



ALEXANDRIA | ARLINGTON REGION

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

**Agenda**

**June 20, 2024  
8:30 am to 9:30 am**

**Virtual Meeting**

[Click here to join the meeting](#)

**Or call in (audio only):**

**+1 347-973-6905, Access Code: 778158984#**

**Attend In-Person (Optional)**

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

**Welcome Message** *Stacey Butler*

**Public Comment Period** *David Remick*  
• 2 minutes per public comment

**Consent Agenda Vote** *David Remick*

**How Did You Establish Your Work Experience Program at Your Company?** *All*

**Adjourn** *Stacey Butler*

**UPCOMING MEETINGS**

Meeting	Date	Time	Location
Executive Committee Meeting	September 6, 2024	8:30am – 9:30am	In-Person
Regional Workforce Council Meeting	September 19, 2024	8:30am – 9:30am	In-Person
One-Stop Operations Committee Meeting	September 19, 2024	9:30am – 10:30am	In-Person
Executive Committee Meeting	January 3, 2025	8:30am – 9:30am	Virtual
Regional Workforce Council Meeting	January 23, 2025	8:30am – 9:30am	Virtual
One-Stop Operations Committee Meeting	January 23, 2025	9:30am – 10:30am	Virtual
Executive Committee Meeting	April 4, 2025	8:30am – 9:30am	In-Person
Regional Workforce Council Meeting	April 24, 2025	8:30am – 9:30am	In-Person
One-Stop Operations Committee Meeting	April 24, 2025	9:30am – 10:30am	In-Person
Executive Committee Meeting	June 6, 2025	8:30am – 9:30am	Virtual
Regional Workforce Council Meeting	June 26, 2025	8:30am – 9:30am	Virtual
One-Stop Operations Committee Meeting	June 26, 2025	9:30am – 10:30am	Virtual



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ALEXANDRIA/ARLINGTON  
REGIONAL WORKFORCE COUNCIL

### **Consent Agenda Notes**

- March 21, 2024 Meeting Minutes – Recommendation: Approval
- June 7, 2024 Executive Committee Meeting Minutes – Recommendation: Approval
- One-Stop Operator Quarterly Report – For Your Information Only
- WIOA Youth Services Waiver: This waiver request is similar to the request made in FY23 which will allow the Alexandria American Job Center to implement WIOA Youth Services through the Alexandria Workforce Development Center at the Alexandria City Department of Community and Human Services. – Recommendation: Approval
- Arlington WIOA Career Services RFP Update: Two staff from Arlington Department of Human Services and David Remick, Executive Director of the Regional Workforce Council, will review applications and award the contract during the summer of 2024.

The RFP will be live on eVA.gov in June 2024. Due to the number of procurements that Arlington County has in queue for 2024, there is a delay in launching the WIOA Career Services RFP. As a result, a vendor will not be in place on July 1, 2024. It is anticipated that a vendor will be ready to assume WIOA services for Arlington County in September 2024.

The Executive Director requests approval from the Alexandria/Arlington Regional Workforce Council to allow Arlington County Department of Human Services staff to continue to perform WIOA Individual Career and Follow-up Services until the vendor is awarded by Arlington County Government and is ready to assume these WIOA responsibilities. – Recommendation: Approval

## **Consent Agenda Begins**

## **March 21, 2024 Meeting Minutes**



ALEXANDRIA/ARLINGTON  
REGIONAL WORKFORCE COUNCIL

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

March 21, 2024

The **ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL** convened its meeting in-person, with virtual option for guests and pre-approved members, at **8:30am** on **March 21, 2024**.

**ATTENDANCE**

Nelson	Aguilar	Hybrid
Betel	Aklilu	Hybrid
Kate	Bates	Proxy to W. Mulligan
Lisa	Bauer	Hybrid
Brandon	Bedford	Hybrid
Joel	Bernstein	Hybrid
Alberto	Marino	Hybrid
Patrick	Brennan	Absent
Karen	Brown	Proxy to T. Harrington
Dottie	Brown	Hybrid
Stacey	Butler	Hybrid
Dennis	Desmond	Absent
James	Egenrieder	Hybrid
John	Gallagher	Absent
Lesa	Gilbert	Proxy to K. Ashmore
Daniel	Gomez	Absent
Annette	Haggray	Proxy Provided To Vice-Chair
Ellen	Harpel	Hybrid
Tricia	Jacobs	Proxy Provided To Vice-Chair
William	Lopez	Proxy Provided To Vice-Chair
Marian	Marquez	Proxy to A. Cooley
Kris	Martini	Hybrid
Erik	Pages	Hybrid
Sean	Steele	Proxy Provided To Vice-Chair
Brian	Stout	Hybrid
G. Tyler	Tenbrink	Absent
Crystal	Thrower	Hybrid
Fernando	Torrez	Hybrid
Monica	West	Hybrid
Elizabeth	Yoder	Present-Virtual; Medical

