



ALEXANDRIA | ARLINGTON REGION

**Alexandria/Arlington Regional Workforce Council  
Executive Committee Meeting Agenda  
March 8, 2024  
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>Stacey Butler</i>
<b>Public Comment Period (2 min per comment)</b>	<i>David Remick</i>
<b>Review March Meeting &amp; Consent Agendas</b>	<i>David Remick</i>
<b>Apprenticeship Conversation</b>	<i>David Remick</i>
<b>Adjourn</b>	<i>Stacey Butler</i>

**UPCOMING MEETINGS**

<b>Meeting</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
Executive Committee Meeting	March 8, 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**

**March 21, 2024  
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>Stacey Butler</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>	<i>David Remick</i>
<b>Regional Labor Market Update</b>	<i>Marisa Lemma</i>
<b>NextUp Solutions Presentation</b>	<i>Steve Cooper</i>
<b>Council Member Updates</b>	<i>All</i>
<b>Adjourn</b>	<i>Stacey Butler</i>

**UPCOMING MEETINGS**

<b>Meeting</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
Executive Committee Meeting	March 8, 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  
REGIONAL WORKFORCE COUNCIL

### **Consent Agenda Notes**

- December 14, 2023 Meeting Minutes – Recommendation: Approval
- March 8, 2024 Executive Committee Meeting Minutes – Recommendation: Approval
- One-Stop Operator Quarterly Report – For Your Information Only
- WIOA Individual & Follow-up Career Services Waiver: This waiver request is similar to the request made in FY23 which will allow the Alexandria American Job Center to implement WIOA services through the Alexandria Workforce Development Center at the Alexandria City Department of Community and Human Services. Typically, workforce boards procure vendors to perform WIOA services. Receiving a waiver would allow us to bypass this requirement for Alexandria City. – Recommendation: Approval

## **Consent Agenda Begins**

## **December 14, 2023 Meeting Minutes**



ALEXANDRIA/ARLINGTON  
REGIONAL WORKFORCE COUNCIL

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

December 14, 2023

The **ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL** convened its meeting virtually, with in-person option for guests, at **8:30am** on **December 14, 2023**.

**ATTENDANCE**

Nelson	Aguilar	Present-All Virtual
Betel	Aklilu	Present-All Virtual
Kate	Bates	Present-All Virtual
Lisa	Bauer	Absent
Brandon	Bedford	Present-All Virtual
Joel	Bernstein	Present-All Virtual
Maurice	Blue	Absent
Patrick	Brennan	Absent
Karen	Brown	Present-All Virtual
Dottie	Brown	Present-All Virtual
Stacey	Butler	Present-All Virtual
Dennis	Desmond	Present-All Virtual
James	Egenrieder	Present-All Virtual
John	Gallagher	Absent
Lesa	Gilbert	Absent
Daniel	Gomez	Absent
Annette	Haggray	Present-All Virtual
Ellen	Harpel	Present-All Virtual
Tricia	Jacobs	Present-All Virtual
William	Lopez	Present-All Virtual
Marian	Marquez	Present-All Virtual
Kris	Martini	Present-All Virtual
Erik	Pages	Present-All Virtual
Sean	Steele	Present-All Virtual
Brian	Stout	Present-All Virtual
G. Tyler	Tenbrink	Present-All Virtual
Crystal	Thrower	Present-All Virtual
Fernando	Torrez	Absent
Monica	West	Present-All Virtual
Elizabeth	Yoder	Present-All Virtual

**STAFF**

David Remick

---

## MOTIONS & ACTIONS/VOTES

No individuals provided public comment.

### Regional Workforce Council Vice Chair Election

- Monica West, Washington Gas – Nominated
- The Council unanimously approved the nomination 23-0.

### Regional Workforce Council Executive Committee Election

- Stacey Butler, CVSCaremark – Nominated
- Monica West, Washington Gas – Nominated
- Shekera Alvarado, Fairfax County Public Schools – Nominated
- William Lopez, Buildwithin – Nominated
- Sean Steele, INFOLOCK – Nominated
- Alberto Marino, WMATA – Nominated
- The Council unanimously approved all the nominations 23-0.

