



ALEXANDRIA / ARLINGTON REGIONAL

## Workforce Council

### MEETING AGENDA

June 23, 2016

8:00 am to 10:00 am

**Welcome Message**

*David Remick*

**Presentation: Upworldly Global**

*Wendy Chan*

**Executive Director's Report**

*Daniel Gomez &  
David Remick*

- Incumbent Worker Policy Approval
- PY 16 WIOA Funding
- PY 15 Youth Funds Transfer
- Training Provider Approvals
- New Council Committee
- GO VA/The Commonwealth Institute/BOT Update
- State Policy Update
- Strategic Planning/CEDS Discussion
- Other Updates

**Update: Economic Development, Education, & Workforce Partners**

*Various Speakers*

**New Business**

*David Remick*

**Adjourn**

*David Remick*

**UPCOMING MEETINGS**

September 22, 2016

December 8, 2016

March 9, 2017

June 8, 2017

8:00 am to 10:00 am

Arlington County Department of Human Services

2100 Washington Blvd, Lower Level Auditorium

Arlington, VA 22204

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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.



## Workforce Council

March 3, 2016

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, Alessandra Colia, Lee Coyle, Lorinzo Foxworth, Daniel Gomez (Chair), Richard Gordon, Ellen Harpel, David Harris, Carolyn Jones, Elizabeth Jones-Valderrama, Alberto Marino, Kris Martini, Erik Pages, Ann Randazzo, Cynthia Richmond, Rick Slusher, Darren Tully

**Absent:** Eduardo Achach, Jeanne Booth, Patrick Brennan, Sherri Chapman, Daniel Clarkson, Winoka Clements, Dennis Desmond, Stephanie Landrum, Kevin Lynch, Lisa Miragliuolo, Marc Olmsted, Sara Price, Dori Ramsey, Kate Roche, Andrea Rubino, and Maria Schuler

**Guests:** Jim Egenrieder, Lisa O'Quinn

The meeting was called to order at 8:07 a.m.

A motion was made, seconded, and the minutes of December 3, 2015 were unanimously approved.

### PRESENTATIONS:

- University of Virginia. Lisa O'Quinn provided an overview of the Bachelor of Interdisciplinary Studies program.

### EXERCISE:

- Mapping NVA's Workforce Conversation. David Remick facilitated an exercise that uncovered a list of organizations who are discussing workforce development challenges in Northern Virginia.

### UPDATES:

- WIOA Implementation. For the RWC Strategic Plan, the Executive Committee will be looking at the mission statement, as well as the RWC's goals and deliverables to see what should be revised and what new items should be added. Members were invited to participate in this exercise.
- WIOA Local Plan Orientation. With the implementation of WIOA, the state and local boards are required to develop an operation plan for the system. The RWC is currently waiting on guidance from the state on what is needed to be included in the local plan. The Executive Committee will be used to develop the plan. An invitation was extended to members to participate in the development of the local plan.
- 2016 Local Policies. The local WIOA policies have been out for comment for 60 days and no comments were received. A motion was made, seconded, and the local WIOA policies were unanimously approved.

### ECONOMIC DEVELOPMENT, EDUCATION AND WORKFORCE PARTNERS:

- Cynthia Richmond provided highlights on economic development activity in Arlington County.

- Jim Egenrieder provided highlights on various initiatives, meetings and grants for Arlington Public School.
- Carolyn Jones provided highlights for the Alexandria Workforce Development Center. Lenwood Roberts reported on the 2016 Annual TeensWork! Career Fair, which will be held at T.C. Williams High School Cafeteria on April 2, 2016 from 3:00 to 5:00 p.m. For registration contact Tiffany Gray at [tiffany.gray@alexandriava.gov](mailto:tiffany.gray@alexandriava.gov) by Friday, April 1.
- Sandy Smith reported that the 2016 Arlington Teen Summer Expo will take place on Saturday, April 23 from 11:00 a.m. to 1:00 p.m. at Wakefield High School. For more information to go: [www.arlingtonteensummerexpo.com](http://www.arlingtonteensummerexpo.com).
- Karen Baugh report that as of March 1<sup>st</sup> that DARS' Priority 1 List is open and serving participants.
- Crystal Thrower of DOLI received incentive monies for apprenticeship training in cyber security, information technology, and customer service.
- Alesssandra Colia provided feedback on Urban Alliance's workforce summit.

