



ALEXANDRIA / ARLINGTON REGIONAL

Workforce Council

EXECUTIVE COMMITTEE MEETING AGENDA

November 17, 2017

8:30 am to 9:30 am

Welcome Message

Daniel Gomez

One-Stop Operator Update

Alamelu Dev

LWDA 12 Update

David Remick

- Review of New Local WIOA Policy Changes
- Eligible Training Provider List Renewals
- Review of 12/7 RWC Meeting
- Membership Update

Next Steps/Adjourn

Daniel Gomez

UPCOMING EXECUTIVE COMMITTEE MEETINGS

February 9, 2018

June 15, 2018

8:30 am to 9:30 am

Arlington County Employment Center Conference Room

2100 Washington Blvd, 1st Floor

Arlington, VA 22204

**Alexandria/Arlington Regional Workforce Council
New LWDA 12 WIOA Policies Overview**

**OJT, Work Experience, and Transitional Jobs Policy
&
WIOA Self-Sufficiency Definition for Enrollment of Employed Applicants**

OJT, Work Experience, and Transitional Jobs Policy

- Revision to the existing OJT and Work Experience Policy.
- Recommends the inclusion of Transitional Jobs, or “TJ”, as an allowable WIOA activity for LWDA 12.
- TJ helps people with extreme barriers to employment who are either chronically unemployed or have inconsistent work histories establish work experience while they are receiving WIOA services.
- Participating employers can be for-profit businesses, non-profit entities, and government agencies.
- Up to 50% of the participant’s salary will be covered through WIOA funds. The employer is responsible for paying the balance of the salary to the participant.
- Work experience is short-term and paid through the participant’s ITA (ITA Cap: \$3,500).
- Requires WIOA staff to contact participant monthly.

WIOA Self-Sufficiency Definition for Enrollment of Employed Applicants

- New LWDA 12 Policy.
- Recommends the inclusion of the underemployed population as a group that can be served by LWDA 12’s WIOA Individual Career Services Program.
- Uses the “100% of the Lower Level Standard Income Levels” to determine whether income leads to self-sufficiency under WIOA Title I programs (100% LLSIL are provided by the Federal Government).

100% Lower Living Standard Income Level Chart

Metropolitan Statistical Areas (MSAs)	Family Size					
	1	2	3	4	5	6
Washington-Baltimore, DC/MD/VA/WV	16,602	27,207	37,345	46,097	54,405	63,627

For each family member above 6 add \$9,222.

- Will allow employed individuals who earn at or below 100% LLSIL to be eligible for WIOA Individual Career Adult and Dislocated Worker Services.
- LWDA 11 uses 150% LLSIL for Adults and 75% of lay-off wage for Dislocated Workers.
- LWDA 17 uses 200% LLSIL for Adults and 85% of lay-off wage for Dislocated Workers.

OJT, & WORK EXPERIENCE, & TRANSITIONAL JOBS POLICY

REFERENCES:

- 20 CFR Part 652
- 20 CFR 663.700
- 20 CFR 680.150
- 20 CFR 680.530
- 20 CFR 680.830
- 20 CFR 680.840
- 20 CFR 680.850
- 20 CFR 680.900
- WIOA Section 134(c) (3)(h)
- WIOA Section 134(d) (1-5)
-

LWDA-12 "Individual Training Account" Policy

DEFINITIONS:

"OJT" or "On the Job Training" or "OJT" means training by an employer that is provided to a paid employee while engaged in productive work in a job, knowledge or skills training that is essential to the full and adequate performance of the job, and training that provides reimbursement to the employer of up to 50% if a percent of the wage rate of the participant for the extraordinary costs of providing the training and additional supervision related to the training.

"Work Experience" is a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate. A work experience workplace may be in the private for-profit sector, the non-profit sector, or the public sector.

