



ALEXANDRIA / ARLINGTON REGIONAL

Workforce Council

MEETING AGENDA
December 3, 2015
8:00 am to 10:00 am

Welcome Message	<i>Daniel Gomez</i>
Presentation: ACPS Adult Education Update	<i>Teri Barnett</i>
Presentation: NOVA Road Map to Regional Success Update	<i>Jim Egenrieder</i>
Survey: 24/7 Workforce Study	<i>Cynthia Richmond & David Remick</i>
Update: WIOA Implementation <ul style="list-style-type: none">• Executive Committee Update• Bylaws & 2016 Local Policies• Extension of 2105 Local Policies• Regional Convener Declaration	<i>Daniel Gomez & David Remick</i>
Update: Economic Development, Education, & Workforce Partners	<i>Various Speakers</i>
New Business	<i>Daniel Gomez</i>
Adjourn	<i>Daniel Gomez</i>

UPCOMING MEETINGS

March 3, 2016

June 23, 2016

8:00 am to 10:00 am

Arlington County Department of Human Services

2100 Washington Blvd, Lower Level Auditorium

Arlington, VA 22204

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



ALEXANDRIA / ARLINGTON REGIONAL

Workforce Council

September 24, 2015

**Arlington County Department of Human Services, Lower Level Auditorium
2100 Washington Blvd., Arlington, VA 22204
8:00 a.m. to 9:30 a.m.**

Attendance: Lisa Bauer, Karen Baugh, Patrick Brennan, Sherri Chapman, Alessandra Colia, Lee Coyle, Dennis Desmond, Howard Feldstein (One-Stop Operator), Lorinzo Foxworth, Daniel Gomez (Chair), David Harris, Carolyn Jones (One-Stop Operator), Elizabeth Jones-Valderama, Stephanie Landrum, Kevin Lynch, Kris Martini, Marc Olmsted, Erik Pages, Dori Ramsey, Cynthia Richmond, Kate Roche, Marie Schuler, Rick Slusher, Darren Tully

Absent: Eduardo Achach, Jeanne Booth, Daniel Clarkson, Winoka Clements, Richard Gordon, Ellen Harpel, Alberto Marino, Lisa Miragliuolo, Sara Price, Ann Randazzo, Andrea Rubino

Guests: Duane Rohr, Jonathan Weiss

The meeting was called to order at 8:05 a.m.

A motion was made, seconded, and the minutes of July 23, 2015 were unanimously approved.

PRESENTATIONS:

- **Military & Defense Contractor Workforce Situation/Trends:** Jonathan Weiss provided an overview on the current situation and trends of military and defense contractor workforce. Two new initiatives are underway – DoD Skill Bridge and Force of the Future; both are designed to transition career soldiers from military to civilian workforce with skill-ready credentials.
- **CVS Health's Staffing and Workforce Demand:** Duane Rohr provided an overview on the growth/expansion of the company. CVS has the following in-demand positions - Store Management and Pharmacy Technician Trainees. CVS will be hosting a Job Fair on September 28, 2015 from 10:00 a.m. to 1:00 p.m., at the Arlington Employment Center.

WIOA IMPLEMENTATION UPDATE:

- **Executive Committee Creation:** This committee will define the work of the Council over the next year, gather data from staff that will help inform the Council's efforts, develop the Council's Bylaws and List of Committees, develop the Council's Local WIOA Policies, and recommend and develop a process for Council approval of Eligible Training Providers. The Committee will meet on the 2nd Friday of each month from 8:30 a.m. to 9:30 a.m. by phone or in-person. The Committee members are Dennis Desmond, Richard Gordon, Ellen Harpel, and Dori Ramsey. The Committee will be led by Daniel Gomez and Eric Pages. A motion was made to establish the Executive Committee, seconded, and unanimously approved.
- **GO Virginia:** This is a state-wide grassroots campaign to mobilize business and community leaders, partners in education and government, and interested citizens to work for state policies that will help secure a future of expanding opportunity for all Virginians. A motion was made to

allow Chair Gomez to sign up for the GO Virginia Initiative, seconded, and unanimously approved.

- **Extension of Local Policies:** A motion was made to extend the current set of local WIA policies to the end of the year. It was seconded and unanimously approved.
- **Regional Convener Declaration:** This requirement to HB1986 is up for public comment. A vote will be made to accept the Declaration at the Council's December 3, 2015 meeting.

ECONOMIC DEVELOPMENT, EDUCATION AND WORKFORCE PARTNERS UPDATE:

- Stephanie Landrum provided highlights of economic development activities in Alexandria.
- Cynthia Richmond provided highlights of economic development activities in Arlington.
- Sherrie Chapman provided an overview of Alexandria City Public School programs.
- Kris Martini announced a new initiative "Arlington Tech".
- Lorinzo Foxworth provided highlights from Northern Virginia Community College.
- Carolyn Jones reported that Alexandria WDC partnered with Together We Bake for their Culinary Arts Program. 11 out of the 12 participants completed their SafeServ Credentials.
- Howard Feldstein reports that on October 17, 2015 the Arlington Employment Center will host its 5th Annual Career Fair at George Mason University.

