



ALEXANDRIA / ARLINGTON REGIONAL  
**Workforce Council**

**MEETING AGENDA**  
**September 22, 2016**  
**8:00 am to 10:00 am**

<b>Welcome Message</b>	<i>Daniel Gomez</i>
<b>Presentation: Virginia Tech's Thinkabit Lab</b>	<i>Jim Egenrieder</i>
<b>Presentation: "The Income Gap"</b>	<i>Jeanne Booth</i>
<b>Executive Director's Report</b>	<i>David Remick</i>
<b>Update: Economic Development, Education, &amp; Workforce Partners</b>	<i>Various Speakers</i>
<b>New Business</b>	<i>Daniel Gomez</i>
<b>Public Comment Period</b>	<i>David Remick</i>
<b>Adjourn</b>	<i>Daniel Gomez</i>

**UPCOMING MEETINGS**

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



ALEXANDRIA / ARLINGTON REGIONAL

## Workforce Council

June 23, 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:** Eduardo Achach, Lisa Bauer, Karen Baugh, Jeanne Booth, Patrick Brennan, Sherri Chapman, Winoka Clements, Alessandra Colia, Howard Feldstein (One-Stop Operator), Ellen Harpel, David Harris, Carolyn Jones (One-Stop Operator), Elizabeth Jones-Valderrama, Alberto Marino, Kris Martini, Lisa Miragliuolo, Dori Ramsey, Cynthia Richmond, Kate Roche, Andrea Rubino, Marie Schuler

**Absent:** Daniel Clarkson, Lee Coyle, Dennis Desmond, Daniel Gomez, Richard Gordon, Stephanie Landrum, Kevin Lynch, Marc Olmsted, Erik Pages, Sara Price, Ann Randazzo, Rick Slusher, Darren Tully

The meeting was called to order at 8:08 a.m.

A motion was made, seconded, and the minutes of March 3, 2016 were unanimously approved.

### PRESENTATIONS:

- **Upwardly Global.** Wendy Chan provided an overview of Upwardly Global, which has established a public/private partnerships with Accenture and other U.S. based companies. Upwardly Global provides resources for skilled immigrants.

### EXECUTIVE DIRECTOR'S REPORT

- **Incumbent Worker Policy.** This policy is designed to assist Alexandria City and Arlington County businesses skill-up their workforce.
  - A motion was made, seconded, and the Incumbent Worker Policy was unanimously approved.
- **PY16 WIOA Funding.** A comparison between PY2015 and PY2016 WIOA Adult, Youth, and Dislocated Worker funding was presented. No voting required.
- **PY15 Youth Funds Transfer.** The Executive Director drafted a request letter from the Council Chair to the VCCS to transfer \$11,875.61 from PY15 WIOA Dislocated Worker Funds to the PY15 WIOA Adult funds so that our One-Stop Operator can cover WIOA Adult salaries for the period 5/1/2016 through 6/30/16.
  - A motion was made, seconded, and the Council unanimously approved the Chair to sign the funding transfer letter.
- **Training Provider Approvals.** At the Executive Committee's June 10, 2016 meeting, the following providers were presented for review: Hopkins House, Alexandria City Public Schools-Adult Education Program, and Quantum Studios, Inc.
  - A motion was made, seconded, the training providers were unanimously approved by the Council.
- **New Council Committee.** Alexandria/Arlington Regional Workforce Council One Stop Committee is established to provide operational oversight and accountability to the WIOA and State policy and guidelines, to ensure exceptional customer services to job seekers, current workers, and employers in the area.
  - A motion was made, seconded, and the Alexandria/Arlington Regional Workforce Council One-Stop Committee, was unanimously approved.

- **GO VA/Commonwealth Institute/BOT Update.** Executive Director provided an update of three regional convening events focused on workforce development.
- **State Policy Update.** Executive Director provided an update on the following policies:
  - Policy No. 200-03: Duties of Local Workforce Development Boards, provides guidance regarding the duties of Local Workforce Development Boards under WIOA.
  - Policy No. 200-06: Designation of Regions and Planning Requirements, provides policy and procedures for identifying regions and conducting regional planning for chief local elected officials and Virginia workforce system stakeholders per statutory and regulatory requirements under the WIOA.
    - Under Policy 200-06 several factors needs to be taken into consideration as to whether or not Area 12 can pass the test:
      - Single Labor Market
      - Common Economic Development Area
      - Federal and Non-Federal Resources to carry out WIOA activities
      - Population Centers
      - Commuting Patters
      - Industrial Composition and Sector Alignment
      - Community College Regions
    - The Council was invited to participate in a joint regional planning effort with the Northern Virginia Workforce Development Board.
    - Discussion also included whether or not to renew the Alexandria/Arlington Comprehensive Economic Development Strategy (CEDS).
      - A motion was made, seconded, and renewal was unanimously approved.
    - Establishment of a Taskforce to discuss determine recommendation on regional planning strategy as it relates to Policy 200-06.
      - A motion was made, seconded, and the Taskforce was unanimously approved.
      - Taskforce Members: Dori Ramsey, Elizabeth Jones-Valderrama, Howard Feldstein, Carolyn Jones, Ellen Harpel, Lisa Bauer, Winoka Clements, Daniel Gomez, David Remick

