  
Director, Alexandria Workforce Development Center  
Department of Community & Human Services  
City of Alexandria Government  
1900 N. Beauregard Street, Suite 300  
Alexandria, VA 22311

Ms. Diane Alvira  
Director, Arlington Employment Center  
Department of Human Services  
Arlington County Government  
2100 Washington Boulevard, First Floor  
Arlington, VA 22204

**RE: PY23/FY24 WIOA Formula Funding Levels - Revised 6/9/23**

Ms. Ashmore & Ms. Alvira:

Below please find the revised PY23/FY24 WIOA Formula Funding Allocations for the Alexandria Workforce Development Center and the Arlington Employment Center (Alexandria/Arlington's Virginia Career Works Centers). Please note, both jurisdiction's Adult and Dislocated Worker Admin funds will be used to fund the Alexandria/Arlington Region's One-Stop Operator and other Regional Workforce Council expenses.

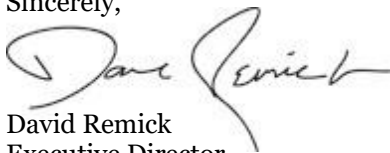
	<u>Adult</u>	<u>Youth</u>	<u>Dislocated Worker - Revised</u>	<u>Total Allocation</u>
<b>Alexandria/Arlington</b>	<b>\$390,245.77</b>	<b>\$363,449.45</b>	<b>\$341,740.82</b>	<b>\$1,095,436.05</b>
<b>ARLINGTON CO.</b>	<b>\$167,955.88</b>	<b>\$0.00</b>	<b>\$172,789.28</b>	<b>\$340,745.16</b>
<b>Admin</b>	<b>\$16,795.59</b>	<b>\$0.00</b>	<b>\$17,278.93</b>	<b>\$34,074.52</b>
<b>Salary</b>	<b>\$90,696.18</b>	<b>\$0.00</b>	<b>\$93,306.21</b>	<b>\$184,002.39</b>
<b>Training</b>	<b>\$60,464.12</b>	<b>\$0.00</b>	<b>\$62,204.14</b>	<b>\$122,668.26</b>
<b>Min Customers Served</b>	<b>\$13.44</b>	<b>\$0.00</b>	<b>\$13.82</b>	<b>\$27.26</b>
<b>Total AJC</b>	<b>\$151,160.30</b>	<b>\$0.00</b>	<b>\$155,510.35</b>	<b>\$306,670.65</b>
<b>ALEXANDRIA CITY</b>	<b>\$222,289.89</b>	<b>\$363,449.45</b>	<b>\$168,951.54</b>	<b>\$754,690.89</b>
<b>Admin</b>	<b>\$22,228.99</b>	<b>\$36,344.95</b>	<b>\$16,895.15</b>	<b>\$75,469.09</b>
<b>Salary</b>	<b>\$120,036.54</b>	<b>\$261,683.61</b>	<b>\$91,233.83</b>	<b>\$472,953.98</b>
<b>Training/YWEX</b>	<b>\$80,024.36</b>	<b>\$65,420.90</b>	<b>\$60,822.56</b>	<b>\$206,267.82</b>
<b>Min Customers Served</b>	<b>\$17.78</b>	<b>\$16.36</b>	<b>\$13.52</b>	<b>\$47.65</b>
<b>Total AJC</b>	<b>\$200,060.90</b>	<b>\$327,104.51</b>	<b>\$152,056.39</b>	<b>\$679,221.80</b>
<b>RWC Budget/Admin</b>	<b>\$39,024.58</b>	<b>\$36,344.95</b>	<b>\$34,174.08</b>	<b>\$109,543.60</b>

All WIOA funding should be spent in accordance with Federal Uniform Administrative Requirements CFR 200.24 and 200.330 (a), as well as with relevant WIOA Adult, Dislocated Worker, and Youth regulations and policies found here, <https://www.doleta.gov/wioa/>, here, <http://www.elevatevirginia.org/practitioners-corner/resources/>, and here, <https://arlingtonva.s3.dualstack.us-east-1.amazonaws.com/wp-content/uploads/sites/39/2015/11/PY16-PY17-LWDA-12-Policies.pdf>.