A "Transitional Job" or "TJ" is part of a portfolio of training services available to job seekers in Alexandria City and Arlington County. TJs seek to connect individuals with chronic unemployment or an inconsistent work history with opportunities to build work place skills and job history. TJ is a paid work experience that:

- Is time limited and subsidized;
- Is in the public, private, or nonprofit sector;
- Is provided to individuals with barriers to employment who are chronically unemployed or have an inconsistent work history;
- Is combined with comprehensive employment and supportive services; and
- Is designed to help participants establish a work history, demonstrate success in the workplace, and develop the skills that lead to entry into and retention in unsubsidized employment.

Labor standards apply in any OJT, Work Experience, or TJ where an employee/employer relationship, as defined by the Fair Labor Standards Act, exists.

An "individual with a significant barrier-to-employment" is a member of one or more of the following populations:

- Adult and youth ex-offenders;
- Basic skills deficient individuals;
- Homeless individuals;
- Lack of educational and/or occupational skills attainment;
- Living with a disability;

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.

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- Long-term unemployed;
- Low-income workers earning wages below self-sufficiency;
- Older workers;
- Poor work history and/or lack of work experience;
- Pregnant and parenting youth;
- Public assistance recipients (TANF, SNAP, SSI, Medicaid, etc.);
- Runaway youth;
- Youth in or previously in foster care.

Individuals with "chronic unemployment" or an "inconsistent work history" are those who:

- Have been unemployed for 13 weeks or longer;
- Were unemployed at least 26 of the past 52 weeks; or
- Have held three or more jobs in the past 52 weeks and are currently unemployed or underemployed.

PURPOSE:

The purpose of this policy is to establish guidelines for the arrangement of OJT, and Work Experience, and TJ where an individual will be able to learn an employment related skill, gain work experience, and/or qualify for a particular occupation through demonstration and practice.

POLICY:

Participant Eligibility

WIOA Adult, Dislocated Worker, and Youth Participants can be deemed eligible, after assessment, and in accordance with the Individual Employment Plan (IEP), have a substantial need for OJT, or Work Experience, or TJ. The participant must be an individual with a barrier to employment and a history of chronic unemployment or an inconsistent work history.

The This need for OJT, Work Experience, or TJ can include; an introduction of new technologies, introduction to new production or service procedures, upgrading to new jobs that require additional skills, workplace literacy, or other appropriate purposes, etc. that through an OJT or Work Experience meets the identified training needs of the participant, according to an IEP.

Supporting documentation proving eligibility is required.

Employer Eligibility:

- May be in the private-for-profit business, private nonprofit organization, or a public sector employer; public, private non-profit, or private sector;
- Must have been in business for at least one year;
- Must have adequate personnel to provide sufficient supervision and training;
- Must provide a minimum of 50% of the employee's wage throughout the training;
- Must provide a job description, benefits, and working conditions at the same level and to the same extent as other trainees or employees working a similar length of time and doing the same type of work;
- Must not have a history or pattern of failing to provide OJT, or Work Experience, or TJ participants with continued employment with wages, benefits, and working conditions that are equal to those provided regular employees who have worked a similar length of time and are doing the same type of work;
- Must not have relocated from any location in the United States within 120 days, if the relocation resulted in any employee losing his or her job at the original location;
- And must not use OJT, or Work Experience, or TJ assignments to displace regular employees, or to replace any employee on layoff.

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Commented [DR1]: 100% of wage can be paid for in TJ. 50% of wage for OJT. But with limited funds and for employers to have a stake in the participant, I recommend keeping it at 50%. FY1, only 10% of Adult/DW can be spent on TJ. For PY17, that is \$53,204 or 15 participants at \$3500 per.
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General Requirements

- OJT, Work Experience, or TJ must be combined with comprehensive career services and supportive services.
- OJT, Work Experience, or TJ placements should contribute to the occupational development and upward mobility of the participant.
- Per WIOA regulations (20 CFR 683.200(g)), "no individual may be placed in an employment activity if a member of that person's immediate family is directly supervised by or directly supervises that individual." For the purpose of this policy, the term "immediate family" includes a spouse, child, son-in-law, daughter-in-law, parent, mother-in-law, father-in-law, sibling, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, stepparent, stepchild, grandparent, and grandchild.