#### ECONOMIC DEVELOPMENT, EDUCATION AND WORKFORCE PARTNERS:

- Cynthia Richmond provided highlights on economic development activity in Arlington County.
- Carolyn Jones provided highlights for the Alexandria Workforce Development Center.
- Karen Baugh reported DARS is no longer working under automatic selection.
- Kris Martini provided highlights for the Arlington Public Schools Automotive Program.
- Sherri Chapman provided highlights for Alexandria Public Schools.
- Vonzell Mattocks reported working regionally on SNAPET Grant and new track for workforce educational initiatives at NVCC.
- Lisa Bauer reported on NOVA Energy Workforce and working with NVCC to look at utility/energy collaborative.

#### NEW BUSINESS:

- July 28, 2016 Save the Date for the Fair Change Business Summit from 9:00 a.m. to 12:30 p.m. For further information contact [Lisa.stapleton@vadoc.virginia.gov](mailto:Lisa.stapleton@vadoc.virginia.gov).

The meeting was called to close at 9:50 a.m.

The next meeting will be held on September 22, 2016 at 8:00 a.m. in the Arlington Department of Human Service's Lower Level Auditorium.



ALEXANDRIA / ARLINGTON REGIONAL  
Workforce Council

EXECUTIVE COMMITTEE MEETING MINUTES  
September 9, 2016  
8:30 am to 9:30 am

Welcome Message

*Daniel Gomez*

- Meeting convened at 8:35.

LWDA 12 Update

*David Remick*

- The following topics were discussed and unanimously approved for escalation to the Regional Workforce Council for discussion/vote:
  - One-Stop Operations Committee Slate
  - CEDS Committee Formation
  - Extension of WIOA Executive Committee Responsibilities
  - WIOA Youth Program Procurement
  - Review of WIOA Training Providers
  - Regional Planning Update
  - Business Member Resignations

Next Steps/Adjourn

*Daniel Gomez*

- Meeting ended at 9:30.

UPCOMING EXECUTIVE COMMITTEE MEETINGS

October 14, 2016

November 11, 2016

December 9, 2016

8:30 am to 9:30 am

Arlington County Employment Center Conference Room

2100 Washington Blvd, 1<sup>st</sup> Floor

Arlington, VA 22204

One-Stop Operations Committee.xlsx

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:

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

First	Last	Organization	Email	Center Participation	Role
Teri	Barnett	Alexandria City Public School/Adult Education	<a href="mailto:teri.barnett@acps.k12.va.us">teri.barnett@acps.k12.va.us</a>	AWDC	
Karen	Baugh	VA Department of Aging and Rehabilitative Services	<a href="mailto:karen.baugh@dar.virginia.gov">karen.baugh@dar.virginia.gov</a>	Both	
Dottie	Brown	Virginia Employment Commission	<a href="mailto:Dorthea.Brown@vec.virginia.gov">Dorthea.Brown@vec.virginia.gov</a>	Both	
Howard	Feldstein	Arlington Employment Center	<a href="mailto:Hfeldstein@arlingtonva.us">Hfeldstein@arlingtonva.us</a>	AEC	Co-Chair
Carolyn	Jones	Alexandria Workforce Development Center	<a href="mailto:carolyn.jones@alexandriava.gov">carolyn.jones@alexandriava.gov</a>	AWDC	Co-Chair
Patricia	Maloolf	Catholic Charities	<a href="mailto:PMaloolf@ccda.net">PMaloolf@ccda.net</a>	AWDC	
Kris	Martini	Arlington Public School/Adult Education	<a href="mailto:kmartini@arlington.k12.va.us">kmartini@arlington.k12.va.us</a>	AEC	
Steve	Partridge	NVA Community College	<a href="mailto:spartidge@nvcc.edu">spartidge@nvcc.edu</a>	Both	
Rick	Slusher	Virginia Employment Commission	<a href="mailto:Rick.slusher@vec.virginia.gov">Rick.slusher@vec.virginia.gov</a>	Both	
Carrey	Strazzulla	Linden Resources	<a href="mailto:cstrazzulla@linden.org">cstrazzulla@linden.org</a>	Both	
Maura	Pocelli	NCOA	TBD	Both	
David	Remick	Alexandria/Arlington Regional Workforce Center	<a href="mailto:dremick@arlingtonva.us">dremick@arlingtonva.us</a>	Both	Staff
Mary	Baucum	Alexandria/Arlington Regional Workforce Center	<a href="mailto:Mbaucum@arlingtonva.us">Mbaucum@arlingtonva.us</a>	Both	Staff