**STAFF**

Alamelu Dev (One-Stop Operator), David Remick

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## **MOTIONS & ACTIONS/VOTES**

No individuals provided public comment.

March 21, 2024 Regional Workforce Council Consent Agenda was approved.

- The Council unanimously supported the motion 25-0.

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

## **June 7, 2024 Executive Committee Meeting Minutes**



ALEXANDRIA/ARLINGTON  
REGIONAL WORKFORCE COUNCIL

**MEETING MINUTES OF THE HYBRID  
ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL'S  
EXECUTIVE COMMITTEE MEETING**

June 7, 2024

The **ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL** convened its meeting at **8:32am** on **June 7, 2024**.

**ATTENDANCE**

Meeting Type (Hybrid/Virtual--Dropdown)		Hybrid
Shekera	Alvarado	Present-Virtual
Stacey	Butler	Present-Virtual
William	Lopez	Absent
Alberto	Marino	Present-Virtual
Sean	Steele	Present-Virtual
Monica	West	Present-Virtual

**STAFF**

Alamelu Dev (Virtual), David Remick (In-Person)

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**MOTIONS & ACTIONS/VOTES**

June 20, 2024 Regional Workforce Council Meeting Packet/Consent Agenda was reviewed and approved.

- The Executive Committee unanimously supported the motion 5-0.

Meeting adjourned at **9:00am**.



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

Table 1 S.No.	Period (PY2023 - July 2023 to June 2024)	Q3 (Jan-Mar 2024)		
	Data measure	WDC	AEC	Total
1	Career Services customer satisfaction results	100%	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)	2292	630	2922
5	Total One-Stop Center Visitors (unduplicated)	2174	413	2587
6	Total calls to center	797	697	1494
7	New WIOA Title I Adult Participants	11	15	26
8	New WIOA Title I Dislocated Workers Participants	0	1	1
9	New WIOA Title I Youth Participants	5	0	5
10	Total New participants	16	16	32
11	Active WIOA Title 1 Adult Participants	54	34	88
12	Active WIOA Title I Dislocated Workers Participants	4	2	6
13	Active WIOA Title I Youth Participants	15	0	15
14	Total Active participants	73	36	109

Data Source:  
Measures #1 to #6 - Respective One-Stop Centers  
Measures #7 to 14 - AARWC Data Administrator  
Measure #6 - includes client requests on benefits information

PY 23 - YTD(Q1-Q3)		
WDC	AEC	Total
86%	annual data	n/a
100%	annual data	n/a
annual data		
6014	1815	7829
5867	1233	7100
2517	2102	4619
28	51	79
1	7	8
12	0	12
41	58	99
126	86	212
11	10	21
32	0	32
169	96	265