**NEW BUSINESS:** No new business presented.

The meeting was called to close at 9:45 a.m. The next meeting will be held on June 23, 2016 at 8:00 a.m. in the Arlington Department of Human Service's Lower Level Auditorium.

## INCUMBENT WORKER POLICY

### REFERENCE

- Virginia Board of Workforce Development Policy Number 15-00
- Workforce Innovation and Opportunity Act of 2014 Section 122 and Section 134

### POLICY

WIOA funds can be made available through a process designed to assist Alexandria City and Arlington County businesses, which could include a single firm or a group of firms that share similar workforce needs, using a sector strategy approach to meet the skills training needs of their incumbent workforce.

#### Incumbent Worker Employee Eligibility

All employees participating in incumbent worker training must meet the eligibility below. An incumbent worker is:

- At least 18 years of age;
- A citizen of the United States or a non-citizen whose status permits employment in the United States;
- Males born on or after January 1, 1960 must register with the selective service system within 30 days after their 18th birthday or at least before they reach the age of 26;
- Meet the Fair Labor Standards Act requirements for employer-employee relations and have an established employment history with the employer for 6 months or more;
- An employee to be trained that works at a facility located in Virginia or working for a staffing agency and placed at a Virginia facility.

#### Employer Eligibility

- Demonstration of linkages of the training activity to demand occupations and/or regionally targeted industries;
- The positive relationship of the training to the competitiveness of a participant and the employer;
- The relative wage and benefit levels of those employees (pre-training and anticipated upon completion of the training); and
- The potential state, regional, and local economic impact, if any, of the training project.

#### Funding Available

Statewide rapid response and local WIOA funds are available to provide incumbent worker training. The Council may reserve and use up to 20 percent of the WIOA Title I Adult and Dislocated Worker funds allocated to the local area to pay for the Federal share of the cost of providing a training program for incumbent workers.

#### Non-Federal Share

Employers participating in the program are required to pay for the non-Federal share of the cost of providing the training to incumbent workers of the employers. The non-Federal share shall not be less than:

- 10 percent of the cost, for employers with not more than 50 employees;
- 25 percent of the cost, for employers with more than 50 employees but not more than 100 employees; and
- 50 percent of the cost, for employers with more than 100 employees.

The non-Federal share provided by an employer participating in an incumbent worker training project may include the amount of the wages paid by the employer to a worker while the worker is participating in the training activity. The employer may provide the share in cash or in-kind, fairly evaluated.