Five years ago our Regional Workforce Council (formerly the WIB) partnered with the Alexandria Economic Development Partnership and Arlington Economic Development to develop the Alexandria/Arlington Comprehensive Economic Development Strategy (CEDS). Our CEDS analyzed the state of the workforce and economies of the City of Alexandria and Arlington County and established regional goals and objectives. We submitted our CEDS to the US Department of Commerce's Economic Development Administration and it was certified in September 2011. Alexandria/Arlington was the 1st WIB in Virginia and 38th WIB in the United States to receive this certification. Since then our CEDS has been used to guide our local workforce development efforts, to influence and support our grant submissions to the Commonwealth and Department of Labor, and as supporting data/information included in Council presentations to the public.

Our CEDS has expired and during our last Regional Workforce Council meeting we agreed to renew our CEDS for another five year term. As part of the US Department of Commerce's Economic Development Administration's new CEDS guidelines, we need to:

- Assemble a planning committee to advise the development of our next CEDS; and
- Conduct an in-depth analysis of Alexandria/Arlington Regional strengths, weaknesses, opportunities, and threats (SWOT).

Committee member responsibilities:

1. Attend our September 16th Kick-off Meeting: We will use this 2 hour meeting to conduct our SWOT analysis. This will be a facilitated discussion in which you will serve as our "focus group" and bring your unique perspectives of our region to this conversation.

2. Participate in the CEDS Public Comment Period: I hope to have the final draft of our new CEDS ready for public comment by December/January. I would ask that each of you spend about an hour during this period to review the draft and provide your comments through our online feedback portal.

First	Last	Organization	Email	Role
Erik	Pages	EntreWorks Consulting	<a href="mailto:epages@entworks.net">epages@entworks.net</a>	Business & Chair
Elen	Harpel	Business Development Advisors LLC	<a href="mailto:eharpel@businessdevelopmentadvisors.com">eharpel@businessdevelopmentadvisors.com</a>	Business
Mark	White	George Mason University	<a href="mailto:mwhite34@gmu.edu">mwhite34@gmu.edu</a>	Education
Jim	Egenrieder	Virginia Tech	<a href="mailto:jimf@vt.edu">jimf@vt.edu</a>	Education
Dori	Ramsey	Washington Gas	<a href="mailto:DorIRamsey@washgas.com">DorIRamsey@washgas.com</a>	Business
Kate	Bates	Arlington Chamber of Commerce	<a href="mailto:kbates@arlingtonchamber.org">kbates@arlingtonchamber.org</a>	Business
Cynthia	Richmond	Arlington Economic Development	<a href="mailto:Crichmond@arlingtonva.us">Crichmond@arlingtonva.us</a>	Economic Development
Stephanie	Landrum	Alexandria Economic Development Partnership	<a href="mailto:landrum@alexecon.org">landrum@alexecon.org</a>	Economic Development
Alberto	Marino	WMATA	<a href="mailto:amarino@wmata.com">amarino@wmata.com</a>	Transportation
Dennis	Desmond	Laborers' International Union of North America Local 11	<a href="mailto:ddesmond@bwldc.org">ddesmond@bwldc.org</a>	Union
Alessandra	Colia	Urban Alliance	<a href="mailto:acolia@theurbanalliance.org">acolia@theurbanalliance.org</a>	Community Org
Scott	Miller	A-SPAN	<a href="mailto:smiller@A-SPAN.org">smiller@A-SPAN.org</a>	Community Org
Lesa	Gilbert	Alexandria City Department of Community and Human Services	<a href="mailto:Lesa.Gilbert@alexandriava.gov">Lesa.Gilbert@alexandriava.gov</a>	Human Services
Jeanne	Booth	Arlington County Department of Human Services	<a href="mailto:jbooth@arlingtonva.us">jbooth@arlingtonva.us</a>	Human Services
David	Remick	Alexandria/Arlington Regional Workforce Center	<a href="mailto:dremick@arlingtonva.us">dremick@arlingtonva.us</a>	Staff
Mary	Baucum	Alexandria/Arlington Regional Workforce Center	<a href="mailto:Mbaucum@arlingtonva.us">Mbaucum@arlingtonva.us</a>	Staff



## Incumbent Worker Training (IWT) Process

While there are several ways to conduct IWT, the recommended format for LWDA 12 is to reimburse employers for a portion of their employee’s training after the participant successfully completes their coursework and earns their credential. This ensures that WIOA funds are spent on credential attainment.