Table 2 S.No.	Period (PY2023 - July 2023 to June 2024)	PY 23 - Q1-Q3		
	WIOA Title 1 Performance Items	WDC	AEC	Regional Total
	Adults			
1(a)	Employment 2nd Quarter after Exit (#)	15/24	12/13	27/37
1(b)	Employment 2nd Quarter after Exit (%)	62.5%	92.3%	73%
2(a)	Employment 4th Quarter after Exit (#)	12/21	16/19	28/40
2(b)	Employment 4th Quarter after Exit (%)	57.1%	84.2%	71%
3(a)	Credential Attainment Rate (#)	10/14	12/15	22/29
3(b)	Credential Attainment Rate (%)	71.4%	80.0%	75.90%
4	Median Earnings 2nd Quarter after Exit	not available by center		\$9,398
5(a)	Measurable Skill Gains (#)	30/42	25/34	55/76
5(b)	Measurable Skill Gains (%)	71.4%	73.5%	72.4%
	Dislocated Workers			
6(a)	Employment 2nd Quarter after Exit (#)	3/6	4/5	7/11
6(b)	Employment 2nd Quarter after Exit (%)	50.0%	80%	63.60%
7(a)	Employment 4th Quarter after Exit (#)	2/4	3/3	5/7
7(b)	Employment 4th Quarter after Exit (%)	50.00%	100.00%	71.40%
8(a)	Credential Attainment Rate (#)	3/4	1/3	4/7
8(b)	Credential Attainment Rate (%)	75%	33%	57.1%
8	Median Earnings 2nd Quarter after Exit	not available by center		\$22,933
10(a)	Measurable Skill Gains (#)	2/3	4/5	6/8
10(b)	Measurable Skill Gains (%)	66.7%	80.0%	75.0%
	Youth			
11(a)	Employment 2nd Quarter after Exit (#)		n/a	8/10
11(b)	Employment 2nd Quarter after Exit (%)	80.0%	n/a	80.0%
12(a)	Employment 4th Quarter after Exit (#)		n/a	10/11
12(b)	Employment 4th Quarter after Exit (%)	90.9%	n/a	90.9%
13(a)	Credential Attainment Rate (#)	1/3	n/a	1/3
13(b)	Credential Attainment Rate (%)	33%	n/a	33%
14	Median Earnings 2nd Quarter after Exit			\$4,198
15(a)	Measurable Skill Gains (#)	3/7	n/a	3/7
15(b)	Measurable Skill Gains (%)	43%	n/a	43%

PY23 Goals
79.0%
78.2%
75.0%
\$6,100
85.3%
85.4%
82.5%
70.0%
\$8,900
69.2%
75.3%
80.30%
68.5%
\$3,250
80.5%

## **WIOA Youth Services Waiver**

## **WIOA Title I Youth Program Procurement – Local Waiver**

### Issue

- Workforce Innovation and Opportunity Act (WIOA) requires the competitive procurement of Title I Youth Services, unless they are being performed by the local grant recipient.
- Alexandria/Arlington Region's grant recipient, Arlington County Government, would like to continue to perform Title I Youth Services at the Alexandria Workforce Development Center and Arlington Employment Center.

### Background

The Department of Labor has issued the Final Rules to implement Title I of the Workforce Innovation and Opportunity Act (WIOA). The Final Rules provides the local grant recipient and Local Workforce Development Board (LWDB) flexibility to award grants or contracts for youth services in accordance with WIOA sec. 123.

As it relates to competitive selection requirement, 20 CFR Part 681, *Youth Activities under Title I of the Workforce Innovation and Opportunity Act*, has language that addresses questions and concerns regarding procurement of WIOA Title I Youth Program services. In particular, Subpart C – *Youth Program Design, Elements, and Parameters*, Section 681.400 language clarifies that the competitive procurement requirements in Sec. 123 of WIOA apply only if the LWDB chooses to award grants or contracts to youth service providers to provide some or all of the youth program elements.

The 14 youth program elements are:

1. Tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies.
2. Alternative secondary school offerings or dropout recovery services.
3. Paid and unpaid work experiences with an academic and occupational education component.
4. Occupational skill training, with a focus on recognized postsecondary credentials and in-demand occupations.
5. Leadership development activities (e.g., community service, peer-centered activities).
6. Supportive services.
7. Adult mentoring.
8. Follow-up services for at least 12 months after program completion.
9. Comprehensive guidance and counseling, including drug and alcohol abuse counseling.
10. Integrated education and training for a specific occupation or cluster.
11. Financial literacy education.
12. Entrepreneurial skills training.
13. Services that provide labor market information about in-demand industry sectors and occupations.
14. Postsecondary preparation and transition activities.

The Alexandria/Arlington WIOA Title I Youth Program has met a majority its past performance goals and maintained financial integrity. Title I Youth Program Funding is \$283,050.54 for FY25/PY24.