NEW BUSINESS:

- Eric Pages announced that Arlington's WERA AM Community Radio Station will go live on December 9, 2015. This will be a great forum for communities and businesses to talk about their services and products.

The meeting was called to close at 9:35 a.m. The next meeting is on December 3, 2015 at 8:00 a.m. in Arlington Department of Human Services' Lower Level Auditorium.



ALEXANDRIA / ARLINGTON REGIONAL
Workforce Council

COUNCIL BY-LAWS

**ARTICLE I
NAME OF THE BODY**

The name of the body, for which the By-laws pertain, is the Alexandria/Arlington Regional Workforce Council, hereinafter referred to as the "Workforce Council." Where a conflict arises between these By-laws and any applicable law, rule, or regulations, such law rule, or regulation shall control.

**ARTICLE II
PURPOSE**

The Workforce Council was established by joint agreement between the Alexandria City Council and the Arlington County Board, in accordance with the Workforce Innovation and Opportunity Act of 2014, (Public Law 113-128), hereinafter referred to as "WIOA", and in accordance with policies established by the Commonwealth of Virginia. It is the purpose of the Workforce Council to work in partnership with the Chief Local Elected Officials of the City of Alexandria and Arlington County to provide guidance and to coordinate and conduct oversight with respect to activities of the Alexandria/Arlington Workforce Development Consortium and its local system. The responsibilities of the Workforce Council are set forth in the Agreement between the Chief Local Elected Officials of the City of Alexandria and Arlington County and the Local Workforce Development Board. The Workforce Council, serving as the Local Workforce Development Board for the City of Alexandria and Arlington County, may exercise all powers authorized by law in the manner provided therein.

**ARTICLE III
MEMBERSHIP**

Members of the Workforce Council are appointed by the Chief Local Elected Officials of the City of Alexandria and the Arlington County Board. Membership will be comprised of thirty-four members and in the following composition: each jurisdiction will be responsible for appointing nine private sector members and three workforce representatives which must include labor organizations and representatives of apprenticeship programs, and may also include community-based organizations. Membership will also include a representative from each jurisdiction for each of the following institutions mandated for presence by WIOA including secondary educational providers, economic development agencies, and human services partners. Membership will include one regional representative for each of the following entities; an ex-offender employment services provider, post-secondary educational provider, a vocational rehabilitation agency, and the Virginia Employment Commission.

Nominations to the Workforce Council must be submitted to the appropriate Chief Local Elected Official in either the City of Alexandria or Arlington County, as determined by Workforce Council assigned staff. Nominations may be made from a variety of sources, including business organizations, local educational entities, and local labor organizations. Nominations shall be sought in accordance with applicable policies of the Commonwealth of Virginia. Appointments to the Workforce Council will be made by the Chief Local Elected Official of each jurisdiction. Workforce Council member appointments will be for three-year terms. Members may be reappointed to successive terms without limitation.

Resignation by a Workforce Council member shall be submitted to the Workforce Council Chairperson and the Chief Local Elected Official, whichever was the appointing body. The position will then be filled for the remainder of the term, according to policies established by the Commonwealth of Virginia.

A Certification Form for Workforce Council appointments is submitted to the Commonwealth of Virginia, as required. The Workforce Council membership will be certified by the Commonwealth of Virginia.

A Workforce Council member must attend at least 75% of the yearly committee meetings. Absences may be excused because of personal illness or serious illness of members of the immediate family, death of a family member, unscheduled or unforeseen business trips, and emergency work assignments only. All other absences are recorded as unexcused. A Workforce Council member may be removed for failing to disclose a conflict of interest or otherwise violating the conflict of interest provision in the By-laws.

ARTICLE IV OFFICERS

The Workforce Council will elect its Chairperson and Vice Chairperson from among its business members. The Chairperson and the Vice Chairperson shall be elected for corresponding two-year terms.

In the absence of the Chairperson, the Vice Chairperson shall preside at meetings and perform such duties as are required by the Workforce Council. In the absence of both officers, the Chairperson shall appoint a Workforce Council member to preside for that specific meeting.

ARTICLE V MEETINGS

The Workforce Council shall meet at the call of the Chairperson. Members shall be advised in advance of the time and place of regular or special meetings. The presence of one-half, plus one of the current membership of the Workforce Council shall constitute a quorum to conduct business. Meetings of the Workforce Council are conducted in an open manner, are held in accessible locations, and with advance notice provided to the general public. All meetings shall be held in accordance with policies set forth by the Commonwealth of Virginia and the Virginia Freedom of Information Act.

**ARTICLE VI
VOTING**

Matters brought before the Workforce Council may be resolved by a simple majority of the members present, provided a quorum is present as described above. Each member of the Workforce Council shall be entitled to one vote, subject only to the reservation in ARTICLE IX, Conflicts of Interest. The Chairperson shall vote only if needed to break a tie.