The process:

- Employer completes IWT application, including quote for services from a qualified training provider, and submits it to Council Director.
- Council Director reviews applications for eligibility and appropriateness.
- **Applications are then presented to the Executive Committee for review and approval. The Executive Committee will review a summary chart to inform their decision:**

Company	Company Size	Total Training Cost	Training/Certification Summary	% of Total Training Cost	Total Employees Trained	Cost Per Employee Trained
Company A	15,000	\$51,750	CompTIA A+	50%	15	\$1,550
Company B	85	\$31,800	Scrum	75%	15	\$1,590
Company C	70	\$8,000	CDL	75%	4	\$1,500
<b>TOTAL/AVG</b>	--	<b>\$91,550</b>		--	<b>34</b>	<b>\$1,547</b>

- All applications that are approved are returned to the Council Director to create the Award Packet. The Award Packet includes:
  - IWT Process Summary Document
  - IWT Contract (SFA)
  - W-9 Form
  - Supplier Form
  - Employee Participation Spreadsheet: There will be one point of contact per employer. The Employer is responsible for collecting all program information and submitting it to the Council Director. Employer must provide a copy of their business license, DUNS number, completed employee participation spreadsheet, and copies of the participating employees’ Driver’s License, Social Security Card, and Selective Service Card. A copy of an employee’s I-9 Form can be used as a substitute for their Social Security Card and Driver’s License.
- Once contract is executed and Supplier Form/W-9 form are returned to the Council Director, the employer can contract to the training provider for services.
- The employer pays 100% of the cost of training to the training provider. All training includes course work, course materials, and credential testing.
- The employer can submit an invoice for reimbursement for a portion of the actual training expenses (50% - 90% based on IWT local policy) to the Council Director. Invoice must reference the contract and purchase order as well as include copies of the employee’s certification. LWDA 12’s IWT will not reimburse employers for employees that do not complete the training and/or fail to pass the certification test.

## Incumbent Worker Training Initiative of Northern Virginia

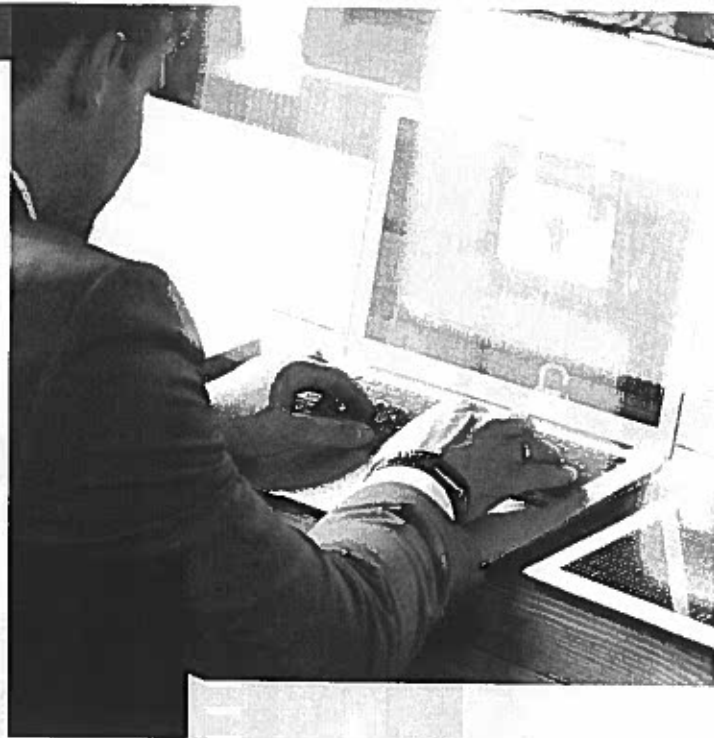
# BOOST YOUR EMPLOYEES' IT SKILLS AND YOUR BOTTOM LINE!

Incumbent worker training programs provide funding assistance to employers to upgrade the skills of their current employees, thereby enhancing their expertise and making their business more competitive. The Incumbent Worker Training Initiative of Northern Virginia focuses on industry-recognized credentials in Information Technology (IT) and Cyber Security to ensure your company and employees are top notch in this dynamic field.