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OJT, Work Experience, or TJ Length

OJT, Work Experience, or TJ must be time limited (no more than 6 months and preferably 8 to 12 weeks) and require at least fifteen (15) but not more than forty (40) hours of work per week.

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WIOA Funding Levels

All OJT or TJ placements must be paid at least the minimum wage (\$7.25/hr, at the effective date of this policy).

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Payments to Employers

Payments are deemed to be compensable for the extraordinary costs associated with training participants. This includes additional supervision, training, and the costs associated with the lower productivity of the participants, those extraordinary costs are documented by the employer, and must not be in excess of 50% percent of the wage rate of the OJT or Work Experience or TJ participant.

Because OJT and Work Experience are pre-vocational services, the relationship between the WIOA participant and the employer that volunteers to provide the site for the work experience or internship activity for the WIOA program does not constitute an employer/employee relationship. WIOA payments to participants in OJT or Work Experience are incentives for progress and attendance in an intensive service, not compensation for work performed for an employer. The payments are not considered earned income for tax purposes nor are the payments reportable on a 1099-MISC or W-2.

For OJT and TJ, the relationship is that of employer/employee and payments to the participant are provided by the employer and treated as taxable income. WIOA payments to participants in OJT or Work Experience are incentives for progress and attendance in an intensive service, not compensation for work performed for an employer. The payments are not considered earned income for tax purposes nor are the payments reportable on a 1099-MISC or W-2.

OJT or Work Experience and TJ payments to the employer and Work Experience payments to the participant are to be made from a the participant's Individual Training Account (ITA). Total payment amount cannot exceed LWDA 12's ITA limit, unless the Workforce Council Executive Director approves of revised limit provides an ITA waiver.

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Duration

An OJT or Work Experience contract must be limited to the period of time required for a participant to become proficient in the job for which the training is designed. In determining the appropriate length of the contract, consideration should be given to the skill requirements of the job, the academic and occupational

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~~skill level of the participant prior work experience, and the participant's individual employment plan.~~

Process

Participants will market themselves to employers as eligible for OJT or Work Experience, either verbally or with a referral form provided to them. If interested in a potential contract, the employer is to contact the WIOA Program Coordinator at the appropriate One-Stop Center.

A review of the employer will ensure that the employer has, or forecasts, sufficient work to provide long-term regular employment for the participant. An on-site visit will ensure that the employer has the necessary equipment, materials and supervision to conduct the training. Consideration will be given to the percentage of subsidized training positions assigned to a particular employer. This ratio shall not exceed 25% of the workforce.

The employer will provide a job description of the occupation as performed in the company and a concise outline of the ~~OJT_~~OJT_ or T to be given, tasks to be learned, and the approximate hours of training required for each task. Once this information is provided, the WIOA Program Coordinator will determine the length of the training period and the hourly wage that will be covered by the ~~OJT_~~OJT_ or T Experience_ contract.

If the employer is agreeable to the length of training and the covered wage, then the contract will be prepared. This contract must be in place prior to the start of training. When the contract is completed, it will be taken to the employer for his or her signature.

Case Management & Monitoring

The WIOA Case Manager is responsible for ensuring the participant's skill levels will result in the successful completion of the ~~OJT_~~OJT_ or T activity.

- a. A Training Plan and ~~OJT_~~OJT_ or T Agreement that articulates the learning that is to take place, the length of the experience and the competencies that must be mastered must be completed and signed prior to the start of the experience.
- b. The ~~case manager~~Manager shall make contact with the participant at a minimum once each month and shall keep in the participant's file progress of the participant's work experience. Concerns and corrective action necessary to accomplish the objectives shall be recorded and appropriate action and follow-up shall be documented.
- c. A minimum of one on-site monitoring visit must be made during the time of active training of a participant ~~at~~ the worksite.
- d. Time and attendance records must be reviewed prior to forwarding requests for incentive payments.