### September RWC Meeting Notes Approval

- The Council unanimously approved the motion 23-0.

### Approval to Competitively Procure a Workforce Innovation & Opportunity Act (WIOA) Adult/Dislocated Worker Services Vendor for Arlington County

- The Council unanimously approved the motion 23-0.

### George Mason University PMP Course Eligible Training Provider Application Approval

- The Council unanimously approved the motion 23-0.

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

## **March 8, 2024 Executive Committee Meeting Minutes**



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

## **Career Services Waiver**

## **Request for Governor's Approval for Local Workforce Development Board to Provide WIOA Individualized and Follow-up Career Services**

Date: February 6, 2024

Local Workforce Development Board: Alexandria/Arlington Regional Workforce Council

Contact Person/Title: David Remick/Executive Director

Mailing Address: 2100 Washington Blvd., 1<sup>st</sup> Fl.  
Arlington, VA 22204

Phone: 703.228.1412

Email Address: dremick@arlingtonva.us

**Complete the following questions in the form of a memorandum.**

- 1. a. What factors went into the LWDB's decision to submit this request to provide Individualized and Follow-up career services and/or One-Stop Operator Services, including those that led the LWDB to believe that participants will be better served by providing these services directly rather than through a competitive procurement process? What is the rationale for this waiver?**
- b. Include in your answer the sole source justification and results of the Request for Information (RFI) or Request for Proposal (RFP), noting why competition is not feasible or, if a competitive process was implemented, why the local Board is the most feasible to provide Individualized and Follow-up career services and/or One-Stop Operator Services.**

Alexandria Workforce Development Center and Arlington Employment Center are the Council's two Comprehensive American Job Centers, also known as Virginia Career Works Centers. Both Centers are agencies housed within their local government's Department of Human Services. Together these Centers served over 3,000 job seekers and 1,000 businesses in PY22/FY23.

Activities provided by local government staff at the two Centers in FY23 includes:

- Workforce Innovation & Opportunity Act Career Services (Basic, Individual, and Follow-up);
- Supplemental Nutrition Assistance Program Employment and Training Program;
- Employment Advancement for the Temporary Assistance for Needy Families Program;
- US Department of Housing & Urban Development's Community Development Block Grants Program;
- US Department of Health and Human Services' Community Services Block Grant Program;
- American Rescue Plan Act of 2021 Workforce Development Programs;
- Referrals to various social services programs; and
- Business Services.

Programmatic synergy and cost-sharing opportunities are the primary factors as to why the

Alexandria/Arlington Regional Workforce Council decided that Alexandria City's Workforce Innovation and Opportunity Act (WIOA) Title I Individual Career and Follow-up Services should continue to be provided by the Regional Workforce Council through the Alexandria City Department of Community and Human Services in FY25. We believe that, for the annual amount of WIOA Title I funds that the Council receives, our current organizational arrangement provides the best possible service to our customers in Alexandria City. Please note, Arlington County's Individual Career and Follow-up Services will be implemented through a competitively procured third-party vendor in FY25. The rationale for this action can be found [here](#) and is independent to this waiver request.

There is a great deal of programmatic synergy and cost-sharing achieved by having the local government agency implement these programs. One of the synergies is to be able to leverage funding by co-enrolling participants into multiple programs. Because the local government staff administer these programs, the Center's Career Counselors can pay for the participant's workforce development training activities out of WIOA Title I and other funds.

As an example, the Alexandria Workforce Development Center sends several jobseekers through an intensive Occupational Work Experience program annually. WIOA pays for occupational training and other government grants fund the work experience stipends. If the Council competitively procured WIOA Individual Career and Follow-up Services, then a new provider would not have the ability to use these other funding streams to co-enroll WIOA participants into future work experience programs.