### What it costs:

Employers must provide a minimum matching contribution to the Incumbent Worker Training Initiative, in amounts identified in the Virginia Board of Workforce Development Policy 15-00, based upon company size. The Initiative will fund:

- 90% of the cost, for employers with not more than 50 employees
- 75% of the cost, for employers with 51-100 employees; and
- 50% of the cost, for employers with more than 100 employees



### How it works:

- Participating businesses must be less than 250 employees, have a facility located in Virginia, and identify employees that have been with the company for a minimum of six months.
- Employers choose from an extensive list of IT and Cyber Security courses from Northern Virginia Community College (NOVA), such as CompTIA® Security+, Network+, and Cisco Certified Network Associate (CCNA).
- Grant funding covers costs of training at Northern Virginia Community College, as well as for certification exams and textbooks.



Interested? Contact your closest representative:

**FAIRFAX, LOUDOUN, AND PRINCE WILLIAM COUNTIES**  
SEEMA JAIN  
THE **SKILLSOURCE** GROUP, INC.  
(703) 752-1606  
SEEMA.JAIN@MYSKILLSOURCE.ORG  
MYSKILLSOURCE.ORG

**CITY OF ALEXANDRIA AND ARLINGTON COUNTY**  
DAVID REMICK  
ALEXANDRIA/ARLINGTON REGIONAL  
WORKFORCE COUNCIL  
(703) 228-1412  
DREMICK@ARLINGTONVA.US  
WORKFORCECOUNCIL.ARLINGTONVA.US







## WIOA Youth Program Procurement – Local Waiver

### Issue

- Under the Workforce Investment Act, LWDA 12 secured a waiver that allowed Title I Youth Services to be performed at the Alexandria Workforce Development Center and Arlington Employment Center. That waiver has expired.
- 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.
- LWDA 12'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

Recently, 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 Workforce Development Center and the Arlington Employment Center have been allowed to perform Title I Youth Services via a state-issued waiver under the Workforce Investment Act. Since 2011, LWDA 12's Title I Youth Program has met its annual performance goals and maintained financial integrity. Title I Youth Program Funding is \$202,935 for Program Year 2016 (FY17).



ALEXANDRIA / ARLINGTON REGIONAL

## Workforce Council

### LWDA 12's Youth Services Program Design

Alexandria Workforce Development Center and Arlington Employment Center perform the "framework services" for LWDA 12'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</li> <li>• Arlington Public School, GED Program</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>



# Workforce Council

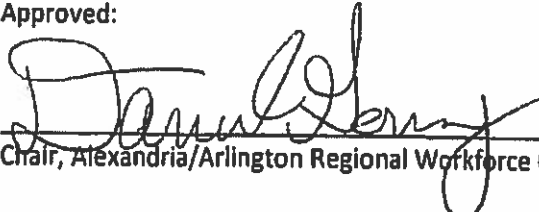
<p>7. Supportive Services (<i>Linkages to community services</i>)</p> <ul style="list-style-type: none"> <li>• Transportation</li> <li>• Childcare</li> <li>• Housing and Accommodation for youth with disabilities</li> <li>• Uniforms</li> <li>• Referrals to Healthcare</li> <li>• Educational Testing</li> </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>
<p>8. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months</p>	<ul style="list-style-type: none"> <li>• Various partnerships with local and regional mentorship-focused CBOs</li> </ul>
<p>9. Follow-up services for not less than 12 months after the completion of participation, as appropriate</p>	<ul style="list-style-type: none"> <li>• Alexandria Workforce Development Center</li> <li>• Arlington Employment Center</li> </ul>
<p>10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.</p>	<ul style="list-style-type: none"> <li>• Various partnerships with local and regional counseling-focused CBOs</li> </ul>
<p>11. Financial literacy education</p>	<ul style="list-style-type: none"> <li>• Association of Financial Counselors</li> </ul>
<p>12. Entrepreneurial skills training</p>	<ul style="list-style-type: none"> <li>• Business Development Assistant Group</li> </ul>
<p>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.</p>	<ul style="list-style-type: none"> <li>• Alexandria/Arlington Regional Workforce Council</li> <li>• Virginia Employment Commission</li> </ul>
<p>14. Activities that help youth prepare for and transition to postsecondary education and training.</p>	<ul style="list-style-type: none"> <li>• Alexandria City Public School</li> <li>• Arlington Public School</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 2016 (FY17).