WIOA SELF-SUFFICIENCY DEFINITION FOR ENROLLMENT OF EMPLOYED APPLICANTS

REFERENCES

- WIOA sec. 3(36)
- WIOA sec. 3(24)
- WIOA sec. 134(c)(3)(A)
- 20 CFR 680.600
- 20 CFR 680.640
- 20 CFR 680.780

PURPOSE

In addition to providing career and training services to individuals who are unemployed, there remains a significant population of job seekers who are underemployed. Individuals who are underemployed may include:

- Individuals employed less than full-time who are seeking full-time employment;
- Individuals who are employed in a position that is inadequate with respect to their skills and training;
- Individuals who are employed who meet the definition of a low-income individual in WIOA Sec. 3(36); and
- Individuals who are employed, but whose current job's earnings are not sufficient compared to their previous job's earnings from their previous employment.

POLICY

Under WIOA regulations, training services may be made available to employed and unemployed adults and dislocated workers who, among other criteria, are:

- Unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services, and
- Are in need of training services to obtain or retain employment leading to economic self-sufficiency or wages comparable to or higher than wages from previous employment.

WIOA program staff may enroll employed adults and dislocated workers when:

- An applicant's current wage/income does not provide for self-sufficiency as defined by the Alexandria/Arlington Regional Workforce Council's WIOA Self Sufficiency Policy; and
- WIOA program staff determines that WIOA services may assist the applicant in obtaining/progressing to a self-sufficient wage.

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**November 17, 2017 Executive Committee Meeting
Training Provider Applicant Overview**

Arlington Public Schools – REEP

- NEW PROGRAM APPLICATION
- Programs: ESOL/ServSafe Food Manager Certification Program, NorthStar Digital Literacy Course
- Tuition: ESOL - \$250 to \$310 depending on number of hours/ServSafe Food Handler and Food Safety Manager Certification - \$149, NorthStar Digital Literacy Course - \$149
- Career Pathways: Culinary, Administration Assistant
- No information found about this organization from the Better Business Bureau
- Educational Institution since 1995
- Registered under Internal Revenue Service I.D. No. 54-6001128
- Students can receive financial assistance through the Janice Gentry Memorial Scholarship
- STAFF RECOMMENDATION: APPROVE (Will need to provide plan for tracking performance data for new program(s))

Center for Employment Training

- RECERTIFICATION & NEW PROGRAM APPLICATION
- Programs: Medical Assistant (New Program), HVAC and Building Maintenance (Recertification)
- Tuition: Medical Assistant - \$11,954.00/Building Maintenance - \$11,954/HVAC Specialist - \$10,578
- Career Pathway: Healthcare, Trades
- No information found about this organization from the Better Business Bureau
- Non-Profit organization since 1967
- Registered under Internal Revenue Service I.D. No. 94-1658311
- HVAC has a 100% Program Completion & Certification Earned Performance Rating (Goal: 50%/65%)
- Building Maintenance has a 69% Program Completion & Certification Earned Performance Rating (Goal: 50%/65%)
- STAFF RECOMMENDATION: APPROVE (Will need to provide plan for tracking performance data for new program(s))

Computer C.O.R.E.