### The Region's Youth Services Program Design

Alexandria Workforce Development Center and Arlington Employment Center perform the “framework services” for the region’s Title I Youth program. These framework services include intake, objective assessments, development of individual service strategies, case management, supportive services, and follow-up services. Both Centers partner with the following local government and nonprofit partners to provide free services to their youth customers for the 14 youth program elements:

Youth Program Element	Provider
1. Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent.	<ul style="list-style-type: none"> <li>• Sylvan Learning Center</li> <li>• Alexandria City Public School, GED Program, Adult Education High School Diploma</li> <li>• Arlington Public School, GED Program, Adult Education High School Diploma</li> </ul>
2. Alternative secondary school services, or dropout recovery services, as appropriate.	<ul style="list-style-type: none"> <li>• Alexandria City Public School, GED Program</li> <li>• Alexandria City Campaign on Adolescent Pregnancy</li> <li>• Substance Abuse Prevention Coalition of Alexandria City</li> <li>• Alexandria City Court Service Unit</li> <li>• Arlington Public School, GED Program</li> </ul>
3. Paid and unpaid work experience that have as a component academic and occupational education, which may include – <ul style="list-style-type: none"> <li>• Summer employment opportunities and other employment opportunities available throughout the school year;</li> <li>• Pre-apprenticeship programs;</li> <li>• Internships and job shadowing, and</li> <li>• On-the-job training opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Local Employer Referrals from the Centers’ Business Services Teams</li> <li>• Project Discovery: <i>Empowerment and College Preparation</i></li> </ul>
4. Occupational skills training which may include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area	<ul style="list-style-type: none"> <li>• Alexandria/Arlington Regional Workforce Council, Eligible Training Providers List</li> </ul>
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster	<ul style="list-style-type: none"> <li>• Alexandria/Arlington Regional Workforce Council, Eligible Training Providers List</li> </ul>
6. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours, as appropriate.	<ul style="list-style-type: none"> <li>• Project Discovery: <i>Empowerment and College Preparation</i></li> <li>• Alexandria Mentoring Partnership</li> <li>• Alexandria Court Services Unit</li> </ul>

7. Supportive Services ( <i>Linkages to community services</i> ) <ul style="list-style-type: none"> <li>• Transportation</li> <li>• Childcare</li> <li>• Housing and Accommodation for youth with disabilities</li> <li>• Uniforms</li> <li>• Referrals to Healthcare</li> <li>• Educational Testing</li> </ul>	<ul style="list-style-type: none"> <li>• Alexandria City Department of Community and Human Services</li> <li>• Arlington Department of Human Services</li> <li>• Legal Services of Northern Virginia</li> <li>• Washington Metropolitan Area Transit Authority</li> </ul>
8. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months	<ul style="list-style-type: none"> <li>• Various partnerships with local and regional mentorship-focused CBOs</li> </ul>
9. Follow-up services for not less than 12 months after the completion of participation, as appropriate	<ul style="list-style-type: none"> <li>• Alexandria Workforce Development Center</li> <li>• Arlington Employment Center</li> </ul>
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.	<ul style="list-style-type: none"> <li>• Various partnerships with local and regional counseling-focused CBOs</li> </ul>
11. Financial literacy education	<ul style="list-style-type: none"> <li>• Truist Bank</li> </ul>
12. Entrepreneurial skills training	<ul style="list-style-type: none"> <li>• Business Development Assistant Group</li> </ul>
13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.	<ul style="list-style-type: none"> <li>• Alexandria/Arlington Regional Workforce Council</li> <li>• Virginia Employment Commission</li> </ul>
14. Activities that help youth prepare for and transition to postsecondary education and training.	<ul style="list-style-type: none"> <li>• Alexandria City Public Schools</li> <li>• Arlington Public Schools</li> <li>• Project Discovery: <i>Empowerment and College Preparation</i></li> <li>• Volunteer Alexandria</li> </ul>

When the Centers cannot procure free services to perform the 14 youth program elements they will follow local government procurement procedures to purchase services for their youth customers.

#### Action Requested

- The local grant recipient would like the Regional Workforce Council to approve a local waiver to allow Alexandria Workforce Development Center and Arlington Employment Center to continue to perform Title I Youth Services for Program Year 2024 (FY25).

Approved:

\_\_\_\_\_  
 Chair, Alexandria/Arlington Regional Workforce Council

\_\_\_\_\_  
 Date

## **Arlington WIOA Career Services RFP Update**

**Waiver Request for Governor's Approval for Local Workforce Development  
Board to Provide Workforce Innovation and Opportunity Act (WIOA)  
Individualized and Follow-up Career Services  
&  
Amendment to Virginia Career Works Alexandria/Arlington  
Talent Development Plan**

Date: June 20, 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

Pursuant to the Workforce Innovation and Opportunity Act of 2014, Title I, Chapter 2, Section 108 the Alexandria/Arlington Regional Workforce Council is required to submit to the Governor a comprehensive four-year local workforce development area plan. In partnership with Alexandria City's and Arlington County's Chief Elected Officials, the Alexandria/Arlington Regional Workforce Council created a Talent Development Plan in 2020 with involvement by members of the workforce development, education, economic development, and business communities.