Finally, according to WIOA you have the ability to transfer up to 100% of Adult and Dislocated Worker funds. Should you need to transfer funds, or have any other questions, please contact me at [dremick@arlingtonva.us](mailto:dremick@arlingtonva.us).

Thank you for developing our regional workforce!

Sincerely,



David Remick  
Executive Director

CC: E. Harpel, Alexandria/Arlington Regional Workforce Council Chair  
N. Minocha, LWDA 12 WIOA Fiscal Manager

**Virginia Department of Workforce Development and  
Advancement Update**

JUNE 30, 2023

# Virginia Board of Workforce Development

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# Agency Stand Up Milestones

The establishment of the VDWD, including the transition of people, programs, services, and systems will take place over three distinct phases and run through FY 2025.

WE ARE HERE (6/30)

## PHASE 1: AGENCY PLANNING

(April – July)

- Conducted a **baseline data call** to get a better understanding of the people, programs, services, and systems moving to the new agency.
- Developed a **Memorandum of Understanding (MOU)** to outline the roles and responsibilities of key agency activities to maintain continuity of operations.
- Hosted numerous visioning sessions and designed the **Implementation, Communications, and Change Management Plans** for the transitioning agencies and programs to more efficiently make their shift to the new agency.
- Stood up agency transition **workstreams** to facilitate program-specific activities.

## PHASE 2: VDWD STAND UP

(July '23 – July '24)

- **Transition people, programs, services, and systems** to the new agency to facilitate program service delivery continuity.
- Work with the transition workstream leads to identify and refine agency-specific **Standard Operating Procedures** and upcoming activities.
- Develop an **Organizational Design** of the VDWD that includes the proposed span of control and reflects the agency's strategic objectives and operating model.
- Implement the **Change Management activities** to cultivate the VDWD culture and provide resources for employees pre-, during, and post- transition.
- An **audit and discovery of all current programs** associated with Workforce Development.
- Document **program evaluation criteria** methodology.

## PHASE 3: AGENCY SUCCESS

(July '24 – July '25)

- Perform an **evaluation of program efficacy and efficiency** of government-wide workforce programs.
- Refine and support the **implementation of success metrics** for each workforce development program.
- Support and **drive the measurement of improvements** across all workforce programs.
- **Train and coach personnel** as needed to drive improved program outcomes.