- RECERTIFICATION APPLICATION
- Program: Technology training in Microsoft Office (Basic Computer Skills)
- Tuition: \$1,688
- Career Pathway: Administrative Assistant
- No information found about this organization from the Better Business Bureau
- Community-Based Organization since 1999
- Registered under Internal Revenue Service I.D. No. 54-196428
- Technology training in Microsoft Office Program has a 78% Program Completion & Certification Earned Performance Rating (Goal: 50%/65%)
- STAFF RECOMMENDATION: APPROVE

George Mason University

- **RECERTIFICATION APPLICATION**
- **Programs: Various Information Technology and Security Programs**
- **Tuition:**
 - Automation Testing - \$2,250
 - Business Analyst - \$2,250
 - Certified Information System Security Professional - \$2,250
 - Cloud Computing with Hadoop - \$2,250
 - Information Technology Foundation - \$2,250
 - A+ - \$2,250
 - Cisco Certified Network Associates - \$2,250
 - Microsoft Certified Technology Specialist - \$2,250
 - Network + - \$2,250
 - Security + - \$2,250
 - ITIL Foundation - \$2,250
 - Java SE* Programming - \$2,250
 - Linux + - \$2,250
 - MCSA: Windows Server 2012 - \$2,250
 - Oracle 12c Certified Associate - \$2,250
 - Oracle 12c Certified Professional - \$2,250
 - Program with PL/SQL - \$2,250
 - Oracle 12c Structured Query Language - \$2,250
 - Oracle 12c Database Administration - \$2,250
 - Penetration Testing and Hacking - \$2,250
 - Python Programming - \$2,250
 - Quality Assurance Testing - \$2,250
 - Web Design - \$2,250
 - Web Development - \$2,250
 - Windows Server 2012 - \$2,250
 - Windows Server 2012 Admin - \$2,250
 - Windows Server 2012 Advanced - \$2,250
- **Career Pathways: Information Technology and Security**
- **From the Better Business Bureau: A- Rating for Cash Office**
- **Public University - Educational Institution since 1992**
- **Registered under Internal Revenue Service I.D. No. 54-0836354**
- **Awaiting response for Program Completion & Certification Earned Performance Rating (Goal: 50%/65%)**
- **STAFF RECOMMENDATION: TBD**

Global Educational Institute

- **RECERTIFICATION & NEW PROGRAM APPLICATION**
- **Program: Registered Medication Aide Training Program; Nursing Assistant Training Program (for CNA Certification); Personal Care Aide/Home Health Aide Training Program; CPR/AED and First Aid Training Program**
- **Tuition:**
 - Registered Medication Aide Training Program: \$900

- Nursing Assistant Training Program (for CNA Certification): \$1,580
- Personal Care Aide/Home Health Aide: \$500
- CPR/AED and First Aid Training Program: \$95
- Career Pathway: Healthcare
- No information found about this organization from the Better Business Bureau
- Vocation Institution since 2014
- Registered under Internal Revenue Service I.D. No. 32-0391107
- Nursing Assistant Training Program (for CNA Certification) Program has a 86% Program Completion & Certification Earned Performance Rating (Goal: 50%/65%)
- Personal Care Aide/Home Health Aide Program has a 100% Program Completion & Certification Earned Performance Rating (Goal: 50%/65%)
- CPR/AED and First Aid Training Program has a 100% Program Completion & Certification Earned Performance Rating (Goal: 50%/65%)
- STAFF RECOMMENDATION: APPROVE (Will need to provide plan for tracking performance data for new program(s))

La Cocina VA

- RECERTIFICATION APPLICATION
- Program: Bilingual Culinary Arts Job Training Program
- Tuition: \$10,000
- Career Pathway: Culinary
- No information found about this organization from the Better Business Bureau
- Non-Profit Industry since 2013
- Registered under Internal Revenue Service I.D. No. 46-2037695
- Bilingual Culinary Arts Job Training Program has a 100% Program Completion & Certification Earned Performance Rating (Goal: 50%/65%)
- STAFF RECOMMENDATION: APPROVE