Another example of programmatic synergy is staff management and training. The programs and services administered by the local government agency is implemented by staff that report into the Center's Director, who are all employees of Alexandria City government. This set-up allows for a clear chain-of-command for workload distribution and for the staff issue/resolution process. Also, Career Services staff regularly participate in various professional development training programs that are funded by the government agency. If the Council competitively procured WIOA Title I Services, then WIOA staff would move outside of this chain-of-command and not benefit from professional development training opportunities.

From a cost-sharing perspective, WIOA Individual Career and Follow-up Services benefit from being performed by Alexandria City government. The total budget for the Alexandria Center was \$4,002,504 for PY22/FY23. Of this amount, the combined WIOA Title I funds cover 19%, or \$748,539, of the Centers' budget. Approximately 81%, or \$3,253,965, of the Center's budget is funded directly by the local government using a combination of local general funds and other non-WIOA state and federal funds.

Of the \$748,539 of WIOA Title I funds, \$366,489 is allocated to the regional WIOA Youth Program, leaving \$382,050 to provide WIOA Individual Career and Follow-up Services for Adults and Dislocated Workers. It is important to note that various WIOA policies require \$152,820 of WIOA funding to be spent on workforce development training activities that lead to industry-recognized credentials. That leaves the Council with \$229,230 to pay for WIOA staff salaries at the Alexandria American Job Center.

In our current organizational arrangement, there are four WIOA Career Counselors. WIOA funds a portion of their salaries. Should WIOA Individual and Career Services be performed by another party, then they would have \$229,230 to pay for the salaries for the above-mentioned role. Procuring these services could reduce the number of staff working on our WIOA program.

Finally, the annual “per seat rental fee” at the Alexandria Workforce Development Center is \$6,944. Alexandria’s Human Services Department directly funds the rent of their WIOA program at the Alexandria Workforce Development Center at an annual cost of \$27,776. If Alexandria’s WIOA Title I program was competitively procured, then the contractor would have to pay the rental fee.

**2. Describe the Individualized and Follow-up career services and/or the One-Stop Operator Services the LWDB plans to provide, including its prior experience providing those services and how long it has done so.**

The Alexandria/Arlington Regional Workforce Council, through its two American Job Centers, Alexandria Workforce Development Center and Arlington Employment Center, have for the last five years met their Federal Performance Outcomes while maintaining fiscal integrity.

Under the Workforce Innovation and Opportunity Act, the Alexandria Workforce Development Center will perform the following in FY25:

- Comprehensive and specialized assessments of skill levels and service needs;
- Development of an individual employment plan and information on available training and training providers;
- Assistance in establishing eligibility on non-WIOA financial aid for employment and training programs;
- Group and individual counselling;
- Career planning;
- Short-term pre-vocational services including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training;
- Internships and work experiences linked to careers;
- Financial literacy services;
- Out-of-area job search assistance and relocation assistance;
- English language acquisition and integrated education and training programs;
- Follow-up counselling for participants in adult or dislocated worker WIOA Title I activities who are placed in unsubsidized employment, for up to 12 months after the first day of employment.

**3. Please provide evidence that the LWDB is qualified to provide Individualized and Follow-up Career Services and/or the One-Stop Operator Services, including any local testimonials that speak to the effectiveness and efficiency with which the LWDB has provided or can provide those services. Attach supporting documentation; include at least two (2) letters of recommendation from partners.**

The Alexandria/Arlington Regional Workforce Council, through our American Job Centers, has met our Federal Performance Outcomes and maintained fiscal integrity over the past three years. Over 50% of our Centers’ Individual Career Services staff hold, or are currently competing for, the Certified Workforce Development Professional Certification. Two letters of recommendation from partners can be found at the back of this memo. The following are three customer WIOA participant testimonials:

- “My experience in the WIOA program from 2023, in childcare as an admin assistant intern. This experience was extremely valuable to me because it was my first professional experience after high school and in the United States. And it was very helpful for my start career life. I