PY 2015 to PY 2016 Comparison - WIOA Adult, Youth, Dislocated Worker

LWDA	Adult - 2015	Adult - 2016	\$ Variance	% Variance	Youth - 2015	Youth - 2016	\$ Variance	% Variance	DW - 2015	DW - 2016	\$ Variance	% Variance
Virginia	\$10,833,445	\$12,430,346	\$1,596,901	14.7%	\$11,993,004	\$13,369,018	\$1,376,014	11.5%	\$11,495,660	\$10,167,306	(\$1,328,354)	-11.6%
1	\$575,662	\$644,296	\$68,634	11.9%	\$632,251	\$657,257	\$25,006	4.0%	\$539,964	\$662,771	\$122,807	22.7%
2	\$716,830	\$795,361	\$78,531	11.0%	\$899,240	\$1,004,923	\$106,683	11.9%	\$703,946	\$585,892	(\$118,054)	-16.8%
3	\$499,479	\$549,198	\$49,719	10.0%	\$534,583	\$591,512	\$56,929	10.6%	\$543,441	\$442,286	(\$101,155)	-18.6%
4	\$381,800	\$754,308	\$372,508	97.6%	\$768,854	\$849,481	\$80,627	10.5%	\$777,954	\$652,657	(\$125,297)	-16.1%
6	\$387,686	\$413,611	\$25,925	6.7%	\$436,137	\$473,905	\$37,768	8.7%	\$425,074	\$359,647	(\$65,427)	-15.4%
7	\$416,194	\$478,982	\$62,788	15.1%	\$486,280	\$561,565	\$75,285	15.5%	\$452,655	\$372,726	(\$79,929)	-17.7%
8	\$478,413	\$515,653	\$37,240	7.8%	\$451,173	\$476,877	\$25,704	5.7%	\$385,533	\$308,691	(\$76,842)	-19.9%
9	\$1,522,828	\$1,742,825	\$219,997	14.4%	\$1,685,884	\$1,929,836	\$243,952	14.5%	\$1,509,971	\$1,280,078	(\$229,893)	-15.2%
11	\$1,282,451	\$1,266,121	(\$16,330)	-1.3%	\$1,330,918	\$1,331,087	\$169	0.0%	\$1,716,506	\$1,454,137	(\$262,369)	-15.3%
12	\$238,403	\$246,944	\$8,541	3.6%	\$202,935	\$208,777	\$5,842	2.9%	\$365,531	\$344,745	(\$20,786)	-5.7%
13	\$633,069	\$734,156	\$101,087	16.0%	\$650,478	\$757,769	\$107,291	16.5%	\$702,041	\$637,422	(\$64,619)	-9.2%
14	\$778,288	\$942,116	\$163,828	21.0%	\$891,667	\$1,070,927	\$179,260	20.1%	\$858,098	\$798,347	(\$59,751)	-7.0%
15	\$363,401	\$456,973	\$93,572	25.7%	\$353,082	\$447,709	\$94,627	26.8%	\$374,983	\$373,741	(\$1,242)	-0.3%
16	\$1,668,594	\$1,962,376	\$293,782	17.6%	\$1,746,084	\$2,045,967	\$299,883	17.2%	\$1,727,607	\$1,521,060	(\$206,547)	-12.0%
17	\$890,347	\$927,426	\$37,079	4.2%	\$924,438	\$961,426	\$36,988	4.0%	\$412,356	\$373,106	(\$39,250)	-9.5%



ALEXANDRIA / ARLINGTON REGIONAL

## Workforce Council

June 15, 2016

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

**RE: PY15 WIOA FUNDING TRANSFER REQUEST**

Dear Mr. Taratsas:

LWDA 12 (Alexandria/Arlington) requests the transfer of \$11,875.72 from PY15 WIOA Dislocated Worker funds to the PY15 WIOA Adult funds so that our One-Stop Operator can cover WIOA Adult staff salaries for the period of 5/1/2016 through 6/30/16. This request to transfer funding does not reflect forecasted customer demand. It is requested to support current customer activity so that we can meet the 40% goal presented in VWL 14-17: Minimum Training Expenditure Requirement.

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

Sincerely,

Daniel Gomez  
Chair

CC: David Remick  
Jennifer Thomas  
Sharon Somers Veeney



**June 10, 2016 Executive Committee Meeting  
Training Provider Applicant Overview**

**Hopkins House**

- Program: ECLI CDA Certification
- Tuition: \$2,066 (includes books, licensing or certification exam, First-Aid certification and TB Test, and registration fee)
- Occupational Career: Childcare Worker
- Partner with ALIVE! Child Development Center, Children's International School; Happy Home Child Learning Center and Helen Day Preschool Academy
- No information found about this organization from the Better Business Bureau
- Community-based Charitable Organization since August 9, 1939
- Registered under Internal Revenue Service I.D. No. 54-0525701
- Currently waiting on program approval from the State Council of Higher Education for Virginia

**STAFF RECOMMENDATION: APPROVE**

**Alexandria City Public Schools – Adult Education Program**

- Program: Certified Pharmacy Technician Program, Certified Medical Administrative Assistant Program and Electric/Utility Energy Workforce Training Program
- Tuition:
  - Certified Pharmacy Technician Program - \$1,661 (includes books, CPR, Licensing or certification exam and background check)
  - Certified Medical Administrative Assistant - \$1,258 (includes CPR and licensing or certification exam)
  - Electric/Utility Workforce Training Program - \$622 (includes cost for uniforms)
- Occupational Career: Certified Pharmacy Technician, Certified Medical Administrative Assistant and Electric Utility Linesman, Gas Meter Installer, Gas Meter Readers or Mechanics, respectively
- Additional courses being added to the Adult Program curriculum