MedCerts

- RECERTIFICATION & NEW PROGRAM APPLICATION
- Programs: Medical Front Office Assist/Admin; Medical Billing Specialist; Medical Front Admin Specialist; Medication Care Coordinator; Pharmacy Tech Specialist; Medical Front Office & Electronic Health Records; Electronic Health Records Specialist; Electronic Health Records & Reimbursement Specialist; Professional Coder; Allied Healthcare Professional; IT Helpdesk Admin; PC Technician, IT Network Technician; Healthcare IT Technician
- Tuition:
 - Medical Front Office Assist/Admin: \$4,000
 - Medical Billing Specialist: \$2,000
 - Medical Front Office Administration Specialist: \$2,000
 - Medication Care Coordinator Program: \$4,000
 - Pharmacy Technician Specialist: \$2,700
 - Medical Front Office and Electronic Health Records: \$4,000
 - Electronic Health Records Specialist: \$2,700
 - Electronic Health Records & Reimbursement Specialist: \$4,000
 - Professional Coder: \$4,000
 - Allied Healthcare Professional: \$6,000
 - IT Help Desk Administrator: \$4,000

- PC Technician: \$3,100
- IT Network Technician: \$2,300
- Healthcare IT Technician: \$4,000
- Career Pathway: Healthcare Industry
- No information found about this organization from the Better Business Bureau
- Post-Secondary and Occupational Training since 2011
- Registered under Internal Revenue Service I.D. No. 27-1068071
- Medical Front Office Assist/Admin Program has a 48% Program Completion & Certification Earned Performance Rating (Goal: 50%/65%)
- Medical Billing Specialist Program has a 65% Program Completion & Certification Earned Performance Rating (Goal: 50%/65%)
- Medical Front Office Administration Specialist Program has a 100% Program Completion & Certification Earned Performance Rating (Goal: 50%/65%)
- Pharmacy Technician Specialist Program has a 100% Program Completion & Certification Earned Performance Rating (Goal: 50%/65%)
- Medical Front Office and Electronic Health Records Program has a 71% Program Completion & Certification Earned Performance Rating (Goal: 50%/65%)
- Electronic Health Records Specialist Program has an 80% Program Completion & Certification Earned Performance Rating (Goal: 50%/65%)
- IT Help Desk Administrator Program has a 70% Program Completion & Certification Earned Performance Rating (Goal: 50%/65%)
- PC Technician Program has a 100% Program Completion & Certification Earned Performance Rating (Goal: 50%/65%)
- STAFF RECOMMENDATION: DENY THE MEDICAL FRONT OFFICE ASSIST/ADMIN PROGRAM & APPROVE THE REST (Will need to provide plan for tracking performance data for new program(s))

Quantum Studios Institute for Technology

- NEW PROGRAM APPLICATION
- Programs: Web Design and Development; Web Design Program; Administrative Assistant Program; Workforce Readiness Program; SharePoint Program, and Word Processing Program
- Tuition:
 - Web Design and Development Program: \$5,540
 - Web Design Program: \$4,335
 - Administrative Assistant Program: \$2,290
 - Workforce Readiness Skills Program: \$640
 - SharePoint Training Program: \$3,790
 - Word Processing Program: \$640
- Career Pathway: Information Technology, Administrative Assistant
- No information found about this organization from the Better Business Bureau
- Post-Secondary Educational Institution/Certified Technical Institution
- Registered under Internal Revenue Service I.D. 46-1058365
- STAFF RECOMMENDATION: APPROVE (Will need to provide plan for tracking performance data for new program(s))

Spectrum Beauty Academy

- **RECERTIFICATION APPLICATION**
- **Programs: Cosmetology; Barbering, Nail Technology, Esthetics, Master Esthetics, Instructor Training**
- **Tuition:**
 - **Cosmetology: \$9,915**
 - **Barbering: \$8,354**
 - **Nail Technology: \$2,464**
 - **Esthetics: \$10,214**
 - **Master Esthetics: \$7,159**
 - **Instructor Training: \$5,509**
- **Career Pathway: Beauty Industry**
- **For Profit Business since 2003**
- **From the Better Business Bureau: A+ Rating**
- **Registered under Internal Revenue Service I.D. No. 04-3798123**
- **All Training Programs have a 100% Program Completion & Certification Earned Performance Rating (Goal: 50%/65%)**
- **STAFF RECOMMENDATION: APPROVE**