KEY ACTIVITIES

# Leadership Updates

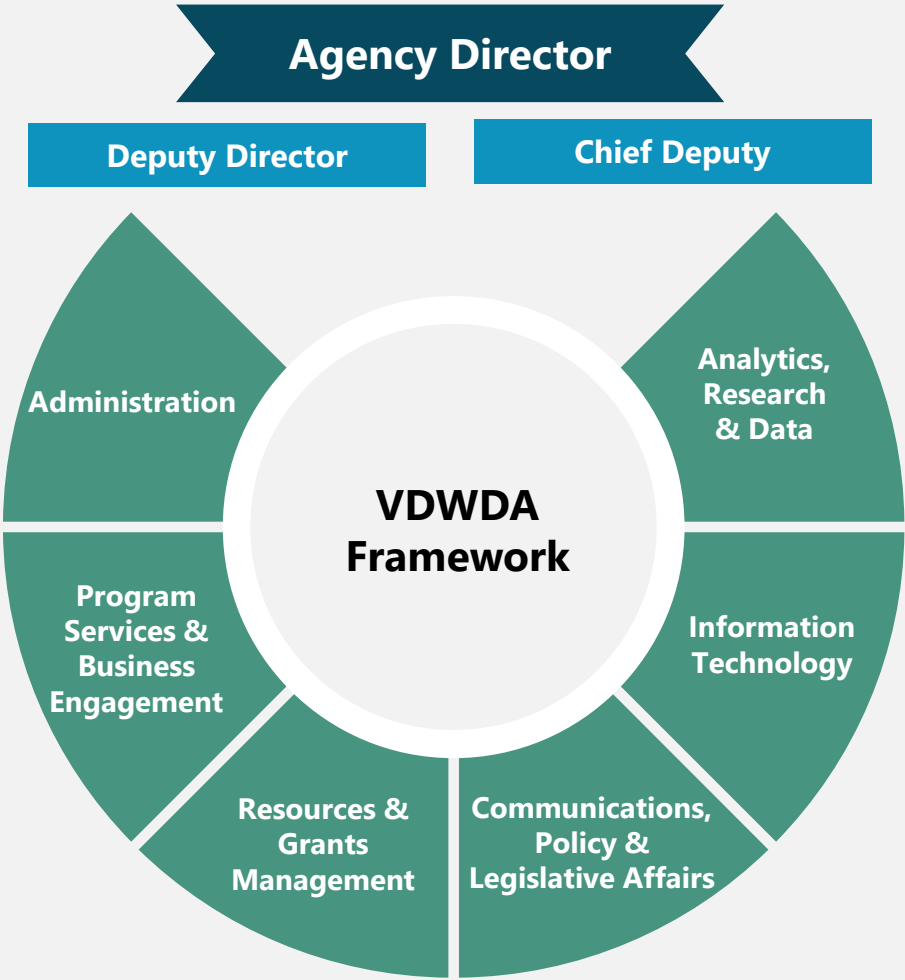




# Tentative VDWDA Framework

Below is an overview of the general functional framework by department of the VDWDA. **This is subject to change.**

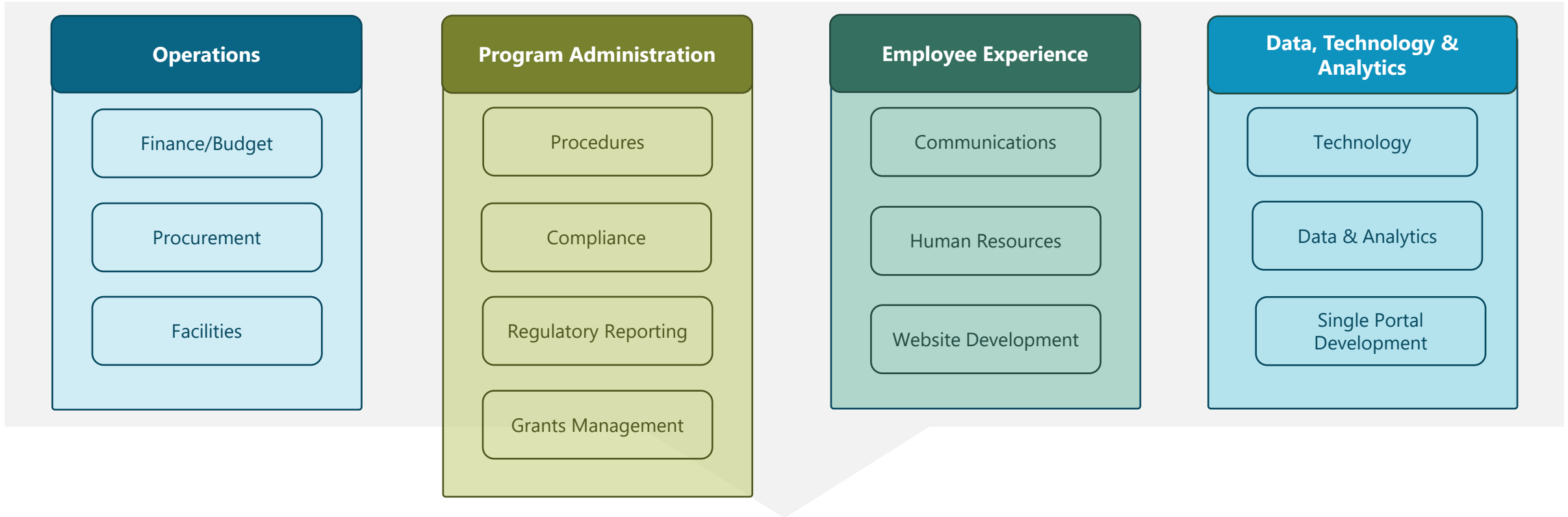
DRAFT



As we continue to fully develop the VDWDA’s organizational design, we are taking the time to understand the role of **each person** joining the new agency.

## Transition Preparation Activities Currently Underway

Several workstreams have been deployed that will be heavily involved in developing standard operating procedures and contributing agency specific knowledge to facilitate a smooth transition.



**These Workstreams Will..**

1

Advise on the Stand Up of the New Agency

2

Refine Standard Operating Procedures for the New Agency

# Change Management Updates

A robust change management and communication strategy is central to our organizational change management (OCM) approach, and is incorporated into all phases of the transition.