**STAFF RECOMMENDATION: APPROVE**

**Quantum Studios, Inc.**

- Program: Web Design Certificate Program
- Tuition: \$5,368.25 or \$6,338 (includes books, supplies & equipment or new/rebuilt computer)
- Occupational Career: Web Designer
- Partner with Northern Virginia Community College
- No information found about this organization from the Better Business Bureau
- Community-based Organization since September 21, 2012
- Registered under Internal Revenue Service I.D. No. 46-1058365
- Organization has a Memorandum of Agreement with Northern Virginia Community College and is thereby exempt from the requirements of certification by the State Council of Higher Education for Virginia

**STAFF RECOMMENDATION: APPROVE**

## **New Council Committee**

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### **Alexandria/Arlington Regional Workforce Council One Stop Operations Committee:**

This committee is comprised of equal number of representative(s) from the Workforce Partner Agencies who are also equally represented on the WC. The Committee provides operational oversight and accountability pursuant to the WIOA and state policy and guidelines, to ensure exceptional customer services to job seekers, current workers, and employers in the area. The Committee:

- Identifies measurable program outcomes and related performance measures including customer satisfaction.
- Publishes and updates a Policies and Procedures Handbook for the Center as approved by this committee.
- Monitors operations and quality control.
- Identifies and provides reporting mechanisms to the WC.
- Participates in the negotiations and maintenance of the MOU.
- Participates in staffing and training/development decisions.
- Evaluates performance and implements required actions to meet performance standards.



<b>Policy Area:</b> Local and Regional Governance	
<b>Title of Policy:</b> Duties of Local Workforce Development Boards	<b>Number:</b> 200-03 (2016)
<b>Effective Date:</b> July 1, 2016	<b>Review by Date:</b> July 1, 2018
<b>Approved Date:</b> June 23, 2016 <b>Revision Date:</b> July 1, 2015 (Rescinds and replaces current Policy 15-01)	<b>Approved by:</b>

**I. Purpose**

This policy provides guidance regarding the duties of Local Workforce Development Boards under the Workforce Innovation and Opportunity Act (WIOA).

**II. Summary**

Each local workforce development area designated in the Commonwealth shall establish and maintain a Local Workforce Development Board (Local Board). Chief local elected officials shall appoint the Local Board, which is certified every two years by the Governor.

The Local Board is part of a statewide workforce system which is business-driven, customer-centric, streamlined, and outcome-oriented. The Local Board shall carry out strategies and policies that support both the economic development mission(s) for the local area and the Virginia Board of Workforce Development’s (VBWD) goals. The Local Board sets policy for the local area, in compliance with broader state policy, and is the regional strategic convener, or acts in partnership with a designated regional convener, to address workforce development issues, including but not limited to WIOA activities.

The Local Board shall be led by committed business leaders who can ensure that the local workforce system is responsive to current and projected labor market demand, shall contain a broad range of partners needed to develop a comprehensive vision for the local workforce system, and shall focus on strategic decisions, not operational management.

The Local Board has responsibility for making the following critical decisions:

- How best to organize the regional workforce system to most effectively serve the needs of current and emerging private sector employers and job seekers;
- How best to provide comprehensive services to regional private sector employers.
- How best to deploy available resources to achieve negotiated local performance accountability measures and build capacity for continuous improvement; and
- How to expand the resource base and service capability through the development of strategic partnerships, an integrated service delivery system, and generation of additional public and private funding.

### III. References

- Workforce Innovation and Opportunity Act (Pub. L. 113-128)
- Training and Employment Notice No. 05-14, *Workforce Innovation and Opportunity Act Announcement and Initial Informational Resources*
- Training and Guidance Letter No. 19-14, *Vision for the Workforce System and Initial Implementation of the Workforce Innovation and Opportunity Act of 2014*
- Notice of Proposed Rulemaking (NPRM) Docket No. ETA-2015-0001, RIN: 1205-AB73: Subpart C

### IV. Policy

Local Boards shall carry out their responsibilities in partnership with chief local elected officials, in consultation with regional workforce partners. A *Chief Local Elected Official Agreement* outlining responsibilities is required where a local area includes more than one unit of local government. The term “chief local elected official” means the chief elected executive officer of a unit of general local government in a local area or an elected official so designated by the chief local elected official. This agreement must specify which entity will serve as the fiscal and administrative agent, as well as the roles of the individual chief elected officials in regard to Local Board nominations and appointments and carrying out all other responsibilities assigned to the chief local elected officials under WIOA. Chief Local Elected Officials are encouraged to meet at least annually to review program performance for the grant as well as the performance of the fiscal and administrative agent as designated.