The plan was updated on February 3, 2023, to ensure that the local workforce system continues to offer programs and services that provide employers' access to qualified workers and equip job seekers to compete in today's job market.

The plan was updated on December 14, 2023, at the request of Arlington Department of Human Services. The Alexandria/Arlington Regional Workforce Council and Arlington's Chief Elected Official approved an amendment to the Talent Development Plan to allow Arlington's WIOA Adult/Dislocated Worker Services to be competitively procured. Prior to this vote, competitive procurement was not an option available to Arlington County in the plan.

On June 20, 2024, the Alexandria/Arlington Regional Workforce Council approved an amendment to the Talent Development Plan, as well as the submission of this waiver request, to allow Arlington County Department of Human Services staff to continue to perform WIOA Individual Career and Follow-up Services until a vendor is awarded by Arlington County Government and



the vendor is ready to assume these WIOA responsibilities. It is anticipated that a vendor will be ready to assume WIOA services for Arlington County in September 2024.

#### AUTHORIZATION

The undersigned approve of this amendment to the Alexandria/Arlington Regional Talent Plan and the submission of this waiver request.

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**Chair, Local WDB**

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**Date**

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**Chair, CLEO**

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**Date**

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**Executive Director, LWDB**

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**Date**

**Consent Agenda Ends**

**Panel Discussion:**  
**How Did You Establish Your Work Experience Program at Your Company?**

**June 20, 2024**  
**8:35am to 9:30am**  
**Via MS Teams**

What We Are Trying To Learn

What are the resource requirements, both financial and non-financial, that employers need to establish a work experience program?

Speakers

- Margaret Archer, NextUp Solutions
- Stacey Butler, CVS Health
- William Lopez, Buildwithin
- Alberto Marino, Washington Metropolitan Transit Authority
- Crystal Thrower, Metropolitan Washington Airports Authority

Questions for the Speakers

There are four rounds of questions. Each round has an overall theme and all the questions assigned to each theme will be presented to the panel.

1. Budget Implications:
  - How much does the business have to budget for work experience, annually, beyond the participant's salary (if provided)? What expenses does the budget cover?
  - What are the indirect costs of work experience, include overhead, human resources capacity, office space, and other "red tape" items?
2. HR Implications:
  - What HR policy considerations did you have to make to accept work experience participants?
  - What kinds of employment classifications/categories are participants brought in on?
  - Do you have legal agreements in place to support your work experience effort and, if so, who are they between?
  - How does the hiring and application process for work experience differ from that of permanent employees?
  - Did you have to setup a new performance/accountability system for the work experience?
3. Supervision of Participant:
  - How do you ensure that the supervisor who is assigned to train the participant is taught how to perform this extra role? Is there a cost to supervisor training?
  - How is the supervisor compensated for the additional workload?

- What if any additional resources/support is the supervisor provided?
  - If you accept multiple work experience participants, what is the ratio of participants to supervisor?
4. Business Need and Culture:
- Why did you decide to start work experience at your company?
  - What has been the return-on-investment for providing work experience opportunities?
  - How did your culture adapt to work experience?
  - What professions/job types within your organization typically provide this? (ie. Finance, Programs etc)

### Definitions

- Work Experience: A period of time during which a young person, usually a student, works for a company or organization in order to get experience of a particular type of work. Networking, work experience, and job shadowing are used as steps on the path to employment and career transitions.
- Registered Apprenticeship: An industry-driven, high-quality career pathway where employers can develop and prepare their future workforce, and individuals can obtain paid work experience, receive progressive wage increases, classroom instruction, and a portable, nationally-recognized credential. Registered Apprenticeships are industry-vetted and approved and validated by the U.S. Department of Labor or a State Apprenticeship Agency.
- Internship: The position of a student or trainee who works in an organization, sometimes without pay, in order to gain work experience or satisfy requirements for a qualification.
- One-The-Job Training: Training that a person is given while doing a job and getting paid.
- Job Shadow: A type of on-the-job training that allows an interested employee to follow and closely observe another employee performing the role.