**ARTICLE VII
ATTENDANCE AT MEETINGS**

Acceptance of membership on the Workforce Council signifies intent to participate in the activities of the Workforce Council and to attend the meetings of the Workforce Council.

Workforce Council assigned staff shall inform the Workforce Council Chairperson of any instance in which an appointed member is absent without explanation from regularly scheduled meetings of the Workforce Council. The Chairperson may then direct staff to contact that individual to ascertain whether or not he/she intends to participate in future meetings and activities.

**ARTICLE VIII
COMMITTEES**

An Executive Committee shall be initially established, consisting of the Chairperson, Vice Chairperson, and any other member as designated by the Chairperson. At the call of the Chairperson, this committee shall meet when necessary to develop the strategic plan of the Workforce Council and other activities as outlined in WIOA Section 107(b)(4). The Chairperson will make a report on the Executive Committee's decisions at the next full Workforce Council meeting.

Committees and task groups may be established by the Chairperson of the Workforce Council as deemed necessary to perform specific activities outlined in WIOA Section 107(b)(4). The Chairperson of the Workforce Council shall be an "ex-officio" member of all committees. The Workforce Council Chairperson may appoint individuals from inside and outside of the membership of the Workforce Council to serve on any committee at any time. Appointments by the Chairperson must be approved by a majority vote of Workforce Council members present at next Workforce Council Meeting. The Workforce Council Chairperson may designate the Chairperson of all such committees and the terms of service. The provisions Article V apply to committee meetings.

**ARTICLE IX
CONFLICT OF INTEREST**

All Workforce Council members serve a public interest and trust role and have a clear obligation to conduct all affairs in a manner consistent with this concept. All decisions of the Workforce Council are to be based on promoting the workforce system, including employers and job seekers of the City of Alexandria and Arlington County. To this end, the Workforce Council will adopt a Conflict of Interest policy consistent with that of the Commonwealth of Virginia, the City of Alexandria, and Arlington County. This policy will be the Alexandria/Arlington Regional Workforce Council Conflict of Interest policy.

**ARTICLE X
PARLIAMENTARY AUTHORITY**

It is the sense of the Workforce Council that meetings shall be conducted in an information atmosphere in order to encourage a free exchange of ideas; however, the rules contained in Robert's Rules of Order shall guide the Workforce Council.

**ARTICLE XI
AMENDMENT OF THE BY-LAWS**

By-laws may be amended at any regular meeting of the Workforce Council by a majority vote of the total membership, provided that there is a quorum of members present, and providing that the amendment has been submitted in writing at the previous regular meeting of the Workforce Council.

**ARTICLE XII
EFFECTIVE DATE**

The By-laws shall become effective as of the date of the adoption by the Workforce Council.

Chairperson, Alexandria/Arlington Regional Workforce Council

Date Adopted



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Alexandria/Arlington Regional Convener Declaration – DRAFT FOR PUBLIC COMMENT

Background

In March 2015, the Governor signed into Virginia Code HB1986 which amended how the Commonwealth coordinates statewide delivery of workforce development and training programs and activities. This new law included the following "Regional Convener Designation" requirement:

§2.2-2472.1. Regional convener designation required; development of regional workforce pipelines and training solutions.

A. As used in this section, "regional convener" means the local workforce development board having responsibility for coordinating business, economic development, labor, regional planning commissions, education at all levels, and human services organizations to focus on community workforce issues and the development of solutions to current and prospective business needs for a skilled labor force at the regional level.

B. As a condition of receiving WIOA funds, each local workforce development board shall either be designated as the regional convener for the WIOA region or enter into a memorandum of agreement supporting the public or private entity identified as serving as the regional convener.

C. Each regional convener shall develop, in collaboration with other workforce development entities in the region, a local plan for employer engagement. The plan shall (i) specify the policies and protocols to be followed by all of the region's workforce development entities when engaging the region's employers, (ii) address how the region's workforce entities will involve employers in the formation of new workforce development initiatives, and (iii) identify what activities will be undertaken to address employers' specific workforce needs. Each region's plan should be reviewed by the Virginia Board of Workforce Development, and the board should recommend changes to the plans to ensure consistency across regions.

Declaration

On December 3, 2015, the Alexandria/Arlington Regional Workforce Council will vote to approve the following declaration:

As required by VA HB1986 section 2.2-2472.1, the Alexandria/Arlington Regional Workforce Council designates itself as the "Regional Convener" serving Alexandria City and Arlington County, Virginia. The Council, serving as the local Workforce Innovation and Opportunity Act Workforce Development Board, coordinates businesses, economic development agencies, labor, planning commissions, education institutions, and human services organizations in our region to focus on community workforce issues and develop solutions to current and prospective business needs for a skilled labor force.

Please direct all comments to dremick@arlingtonva.us by 5:00pm EST on November 20, 2015.