The joint responsibilities include, but are not limited to the following:

- Development of a vision and goals for the local workforce development system that are aligned with both the economic development mission(s) for the local area and Virginia Board of Workforce Development’s (VBWD) goals
- Development of the 4-year local strategic plan to include a workforce demand plan and a plan for business engagement
- Selection of one-stop operator(s) and locations
- Selection of training providers
- Approval of the local one-stop operation(s) budget
- Program oversight
- Negotiations with the Governor to reach agreement on local performance accountability measures
- Any other activities as required by the Workforce Innovation and Opportunity Act, Section 107(d), by state statute, or by the Governor

### V. Procedures

The responsibilities and functions of the Local Board include the following:

- The Local Board shall enter into an agreement with the chief local elected officials clearly detailing the partnership between the two entities for the governance and oversight of activities under the WIOA.
- The Local Board shall develop a budget for the purpose of carrying out the duties of the Local Board. The chief local elected officials must approve the budget.
- The Local Board shall meet at least quarterly and review presented financial reports that reflect actual expenditures and their relationship to the approved budget as well as workforce program outcomes and their relationship to negotiated performance levels.
- The Local Board is encouraged to solicit and accept grants and donations from sources other than federal funds made available under Title I of WIOA assuming it has organized itself in a manner to do so.
- The Local Board, in partnership with chief local elected officials, shall develop the vision, goals, objectives, and policies for the local workforce development area. The vision shall be aligned with both the economic development mission(s) for the local area and VBWD's goal.
- The Local Board, in partnership with the chief local elected officials, shall develop and submit to the Governor, a local strategic plan that meets the requirements in Section 108 of the Workforce Innovation and Opportunity Act.
- The Local Board, with the agreement of the chief local elected officials, shall select one-stop operator(s) through a competitive process and may terminate for cause the eligibility of one-stop operators.
- The Local Board shall select eligible providers of youth activities by awarding grants or contracts on a competitive basis.
- The Local Board shall identify eligible providers of training services for adults and dislocated workers.
- The Local Board, in partnership with the chief local elected officials, shall conduct oversight of local programs of youth, adult, and dislocated worker activities authorized under Title I of the WIOA.
- The Local Board, in partnership with the chief local elected officials, shall negotiate and reach agreement with the Virginia Board of Workforce Development on behalf of the Governor on local performance accountability measures.
- The Local Board shall help the Governor develop a statewide employment statistics system.
- The Local Board shall coordinate the workforce activities authorized under WIOA with local economic development strategies, and develop employer linkages with those activities.
- The Local Board shall promote the participation of local private sector employers through the statewide workforce development system.
- The Local Board may employ staff and/or utilize other options for carrying out these responsibilities.

- The Local Board is responsible for any other activity as required by the Workforce Innovation and Opportunity Act, Section 107(d) or by the Governor.

### **Restrictions**

- The Local Board may not provide training services unless granted a waiver by the Governor due to an insufficient number of eligible providers of training services to meet the local area demand. The waiver shall apply for not more than 1 year and may be renewed for not more than 1 additional year.
- The Local Board may not mandate curricula for schools.
- The Local Board may not be designated or certified as a one-stop operator unless an agreement is reached with the chief local elected officials and the Governor.

### **Local Board Meetings**

#### ***Sunshine Provisions:***

- The Local Board shall share information regarding its meetings and activities with the public subject to the provisions of the Virginia Freedom of Information Act.
- The Local Board shall make available to the public, on a regular basis through open meetings, information regarding the activities of the Local Board, including information regarding the local plan prior to submission of the plan, membership, the designation and certification of one-stop operator(s) consistent with the State Plan, and the award of grants or contracts to eligible providers of youth activities, and minutes of formal meetings of the Local Board.
- In order to comply with the Sunshine Provisions, each Local Board and any subcommittee authorized to take official action on behalf of the Local Board shall do the following:
  - a. Take official action and engage in deliberations only at meetings open to the public. "Official action" includes making recommendations, establishing policy, making decisions, and/or voting on matters of Local Board business. "Deliberations" are discussions of Local Board business necessary in order to reach decisions.
  - b. Ensure that all meetings are held in locations accessible to individuals with disabilities and that all information is provided in accessible and alternate formats.
  - c. Give public notice of meetings in accordance with applicable state code provisions, including public notice in advance of any special meeting or rescheduled regular meeting. No public notice need be given of an emergency meeting called to deal with a real or potential emergency involving a clear and present danger to life or property.
  - d. Ensure that votes of Local Board members be publicly cast and, in the case of roll call votes, recorded.