Approved:

  
 Chair, Alexandria/Arlington Regional Workforce Council

9/22/16  
 Date



## Training Provider Applicant Overview

### American Red Cross

- Program: Nurse Assistant Training – Alexandria Chapter
- Tuition: \$1,589 (includes uniforms, TB Test, physical and urine drug screen)
- Occupational Career: CNA
- Partners with The Medical Team, HomeInstead, CareOptions, Caring Matters, EYA, Maxim, Goodwin House, and Carpenter's Shelter
- No information found about this organization from the Better Business Bureau
- Non-Accredited, Not-for-Profit Training Program since 2009
- Registered under Internal Revenue Service I.D. No. 53-0196605
- Currently waiting on program exemption from the State Council of Higher Education for Virginia
- Approved by the Virginia Board of Nursing
- STAFF RECOMMENDATION: APPROVE (and post once SCHEV exception received)

### The Skin Care Center

- Programs: Esthetic/Master Esthetic/Permanent Make-Up and Electrolysis Program
- Tuition: \$4,000 – \$6,520 (includes textbook and supplies)
- Occupational Career: Cosmetology
- Board Certified through the Department of Professional and Occupational Regulation
- 2016 License from Fairfax County Department of Tax Administration
- No information found about this organization from the Better Business Bureau
- Registered under Internal Revenue Service I.D. No. 54-1797357
- STAFF RECOMMENDATION: APPROVE

### DC Central Kitchen

- Program: Culinary Job Training
- Tuition: \$7,050 (includes SafeServe Certification)
- Occupational Career: Line and Short-Order Cooks, Chef
- Partner with A Wider Circle and Arlington Employment Center
- No information found about this organization from the Better Business Bureau
- Non-Profit Community Kitchen since 1989
- Registered under Internal Revenue Service I.D. No. 46-1058365
- STAFF RECOMMENDATION: APPROVE (and post once proof of listing on out-of-state ETPL)

### WestLink Career Institute

- Program: Emergency Medical Technician
- Tuition: \$4,000 (includes required supplies and licensure/certification and application fees)
- Occupational Career: Emergency Medical Technician
- Partner with Lifestar Response, All American Ambulance, and Butler Ambulance Services
- Licensed Post-Secondary Education Institution – DC OSSE/ELC since 1992
- Registered under Internal Revenue Service I.D. No. 45-1012028
- No information found about this organization from the Better Business Bureau
- STAFF RECOMMENDATION: APPROVE (and post once proof of listing on out-of-state ETPL)

### **George Mason University Learning Solutions**

- Programs: Information Technology, Professional and Management Development, Administration of Human Resource Programs, Legal Services, Business Management, Public Finance, Government Contract, and Facility Management
- Tuition: \$895 – \$3,500
- Registered under Internal Revenue Service I.D. No. 54-0836354
- Post-Secondary Education Institution
- No information found about this institution from the Better Business Bureau
- STAFF RECOMMENDATION: APPROVE

### **Spectrum Beauty Academy, LLC**

- Programs: Cosmetology, Barbering, Nail Technology, Esthetics, Master Esthetics, Instructor Training
- Tuition:
  - Cosmetology - \$9,915 (includes registration books, testing/Exam cost, licensure/certification, manikins)
  - Barbering - \$8,340 (includes registration costs, books, kit, testing/exam cost, licensure/certification costs and manikins)
  - Nail Technology - \$2,450 (includes registration cost, kit, testing/exam cost, and licensure/certification)
  - Esthetics - \$7,075 (includes registration cost, books, kit, testing/exam cost and licensure/certification)
  - Master Esthetics - \$5,075 (includes registration cost, kit, books, testing/exam cost and licensure/certification)
  - Instructor Training - \$5,170 (includes registration/admission fees and licensure/certification)
- Partner with Andre Chreky Salon, Beauty Fair Hairstylists, B Elegance Hair, and Nails Lounge
- Registered under Internal Revenue Service I.D. 04-3798123
- No information found about this institution from the Better Business Bureau
- Current license: City of Alexandria Business License and Department of Professional and Occupation Regulation, Board for Barbers and Cosmetology, Esthetics School License
- STAFF RECOMMENDATION: APPROVE

### **Center for Employment Training**

- Programs: HVAC Specialist and Building Maintenance
- Tuition:
  - HVAC Specialist - \$10,578 (includes books and required supplies)
  - Building Maintenance - \$11,954 (includes books and required supplies)
- Partner with Back 2 Back HVAC, Cropp Metcalf, and United Air Temps
- Registered under Internal Revenue Service I.D. No. 94-165811
- No information found about this institution from the Better Business Bureau
- Certificate to Operate a Vocational Post-Secondary Institution and 2016 Business, Professional and Occupational License from Fairfax County Department of Tax Administration
- STAFF RECOMMENDATION: APPROVE