## Communications & Change Management Plan

A formal plan has been developed to engage and communicate with VDWDA managers, agency heads, and employees across each stage of the transition.

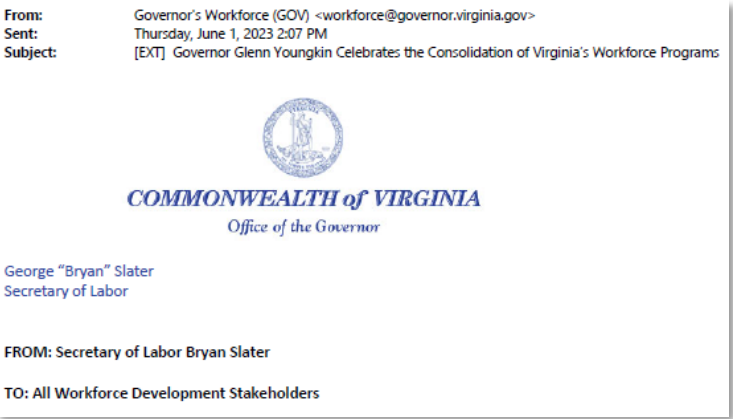
	PLAN	PREPARE	IMPLEMENT	SUSTAIN
Objective	Create the VDWDA culture and resources for employees pre-, during, and post-transition	Prepare employees and managers for the upcoming transition	Support employees and managers through the transition	Conclude the employee transition and improve future iterations
THROUGHOUT THE TRANSITION				
Objective	Re-occurring activities that support the stand-up of the VDWDA and provide periodic updates for all transitioning employees across the overall transition period			

Transition Timeline and Stages of Engagement



## Stakeholder Engagement

External Stakeholders will also receive announcements, communications, and updates relating to the VDWDA.



Email Announcement Example

# Thank You

## **Additions to the Eligible Training Provider List**



## Training Program Application

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

1. Training Organization <b>SyLearn</b>			
2. Contact Person – Name & Title <b>Jay Chandok - President &amp; CEO</b>			
3. Training Program or stand-alone course name <b>Computer Programmer</b>			
4. Program or course description  <small>The Computer Programmer certification program will teach the concepts and principles of web application development. The program focuses on developing the necessary skills for developing enterprise-level web applications using Unqork's pioneering Codeless as a Service (CaaS) platform.</small>			
5. Year Program Established  <b>2023</b>	6. Total Credit or Curriculum Hours  <b>240 hours</b>	7. Number of training weeks or hours  <b>240 hours</b>	8. Minimum Class Size  <b>8</b>
9. Is curriculum certified by an accrediting agency or similar national standardization program:  <div style="display: flex; justify-content: space-around;"> <span><input checked="" type="checkbox"/> Yes (if yes specify)</span> <span><input type="checkbox"/> No</span> </div>			
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>			
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.  <small>•Enterprise Solutions Specialist/CIPPS Solutions Architect, Sr. SME/Management Consultant • Programmer III • Programmer II • Programmer I • Business Analyst II • SME Management Consultant • Enterprise Solutions Specialist II • Enterprise Solutions Specialist I \$70K-\$120K</small>			
12. Does training lead to an industry recognized credential, diploma, license, or degree? <i>If yes, indicate which.</i>  <div style="display: flex; justify-content: space-around;"> <span><input checked="" type="checkbox"/> Yes</span> <span><input type="checkbox"/> No</span> </div>			
13. Is this a stackable credential, part of a sequence to move an individual along a career pathway or up a career ladder? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
14. Was this training developed in partnership with a business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  If yes, Name of Business(s): <b>Zolon Tech Inc</b>			

15. List Businesses that support this training program:

Northern Virginia employers including corporations and government agencies - Zolon Tech Inc and its client Health and Human Services

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

This course is in a live synchronous online format.

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

All course offerings are ADA compliant.