- e. Keep written minutes of all public meetings, including date, time and place of the meeting, members present, the substance of all official actions, a record of roll call votes, and the names of any citizens who appeared and gave testimony.
- f. Closed executive sessions may be used according to the provisions of the Virginia Freedom of Information Act. Such sessions may be held during or after an open meeting, or may be announced for a future time. If closed session is not announced for a specific time, Local Board members must be notified 24 hours in advance of the date, time, location and purpose of the session. The reason for holding an executive session must be announced at the open meeting either immediately prior or subsequent to the executive session.
- g. Official action on any matter discussed at an executive session must be taken at an open meeting.

<b>Policy Area:</b> Local and Regional Governance	
<b>Title of Policy:</b> Designation of Regions and Planning Requirements	<b>Number:</b> 200-06 (2016)
<b>Effective Date:</b> July 1, 2016	<b>Review by Date:</b> July 1, 2018
<b>Approved Date:</b> June 23, 2016	<b>Approved by:</b>
<b>Revision Date:</b>	

**I. Purpose**

The purpose of this issuance is to provide policy and procedures for identifying regions and conducting regional planning for chief local elected officials (CLEOs) and Virginia workforce system stakeholders per statutory and regulatory requirements under the Workforce Innovation and Opportunity Act (WIOA).

**II. Summary**

The Workforce Innovation and Opportunity Act (Pub. L. 113-128), contains a provision found in Section 106(a) requiring a state to identify regions prior to the second full program year after the date of enactment in order to receive allotments under the WIOA Adult, Dislocated Worker and Youth programs. States shall identify regions after consultation with Chief Elected Officials and Local Workforce Development Boards and take into account the following factors:

1. The extent to which regions are consistent with labor market areas in the state;
2. The extent to which regions are consistent with regional economic development areas in the state; and
3. An assurance that regions have available the federal and non-federal resources necessary to effectively administer activities under subtitle B and other applicable provisions of the WIOA, including whether the areas have the appropriate education and training providers, such as institutions of higher education and area career and technical education schools.

The WIOA defines three types of regions:

1. Regions that are comprised of one local area.
2. Regions are comprised of two or more local areas.
3. Regions that are interstate areas contained within two or more States.

Regions comprised of two or more local areas or are interstate in nature must conduct regional planning as defined in the WIOA

**III. References**

- Workforce Innovation and Opportunity Act (Pub. L. 113-128)

- Training and Employment Notice No. 05-14, *Workforce Innovation and Opportunity Act Announcement and Initial Informational Resources*
- Training and Guidance Letter No. 19-14, *Vision for the Workforce System and Initial Implementation of the Workforce Innovation and Opportunity Act of 2014*
- Notice of Proposed Rulemaking (NPRM) Docket No. ETA-2015-0001, RIN: 1205-AB73: Subpart B, § 679.200 and § 679.210

#### IV. Policy

The provisions on identifying regions are contained in WIOA section 106(a). The WIOA prescribed process for identifying regions includes consultation with: (1) local workforce development boards, and (2) chief local elected officials. In order to identify regions, WIOA requires the state to identify factors to be used, which, when applying, may or may not align to current local workforce development areas.

##### FACTORS USED TO DETERMINE THE IDENTIFICATION OF REGIONS IN VIRGINIA

The factors outlined below are meant to promote a collaborative process whereby the data collection and analysis of the factors for determination of regions are shared between state and local workforce partners. To that end, Virginia shall utilize the following factors in determining regions:

**Factor 1: Single Labor Market.** Labor markets can be national, regional or local in nature. For purposes of aligning labor markets with regions, Virginia shall use state labor market information (LMI) as a foundational source of data, and recognizes that labor markets do not necessarily align with county or local workforce development area borders. As a result, other sources of data for determining regional labor market alignment include Census Bureau information and Metropolitan Statistical Areas (MSA) defined by the Office of Management and Budget (OMB).