- appreciated all of the people who supported me in this program.”-WIOA Adult Participant
- “Regional Workforce Council’s WIOA Incumbent Worker Training Program has been invaluable to our company and the development of our employees. As a small business with less than 50 employees, we can invest in our employees and develop their knowledge and skills without worrying about the cost impact to the company. Our employees are our greatest asset and by partnering with the Council for this program we can prove that to our employees while also becoming a more strategic services provider to our customers.”, InfoLock, a local technology company.
  - “My experience in the Summer Youth Program of 2022, I worked under Delaney Colbert as Youth Advisor Assistant. I handled the drafting and issuing of certifications to program participants as well as other administrative tasks to help run the SYP program. This was extremely valuable to me because it was my first professional experience after high school and taught me how to work in a team and always be friendly to the client. Because of this, I was invited to join the WDC team as a front desk administrative support where I use the skills, I learned from the SYP every day.”-SYP Participant

**4. Provide the Program Year 2022 Performance Measures and Program Year 2023 Quarter 1 & 2 Performance Measures. If the LWDA did not meet any of these measures, please provide an explanation.**

Overall, the region’s performance has been comparable to the Commonwealth’s. Of note, our “Median Earnings 2nd Quarter after Exit” performance has supported Virginia’s success regarding this goal.

PY23 Q1 & Q2

<b>PY 2023</b>		<b>Quarter 1</b>		<b>Quarter 2</b>	
<b>State Level</b>		<b>State Level</b>		<b>State Level</b>	
<b>Adult</b>	PY 23 Negotiated Level	Actual Performance	% of Negotiated Level	Actual Performance	% of Negotiated Level
Employment 2nd Quarter after Exit	78.50%	81.00%	103.2%	82.10%	104.6%
Employment 4th Quarter after Exit	79.50%	81.30%	102.3%	81.00%	101.9%
Median Earnings 2nd Quarter after Exit	\$6,100.00	\$8,119.00	133.1%	\$8,616.00	141.2%
Credential Attainment within 1 year	75.00%	64.50%	86.0%	69.10%	92.1%
Measurable Skills Gain	68.50%	38.40%	56.1%	61.90%	90.4%
<b>Dislocated Workers</b>					
Employment 2nd Quarter after Exit	86.00%	82.90%	96.4%	83.40%	97.0%
Employment 4th Quarter after Exit	82.50%	85.60%	103.8%	83.20%	100.8%
Median Earnings 2nd Quarter after Exit	\$8,900.00	\$10,449.00	117.4%	\$10,338.00	116.2%
Credential Attainment within 1 year	72.50%	73.90%	101.9%	76.80%	105.9%
Measurable Skills Gain	62.00%	45.10%	72.7%	64.40%	103.9%
<b>Youth</b>					

Employment 2nd Quarter after Exit	73.50%	86.20%	117.3%	84.00%	114.3%
Employment 4th Quarter after Exit	72.00%	74.50%	103.5%	73.80%	102.5%
Median Earnings 2nd Quarter after Exit	\$3,400.00	\$5,875.00	172.8%	\$5,774.00	169.8%
Credential Attainment within 1 year	68.50%	62.00%	90.5%	64.80%	94.6%
Measurable Skills Gain	60.50%	32.50%	53.7%	55.90%	92.4%