Together We Bake

- **RECERTIFICATION APPLICATION**
- **Program: Culinary Skills Program**
- **Tuition: \$3,000**
- **Career Pathway: Culinary**
- **No information found about this organization from the Better Business Bureau**
- **Job Training and Personal Development Program since 2012**
- **Registered under Internal Revenue Service I.D. No. 47-2543526**
- **All Training Programs have an 83% Program Completion & Certification Earned Performance Rating (Goal: 50%/65%)**
- **STAFF RECOMMENDATION: APPROVE**



ALEXANDRIA / ARLINGTON REGIONAL

Workforce Council

MEETING AGENDA
December 7, 2017
8:00 am to 10:00 am

Welcome Message	<i>Daniel Gomez</i>
Presentation: Communities in Schools of NOVA	<i>Dan Howard</i>
Presentation: Virginia Tech's Thinkabit Lab Update	<i>Jim Egenrieder</i>
Presentation: Labor Market Update	<i>David Remick</i>
One-Stop Operator's Report (ICATT Consulting)	<i>Alamelu Dev</i>
Executive Director's Report	<i>David Remick</i>
<ul style="list-style-type: none">• Local WIOA Policies Update• ETPL Recertification• Funding Transfer Request• Career Services Waiver Update• GO VA Update & DEI Grant• Membership Update	
Update: Economic Development, Education, & Workforce Partners	<i>Various Speakers</i>
New Business	<i>Daniel Gomez</i>
Public Comment Period	<i>David Remick</i>
Adjourn	<i>Daniel Gomez</i>

UPCOMING MEETINGS

March 22, 2018

June 21, 2018

8:00 am to 10:00 am

Arlington County Department of Human Services
2100 Washington Blvd, Lower Level Auditorium
Arlington, VA 22204



ALEXANDRIA / ARLINGTON REGIONAL

Workforce Council

November 15, 2017

Mr. George Taratsas
WIOA Administrator
Virginia Community College System
Arboretum III
300 Arboretum Place, 3rd Fl-Ste 390
Richmond, VA 23236

RE: PY17 WIOA FUNDING TRANSFER REQUEST

Dear Mr. Taratsas:

LWDA 12 (Alexandria/Arlington) requests the transfer of \$45,000.00 from PY17 WIOA Dislocated Worker funds to the PY17 WIOA Adult funds. This request will support programmatic activity so that LWDA 12 can meet the 40% goal presented in VWL 14-17: Minimum Training Expenditure Requirement. A WIOA Title I programmatic and financial analysis pertaining this request can be found in Attachment A.

Thank you in advance for your attention to this request. Should you have questions please contact David Remick at dremick@arlingtonva.us or 703.228.1412.

Sincerely,

Daniel Gomez
Chair

CC: David Remick

ATTACHMENT A

WIOA Title I Training Expenses for LWDA 12				
	ADULT		DW	
	# Participants	Expenditures	# Participants	Expenditures
PY 2013	136	\$59,844.00	140	\$60,368.49
PY 2014	124	\$40,576.45	111	\$57,506.50
PY 2015	173	\$96,209.85	93	\$88,000.19
PY 2016	107	\$ 147,084.75	61	\$ 58,261.08
WIOA ADULT PY 2017	Total	40% Training	Supportive Services	Staff/Operating
Budget	\$ 186,093.00	\$ 74,437.20	\$ 0.00	\$ 111,655.80
Projected Expenses	\$ 231,093.00	\$102,437.2	\$ 0.00	\$ 128,655.8
Shortfall	(\$ 45,000.00)	(\$28,000)	\$ 0.00	(\$ 17,000.00)
WIOA DW PY 2017	Total	40% Training	Supportive Services	Staff/Operating
Budget	\$ 292,751.10	\$ 117,100.44	\$ 0.00	\$175,650.66
Projected Expenses	\$247,751.10	\$ 89,100.44	\$ 0.00	\$158,650.66
Surplus	\$ 45,000	\$28,000.00	\$ 0.00	\$ 17,000.00
Transfer Request Total (DW to Adult):				\$45,000.00