**Factor 2: Common Economic Development Area.** Economic development activities occur at the state, regional and local levels. For purposes of aligning economic development areas with regions, Virginia shall use data and alignment from sources such as the Virginia Economic Development Partnership. Other sources for determining regional economic alignment include sector initiatives undertaken by Virginia, other regional economic initiatives undertaken such as Workforce Innovation in Regional Economic Development (WIRED) sponsored by the U.S. Department of Labor, and infrastructure investments tied to economic development activities.

**Factor 3: Federal and Non-Federal Resources to Carry Out WIOA Activities.** In identifying the efficacy of carrying out WIOA activities, Virginia shall take into account the following indicators: (1) the availability of funding to provide training activities in a region and the extent to which training funds are more readily available in various regional alignments; (2) the availability of education and training providers in a region; (3) administrative efficiencies that could be gained by operating as a region; (4) resources

available among partner programs to operate the one-stop system; and (5) non-federal resources available in a region to support workforce development activities.

**Factor 4: Population Centers.** Virginia shall utilize available data on population centers to align regions. Much research and literature has focused on the idea of regional population clusters as hubs of innovation, entrepreneurship, and economic activity. In factoring population centers, indicators such as population density, increases or decreases in population (migration), and linkages to sector strategies will be used. Utilizing population centers does not prohibit regions that are rural in nature; in fact, it ensures that regions that are more rural in nature have factored available resources and workforce development activities in their planning.

**Factor 5: Commuting Patterns.** Many residents of Virginia live in one location while working in a different city or county. Commuting patterns offer an opportunity to better align to labor markets based on where people work and where employers may be concentrated. The commuting pattern factor should provide data complementary to population center and labor market data and form a more comprehensive look at regional alignment.

**Factor 6: Industrial Composition and Sector Alignment.** Virginia has engaged in a number of sector strategies and industry initiatives. It is important to align regions to industry clusters that provide a focus for developing a highly skilled and productive workforce through education, training and other services. Data should demonstrate how regional alignment will enhance support to sector and industry clusters and meet business' needs for a skilled workforce.

**Factor 7: Community College Regions.** The Virginia Community College System (VCCS) is the WIOA title I administrator, and Virginia's community colleges are a vital source of education, training and skills upgrading for residents and businesses of the state. In addition, it is important for the local workforce development system to coordinate activities and approaches with local community colleges, such as sector strategies, career pathways implementation, and business engagement strategies. Therefore, regions should align as closely as possible to community college service areas. It is likely that two or more community colleges will be within the boundaries of a workforce region.

Utilizing these seven factors, various regional alignments may be considered and proposed by a number of workforce system stakeholders such as state policymakers, State and Local Board members, state and local workforce staff, partner program staff, business and industry partners and workforce and education associations. In order for Virginia to consider and designate regions, a formal proposal shall be submitted to the Virginia Board of Workforce Development that includes a recommendation for region designation, a rationale for the region designation recommended using the seven factors, and a description of why the regional alignment proposed is in the best interests of the state, business and industry, and workers and job seekers.



**V. Procedures**

The procedures for identifying regions and conducting regional planning areas are outlined below:

Due to preparation time needed to develop the Virginia Combined State Plan, for the first two program years under the Plan—PY 2016 and PY 2017—each local workforce development area is designated as a region. Therefore, Virginia has 15 regions at the onset of WIOA.

This does not preclude two adjacent local workforce areas from voluntarily coming together for the purpose of engaging in a regional planning process that results in one or more of the outcomes described in WIOA, excluding joint negotiations of performance levels. Those interested local boards, with the support of their local elected officials, must notify the state workforce board of their interest and intended outcomes.

However, prior to the two-year update to the plan that will be due sometime prior to July 1, 2018, Virginia will engage in a comprehensive process for identifying regions using the factors identified in this issuance. During that process, the board will act on compelling factors in collaboration with local elected officials, in considering changes to the planning region definitions. The Virginia Board of Workforce Development will lead the effort that will also include consultation with Local Boards, and chief local elected officials. Further guidance and regional planning guidelines will be issued that identify requirements and timelines.