PY 2023		Quarter 1		Quarter 2	
LWDA 12	LWDA 12	LWDA 12		LWDA 12	
Adult	PY 23 Negotiated Level	Actual Performance	% of Negotiated Level	Actual Performance	% of Negotiated Level
Employment 2nd Quarter after Exit	79.0%	78.60%	99.5%	66.70%	84.4%
Employment 4th Quarter after Exit	78.2%	75.00%	95.9%	66.70%	85.3%
Median Earnings 2nd Quarter after Exit	\$6,100	\$7,800.00	127.9%	\$7,995.00	131.1%
Credential Attainment within 1 year	75.0%	83.30%	111.1%	80.00%	106.7%
Measurable Skills Gain	85.3%	46.00%	53.9%	72.60%	85.1%
<b>Dislocated Workers</b>					
Employment 2nd Quarter after Exit	85.4%	100.00%	117.1%	66.70%	78.1%
Employment 4th Quarter after Exit	82.5%	66.70%	80.8%	66.70%	80.8%
Median Earnings 2nd Quarter after Exit	\$8,900	\$22,225.00	249.7%	\$22,579.00	253.7%
Credential Attainment within 1 year	70.0%	66.70%	95.3%	66.70%	95.3%
Measurable Skills Gain	69.2%	60.00%	86.7%	62.50%	90.3%
<b>Youth</b>					
Employment 2nd Quarter after Exit	75.3%	66.70%	88.5%	75.00%	99.5%
Employment 4th Quarter after Exit	80.3%	100.00%	124.5%	100.00%	124.5%
Median Earnings 2nd Quarter after Exit	\$3,250	\$2,688.00	82.7%	\$2,996.00	92.2%
Credential Attainment within 1 year	68.5%	100.00%	146.0%	100.00%	146.0%
Measurable Skills Gain	80.5%	50.00%	62.1%	50.00%	62.1%

## PY22

PY 2022		PY 22 Annual -Actual - Unadjusted - Based on ETA-9169	
State Level		PY 22 -Actual - Unadjusted	
Adult		State Level	
	PY 22 Negotiated Level	Actual- Unadjusted Performance	% of Negotiated Level
Employment 2nd Quarter after Exit	78.50%	83.50%	106.4%

Employment 4th Quarter after Exit	79.50%	81.00%	101.9%
Median Earnings 2nd Quarter after Exit	\$6,100.00	\$8,096.00	132.7%
Credential Attainment within 1 year	75.00%	71.40%	95.2%
Measurable Skills Gain	68.50%	78.40%	114.5%
<b>Dislocated Workers</b>			
Employment 2nd Quarter after Exit	86.00%	84.70%	98.5%
Employment 4th Quarter after Exit	82.50%	85.10%	103.2%
Median Earnings 2nd Quarter after Exit	\$8,900.00	\$9,812.00	110.2%
Credential Attainment within 1 year	72.50%	80.50%	111.0%
Measurable Skills Gain	62.00%	80.10%	129.2%
<b>Youth</b>			
Employment 2nd Quarter after Exit	73.50%	77.90%	106.0%
Employment 4th Quarter after Exit	72.00%	79.10%	109.9%
Median Earnings 2nd Quarter after Exit	\$3,400.00	\$4,722.00	138.9%
Credential Attainment within 1 year	68.50%	65.10%	95.0%
Measurable Skills Gain	60.50%	78.00%	128.9%

PY 2022		PY 22 -Actual - Unadjusted	
LWDA 12	LWDA 12	LWDA 12	
Adult	PY 22 Negotiated Level	Actual- Unadjusted Performance	% of Negotiated Level
Employment 2nd Quarter after Exit	79.0%	73.60%	93.2%
Employment 4th Quarter after Exit	78.2%	68.10%	87.1%
Median Earnings 2nd Quarter after Exit	\$6,100	\$8,965.00	147.0%
Credential Attainment within 1 year	75.0%	67.60%	90.1%
Measurable Skills Gain	85.3%	74.40%	87.2%
<b>Dislocated Workers</b>			
Employment 2nd Quarter after Exit	85.4%	76.90%	90.0%
Employment 4th Quarter after Exit	82.5%	76.90%	93.2%
Median Earnings 2nd Quarter after Exit	\$8,900	\$17,611.00	197.9%
Credential Attainment within 1 year	70.0%	30.00%	42.9%
Measurable Skills Gain	69.2%	84.20%	121.7%
<b>Youth</b>			
Employment 2nd Quarter after Exit	75.3%	81.80%	108.6%
Employment 4th Quarter after Exit	80.3%	85.70%	106.7%
Median Earnings 2nd Quarter after Exit	\$3,250	\$7,149.00	220.0%
Credential Attainment within 1 year	68.5%	0.00%	0.0%
Measurable Skills Gain	80.5%	50.00%	62.1%