**Program Cost**

18. <b>Registration/Pre-screening/Admissions Fees</b>	\$
19. <b>Tuition</b> (check all items included in Tuition)	\$ 6,500
Books	\$
Required Supplies(Tools, uniforms, etc.	\$
Testing/Exam Cost	\$ 250
Licensure/Certification Cost(s)	\$
Other Required Fees	\$
20. <b>Total Cost to Complete Curriculum/Course</b>	<b>\$ 6,750</b>

**Criteria for Admission**

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

The Computer Programmer training program is designed for individuals who want to learn web application development concepts, gain a functional knowledge of the software development life cycle (SDLC), and learn the fundamentals for working within an Agile project team. It is ideal to have prior exposure to web development basics and/or have experience working in another programming language. At a minimum, participants need to be familiar with the workings of a PC running a Windows operating system and standard business applications like Word, Excel, PowerPoint, etc. This course is best suited for entry-level Information Technology professionals.

22. Is a High School Diploma or GED required:

☒ Yes

☐ No



## Training Program Application

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

1. Training Organization <b>SyLearn</b>			
2. Contact Person – Name & Title <b>Jay Chandok - President &amp; CEO</b>			
3. Training Program or stand-alone course name <b>Computer Systems Analyst</b>			
4. Program or course description  <small>The Computer Systems Analyst hands-on training program teaches skill set includes critical thinking skills, elicitation techniques and requirements analysis and management. Also important are communication and relationship building skills, whether they are in person or virtual environment.</small>			
5. Year Program Established  <b>2023</b>	6. Total Credit or Curriculum Hours  <b>200 hours</b>	7. Number of training weeks or hours  <b>200 hours</b>	8. Minimum Class Size  <b>6</b>
9. Is curriculum certified by an accrediting agency or similar national standardization program:  <div style="display: flex; justify-content: space-around;"> <span><input checked="" type="checkbox"/> Yes (if yes specify)</span> <span><input type="checkbox"/> No</span> </div>			
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>			
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.  <b>Computer Systems Analyst \$58k-\$120k</b>			
12. Does training lead to an industry recognized credential, diploma, license, or degree? <i>If yes, indicate which.</i>  <div style="display: flex; justify-content: space-around;"> <span><input checked="" type="checkbox"/> Yes</span> <span><input type="checkbox"/> No</span> </div>			
13. Is this a stackable credential, part of a sequence to move an individual along a career pathway or up a career ladder? <div style="display: flex; justify-content: space-around;"> <span><input checked="" type="checkbox"/> Yes</span> <span><input type="checkbox"/> No</span> </div>			
14. Was this training developed in partnership with a business? <div style="display: flex; justify-content: space-around;"> <span><input checked="" type="checkbox"/> Yes</span> <span><input type="checkbox"/> No</span> </div> If yes, Name of Business(s): <b>Varmoda Inc</b>			



15. List Businesses that support this training program:

Northern Virginia employers including corporations and government agencies - Varmoda Inc and its federal clients.

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

This course is in a live synchronous online format.

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

All course offerings are ADA compliant.

#### Program Cost

18. <b>Registration/Pre-screening/Admissions Fees</b>	\$
19. <b>Tuition</b> (check all items included in Tuition)	\$ 6,500
Books	\$
Required Supplies(Tools, uniforms, etc.	\$
Testing/Exam Cost	\$ 300
Licensure/Certification Cost(s)	\$
Other Required Fees	\$
20. <b>Total Cost to Complete Curriculum/Course</b>	<b>\$ 6,800</b>

#### Criteria for Admission

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

The Computer Systems Analyst training program is designed for individuals who want to learn system analysis, gain a functional knowledge of the software development life cycle (SDLC), and learn the fundamentals for working within an Agile project team. This program is designed for business and IT professionals who want to make informed decisions about the needs of the organization and document them as business and project requirements.

At a minimum, participants need to be familiar with the workings of a PC running a Windows operating system and standard business applications like Word, Excel, PowerPoint, etc. This course is best suited for entry-level Information Technology professionals.

22. Is a High School Diploma or GED required:



Yes



No



## 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 – <i>Attach training program description, include an outline of what is covered in the program and what skills are to be obtained.</i>			
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? <i>If yes, indicate which.</i>			
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. <b>Registration/Pre-screening/Admissions Fees</b>	\$
19. <b>Tuition</b> (check all items included in Tuition)	\$
Books	\$
Required Supplies(Tools, uniforms, etc.	\$
Testing/Exam Cost	\$
Licensure/Certification Cost(s)	\$
Other Required Fees	\$
20. <b>Total Cost to Complete Curriculum/Course</b>	\$

**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

**Consent Agenda Ends**