### **Computer C.O.R.E.**

- Program: CORE Technology and Life Skills Program
- Tuition: \$200 materials fee (actual program cost cover by CORE is \$1,688)
- Partner with Accenture, A.E.M. Corporation, and Bank of America, Dimension Data
- Registered under Internal Revenue Service I.D. No. 54-196428
- Occupational Career: Administrative
- No information found about this institution from the Better Business Bureau
- This is a Community-Based Organization since 1999
- Under contract with Northern Virginia Community College
- STAFF RECOMMENDATION: APPROVE

### **1<sup>st</sup> CDL Training Center of Northern Virginia**

- Program: CDL Class A & B
- Tuition: CDL Class A - \$3,500 and CDL Class B - \$3,000
- Occupational Career: Commercial Truck Driver
- Partners with Northern Virginia Community College
- 2016 Business, Professional and Occupation License from County of Fairfax, Department of Tax Administration and the Department of Motor Vehicles – Classroom and In-Vehicle Instruction
- SCHEVE Exempt
- Registered under Internal Revenue Service I.D. No. 32-0376817
- No information found about this institution from the Better Business Bureau
- STAFF RECOMMENDATION: APPROVE

### **La Cocina VA**

- Program: Culinary Arts and Food Safety
- Tuition: \$7,800 (includes books, uniforms, tools, testing/exam costs, licensure/certification costs and other required fees)
- Occupational Career: Food Service Industry
- Partners with Northern Virginia Community College
- Registered under Internal Revenue Service I.D. No. 46-2037695
- Certificate of Good Standing from State Corporation Commission
- No information found about this institution from the Better Business Bureau
- STAFF RECOMMENDATION: APPROVE

### **MedCerts**

- Programs and Tuition:
  - Medical Front Office Assistant and Administration - \$4,000
  - Medical Billing Specialist – \$2,000
  - Medical Front Office Administration Specialist - \$2,000
  - Pharmacy Technician 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 and Reimbursement Specialist - \$4,000
  - Professional Coder - \$4,000
  - Professional Biller - \$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
- Occupational Career: Healthcare and Information Technology Industries
- Registered under Internal Revenue Service I.D. No. 27-1068071
- This is a Post-Secretary Institution with a Proprietary School Licensed from the State of Michigan, Department of Licensing and Regulatory Affairs, Corporations, Securities and Commercial Licensing Bureau
- No information found about this institution from the Better Business Bureau of Michigan
- STAFF RECOMMENDATION: APPROVE (and post once proof of listing on out-of-state ETPL)

*Community*  
**Arlington County Learning**

- Programs and Tuition:
  - CPR - \$69
  - Auto Repair Procedures – \$229
  - Medical Billing and Coding - \$1,199
  - First Aide - \$69
  - Food Protection Manager Certification - \$149
  - Nurse Aide Training – \$999
  - Trades and Industry Program - \$219
  - GED - \$169 to \$249 depending on hours (includes GED Test)
  - English as a Second Language - \$310 for 180 hrs; \$235 for 120 hours
- Registered under Internal Revenue Service I.D. No. 54-6001128
- Occupational Career: Healthcare and Trades Industries
- STAFF RECOMMENDATION: APPROVE

**Together We Bake**

- Program: Culinary and Life Skills
- Tuition: \$3,000 (includes registration, books, required supplies, testing/exam cost and other required fees)
- Occupational Career: Food Service Industry
- Partner: Alexandria Workforce Development Center
- City of Alexandria Business License, Revenue Administration Division, City of Alexandria
- SCHEV Exempt
- Registered under Internal Revenue Service I.D. No. 47-2543526
- No information found about this institution from the Better Business Bureau
- STAFF RECOMMENDATION: APPROVE

**Sign-up to be a Job Shadow Host by Sept. 23!**

**From :** Toni <tandrew7@gmu.edu>

Wed, Sep 21, 2016 09:45 AM

**Subject :** Sign-up to be a Job Shadow Host by Sept. 23!

**To :** remickd@comcast.net

**Reply To :** tandrew7@gmu.edu



## **Sign-up to Be a Job Shadow Host!**

**Be Part of Mason's "Take a Patriot to Work" Job Shadow Event. Please register by September 23.**

George Mason University Career Services invites your organization to participate in our one-day job shadow event: [Take a Patriot To Work](#) happening on Friday, November 4, 2016.



Invite a Mason student to your



This special program gives your organization the opportunity to open the door to future talent, brand your company and empower students to make informed decisions regarding their career choices. Your job shadow day may be a half or full day -- whatever is convenient!

workplace on  
November 4th.