**5. Describe any fiscal impact that procurement of Individualized and Follow-up career services**



**and/or the One-Stop Operator Services would cause for the grant recipient, local workforce development board, and/or local consortia members. State the entity serving as the fiscal agent.**

If the Council decided to competitively procure WIOA Individual Career and Follow-up Services for Alexandria City, it would need to use Arlington County Government's Procurement Office, as Arlington serves as the WIOA Grant Recipient and Fiscal Agent. The WIOA relationship between Alexandria City Government and Arlington County Government is outlined in the [Consortium Agreement](#). Alexandria City Government serves as Arlington County's WIOA sub-grant recipient.

Should there be an RFP for WIOA Individual Career and Follow-up Services for the Alexandria Workforce Development Center, the Consortium would have to submit a proposal to Arlington County Government to retain these services. Please note again, Arlington County, serving as the WIOA Grant Recipient and Fiscal Agent, is part of the Consortium.

The process for a local government to legally and ethically bid on a procurement that it is awarding is arduous and will certainly come under scrutiny should other entities submit proposals; no matter how many firewalls are established to guarantee an open competition.

Alexandria City would like to continue to provide WIOA Individual Career and Follow-up Services at their American Job Center because they benefit our job-seeking and business customers. The Center wants to continue its long track record of providing superior service, meeting/exceeding its Federal Performance Outcomes, and maintaining fiscal integrity. Receiving a waiver to continue to provide WIOA Individual Career and Follow-up Services will allow the Council, through the Alexandria American Job Center, to preserve the programmatic synergy and cost-sharing achieved by having the local government agencies implement our WIOA program.

**6. Describe and clarify the roles and responsibilities of the one-stop operator in relation to the career services provider.**

While the Council requests that WIOA Individual Career and Follow-up Services continued to be performed by the Alexandria Workforce Development Center, the Council recognizes that we need to ensure proper oversight over the Center's career services activities. As a result, the Council's Data Administrator will be performing local WIOA monitoring activities at the Alexandria Center starting FY25.

In 2022, the Council procured a One-Stop Operator, Rise Global Talent LLC, who has maintained effective working relationships with all One-Stop System Partner and Career Services Provider managers. The Operator's role is to maintain effective working relationships with all One-Stop System Partner and Career Services Provider managers through leading the Alexandria/Arlington Regional Workforce Council's One-Stop Operations Committee. The committee's membership includes all One-Stop System and Career Services Provider leadership.

The Operator ensures the implementation of all Partner/Provider roles and responsibilities, as defined in the Local One-Stop System Memorandum of Understanding. The Operator will also:

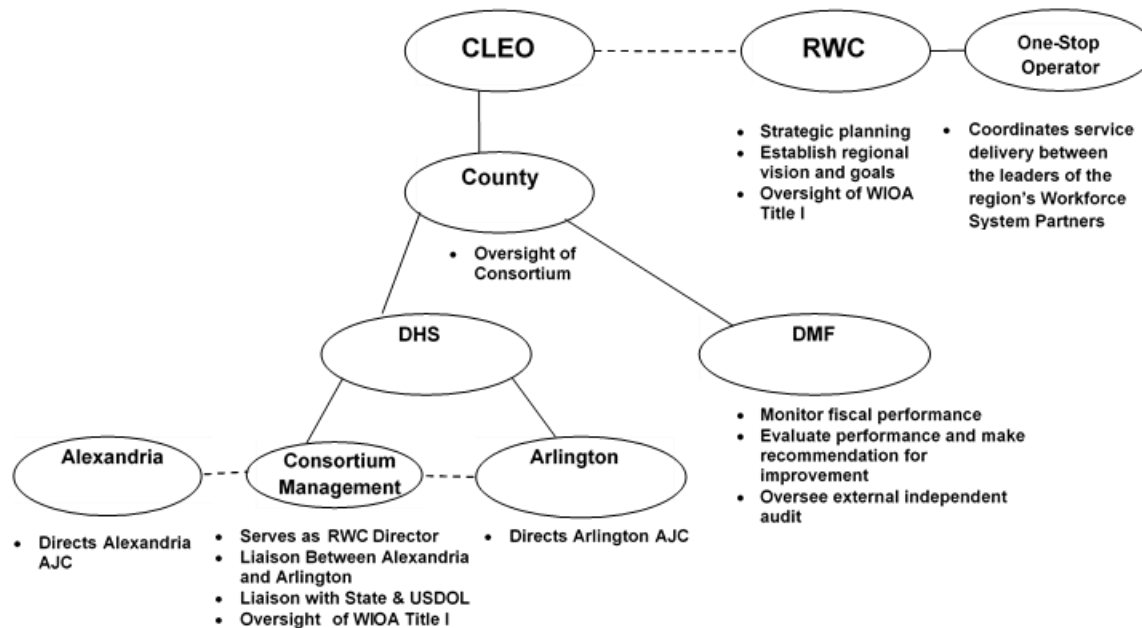
- Promote effectively integrated, cross-agency business practices in the One-Stop System among the Partners and Providers;
- Facilitate partner-driven solutions for all One-Stop System activities; and

- Report out on a quarterly basis WIOA Title I performance and track all WIOA Career Services output, including referrals to all partners.

Finally, the Operator reports to the Council's Executive Committee on One-Stop Operations quarterly.

**7. Provide copies of the following: Conflict of Interest Policy, Control and Firewalls, and Organization Chart**

Our Conflict of Interest Policy can be found [here](#) on page 55. For Control and Firewalls, please see our [Fiscal Agreement](#). Here is our Organizational Chart:



We certify that the information that is contained within this document has been reviewed and is accurate.

\_\_\_\_\_  
Chair, Local WDB

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, CLEO

\_\_\_\_\_  
Date



Department of Community & Human Services  
**WORKFORCE DEVELOPMENT CENTER**  
1900 N. Beauregard St., Suite 300  
Alexandria, VA 22311  
703.746.5990 • [www.alexandriava.gov/WorkforceDevelopment](http://www.alexandriava.gov/WorkforceDevelopment)



December 1, 2023

Mr. Thomas Sheeran  
Grants Administration Manager  
VCCS – WIOA Administration & Compliance  
300 Arboretum Place, 3rd Floor  
Richmond, VA 23236

**RE: WIOA TITLE I CAREER SERVICES WAIVER RECOMMENDATION LETTER**

Dear Mr. Sheeran:

On behalf of the Alexandria Workforce Development Center, I am recommending the approval of the Alexandria/Arlington Regional Workforce Council's WIOA Title I Career Services Waiver request. I serve as the Director of the Center, which is a bureau of Alexandria City Government. I currently oversee Alexandria's WIOA Title I program, as well as manage the following services:

- The Supplemental Nutrition Assistance Program Employment and Training Program;
- Employment Advancement for the Temporary Assistance for Needy Families Program;
- US Department of Housing & Urban Development's Community Development Block Grants Program;
- American Rescue Plan Act Workforce Development Program;
- US Department of Health and Human Services' Community Services Block Grant Program; and
- County-funded Business Services program.

My counterpart in Arlington County Government, Diane Alvira, manages similar programs and services at the Arlington Employment Center. Our two governments and workforce bureaus have been successfully working together to serve our residents' job training and employment needs for well over a decade.

There is a great deal of programmatic synergy and cost-sharing achieved by having Alexandria City Government implement these programs and services. One of the synergies is to be able to leverage funding by co-enrolling participants into multiple programs. Because our local government staff administers these programs, our Center's Career Counselor can pay for a participant's workforce development training activities out of WIOA and other funds. If the Regional Workforce Council competitively procured WIOA Career Services, then a new provider would not have the ability to use these other funding streams to co-enroll WIOA participants.