November 6, 2017

David Remick, Executive Director
Alexandria/Arlington Regional Workforce Council
2100 Washington Blvd, 1st Floor
Arlington, VA 22204

Dear Mr. Remick,

This letter is a follow up to the Alexandria/Arlington Regional Workforce Council conditional approval to provide WIOA Individualized and Follow-Up Career Services per VBWD Policy #401-03 (2016)

Provision of Career Services:

<http://www.elevatevirginia.org/wp-content/uploads/2016/12/Policy-401-03-Provision-of-Career-Services-FinalSigned.pdf>

It has been determined that the Alexandria/Arlington Regional Workforce Council Local Workforce Development Board (LWDB) has provided justification that appropriate controls, including firewalls, and performance review practices exist and are sufficiently documented in policy, organizational charts, and position descriptions.

The Local Workforce Development Board must send a letter to the WIOA Title I Administrator by March 31st of each year to request continuance of the waiver. Upon receipt of the letter, the WIOA Title I Administrator will review and issue a determination. If you have any questions, please call or email me.

Sincerely,

A handwritten signature in black ink, appearing to read "George Taratsas", is written over a large, stylized graphic element that resembles a signature or a logo.

George Taratsas,
Administrator, Federal Workforce Programs
Workforce Development Services
gtaratsas@vccs.edu
(804) 819-5387

BOARD CHAIR SIGNATURE REQUEST MEMO

FORMS TO BE SIGNED

- Sign 3 VA Local Workforce Development Board Nomination Forms.

WORKFORCE DEVELOPMENT BOARD APPOINTMENT PROCESS

The Alexandria/Arlington Workforce Development Consortium Agreement (attached) was executed by the Mayor of Alexandria City and Arlington County Board Chair on June 16, 2015. The Agreement requires the Chief Elected Officials to appoint members to the Alexandria/Arlington Regional Workforce Council.

Federally mandated members include representatives from local businesses, community colleges, public schools, organized labor, rehabilitation services, community-based organizations, economic development authorities, and public workforce agencies. The Regional Workforce Council is managed by a Department of Human Services staff person.

Business member Lee Coyle resigned from CanonDesign, an architectural firm with an office in Arlington (see attached email from Mr. Coyle). David Harris, the Director of Human Resources for Hilton Garden Inn Arlington/Courthouse Plaza, would like to succeed Mr. Coyle.

Current member Andy Shreeve, from Virginia Hospital Center, has changed positions within the hospital and can no longer complete his term (see attached email from Mr. Shreeve). Mr. Shreeve requests that his successor at Virginia Hospital Center, Maria Marion, serve the remainder of his term.

Finally, Rick Slusher, from the Virginia Employment Commission, resigned from the Council (see attached letter from Mr. Slusher). Mr. Slusher has nominated Dorthea Brown, also from the Virginia Employment Commission, to succeed him.

The Commonwealth of Virginia requires that all appointments be made in writing (using the attached Nomination Forms). These forms should be signed by December 1, 2017.

AUTHORIZATION

The Chair of the Board serves as the head of the Alexandria/Arlington Workforce Development Consortium. The CAO confirms that the signing of these appointment forms are considered Consortium business and not County business, hence does not require a Board Report nor does it need to be voted on by the County Board.

Questions:

David Remick

Director, Alexandria/Arlington Regional Workforce Council

703-228-1412

dremick@arlingtonva.us