Another example of programmatic synergy is staff management and training. The programs and services administered by Alexandria City are implemented by our staff who are all employees of the local government. This set-up allows for a clear chain-of-command for workload distribution and for the staff issue/resolution processes and training opportunities. If the Council competitively procured WIOA Career Services, then WIOA staff would move outside of this chain-of-command and not benefit from professional development training opportunities.

I share the Alexandria/Arlington Regional Workforce Council's concerns about competitively procuring WIOA Title I Career Services and fully support its request for a waiver. If you have any questions regarding this recommendation letter, please contact me at [katrina.ashmore@alexandriava.gov](mailto:katrina.ashmore@alexandriava.gov). Thank you for your consideration of this request.

Sincerely,

Katrina Ashmore  
Director

A handwritten signature in black ink, appearing to read 'Katrina Ashmore', written in a cursive style.



DEPARTMENT OF HUMAN SERVICES

Arlington Employment Center

2100 Washington Blvd., 1<sup>st</sup> Fl. Arlington, VA 22204

TEL 703-228-1400 FAX 703-228-1170 TTY 703-228-1498 [www.aec.arlingtonva.us](http://www.aec.arlingtonva.us)

---

February 8, 2024

Mr. Thomas Sheeran  
Grants Administration Manager  
VCCS - WIOA Administration & Compliance  
300 Arboretum Place, 3rd Floor  
Richmond, VA 23236

RE: WIOA TITLE I CAREER SERVICES WAIVER RECOMMENDATION LETTER

Dear Mr. Sheeran:

On behalf of the Arlington Employment Center, I am recommending the approval of the Alexandria/Arlington Regional Workforce Council's WIOA Title I Career Services Waiver request. I serve as the Director of the Center, which is a bureau of Arlington County Government. I currently oversee the division that administers Arlington's WIOA Title I program, as well as manages the following services:

- The Supplemental Nutrition Assistance Program Employment and Training Program;
- Employment Advancement for the Temporary Assistance for Needy Families Program;
- US Department of Housing & Urban Development's Community Development Block Grants Program; and
- US Department of Health and Human Services' Community Services Block Grant Program.

My counterpart in Alexandria City Government, Katrina Ashmore, manages similar programs and services at the Alexandria Workforce Development Center. Our two governments and workforce bureaus have been successfully working together to serve our residents' job training and employment needs for well over a decade.

In the City of Alexandria, there is a great deal of programmatic synergy and cost-sharing achieved by having Alexandria City Government implement these programs and services. One of the synergies is to be able to leverage funding by co-enrolling participants into multiple programs. Because local government staff administers these programs, the Center's Career Counselor can pay for a participant's workforce development training activities out of WIOA and other funds. If the Regional Workforce Council competitively procured WIOA Career Services for Alexandria City, then a new provider would not have the ability to use these other funding streams to co-enroll WIOA participants.

Another example of programmatic synergy is staff management and training. The programs and services administered by Alexandria City are implemented by staff who are employees of the local government agency. This set-up allows for a clear chain-of-command for workload distribution and for the staff issue/resolution processes and training opportunities. If the Council competitively procured WIOA Career

Services for Alexandria City, then WIOA staff would move outside of this chain-of-command and not benefit from professional development training opportunities.

I understand the Alexandria/Arlington Regional Workforce Council's concerns about competitively procuring WIOA Title I career Services, in the City of Alexandria only, and support its request for a waiver. If you have any questions regarding this recommendation letter, please contact me at [bhammond-perez@arlingtonva.us](mailto:bhammond-perez@arlingtonva.us). Thank you for your consideration of this request.

Sincerely,

A handwritten signature in blue ink, appearing to read "Brooke", with a stylized flourish extending to the right.

Brooke Hammond Pérez  
Economic Independence Division Director

**Consent Agenda Ends**