**Please register to be a job site host now! Deadline is Sept. 23.**

Students will begin applying to job shadow postings beginning September 24 so now is the time to get your organization listed. To get more details please [click here](#). Questions? Call Debbie Zuiker, Experiential Learning Coordinator at 703-993-2365 or via email [dzuiker@gmu.edu](mailto:dzuiker@gmu.edu)

**Hiring? Need an Intern?**

We invite you to connect with Mason Career Services. You may post your job opportunities for free on Hire Mason. [Learn more](#) or contact Mary Claire Kraft at [mkraft2@gmu.edu](mailto:mkraft2@gmu.edu)

**Office of Government and Community Relations**

**Toni Andrews, Associate Director at Arlington**

Phone: (703-993-9817) or [tandrew7@gmu.edu](mailto:tandrew7@gmu.edu)  
[relations.gmu.edu](http://relations.gmu.edu)



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## **Apprenticeship Sponsor Information**

The **Virginia Registered Apprenticeship** is a "win-win" approach to workforce development that provides a combination of on-the-job training and related classroom instruction to more than 14,000 Registered Apprentices throughout the Commonwealth.

The Virginia Registered Apprenticeship currently meets the needs of approximately 2,000 Virginia Sponsors (employers) who use custom-designed programs to train their workforce. Employers provide on-the-job training for their employees in a variety of occupations, ranging from high tech to highly skilled trades.

### **Eligibility and Requirements**

- As a full-fledged employee of the sponsoring company, a Registered Apprentice completes a minimum of 2,000 hours of supervised on-the-job training and a minimum of 144 hours of related classroom instruction for each year of apprenticeship.
- Apprenticeship terms are occupation specific, but the average term is four years.
- Successful completion of the Registered Apprenticeship Program earns the apprentice nationally recognized state certification which qualifies him/her for State Board Testing if required to become a journeyperson. In some instances, the certification shows that they are a Journeyperson.
- All apprentices are registered through a Department of Labor & Industry Apprenticeship Consultant.

### **General Information**

Registered Apprenticeship combines supervised on-the-job training with related instruction (classroom studies) in subjects related to the apprentice's chosen occupation. Apprentices attend classes at a local community college, technical center or at a sponsor-run school. Each occupation requires a minimum of 2000 hours of on-the-job work experience and a recommended minimum of 144 related instruction hours for each year of the apprenticeship to supplement the on-the-job work experience. Depending on the occupation, the length of apprenticeship varies between one and six years, with four years being the average.

### **Steps to becoming a Sponsor**

- 1) The Company must have a Virginia Location.
- 2) Identify the occupation that there is a training need.
- 3) Identify employees who will mentor Registered Apprentices and the employees that will be the Registered Apprentices.
- 4) The employer will contact an Apprenticeship Consultant who will assist the sponsor and apprentice with registration.

### **Here are a few Registered Sponsors in The Commonwealth:**

Alexandria Renew - City of Alexandria, Virginia Sanitation Authority

CroppMetcalfe

CTI – Commonwealth Technology

Fort Myer Facilities Maintenance

Lockheed Martin Facilities Maintenance

NOVEC – Northern Virginia Electric Cooperative

Rappahannock Electrical Cooperative

Raytheon

The Apprenticeship School - Newport News Shipbuilding

University of Virginia

***Please watch our YouTube video <http://youtu.be/x29JiE77cKA> to see how Apprenticeship can benefit your company or contact Crystal S. Thrower at 703.392.0900 ext. 102 or [crystal.thrower@doli.virignia.gov](mailto:crystal.thrower@doli.virignia.gov) .***

# **Governor Announces Launch of New Fiscal Incentives for Companies Sponsoring Registered Apprenticeships in Select Occupations**

## **New Funding Incentive Program**

*~ Funding guidelines and application now available. ~*

**RICHMOND** – Governor Terry McAuliffe announced today that the Virginia Department of Labor and Industry (DOLI) is accepting applications from employers interested in accessing state funds to offset training costs for registered apprentices in select occupations including: information technology, cyber security, and professional and business services. DOLI is also accepting applications from state government agencies for funding to support registered apprenticeships for state government employees.

Governor's Executive Order Forty-Nine provides a total of \$400,000 annually in funding for Registered Apprenticeship (RA) programs for public and private sector occupations in which there have not traditionally been apprentices. Specifically, the funds available under Governor's Executive Order 49 are intended to increase the number of RA programs within the public sector and in key private sector industries (such as Information Technology, Cyber Security, and Professional and Business Services) that have not traditionally sponsored registered apprentices. RA program funding decisions will be made by the Virginia Department of Labor and Industry (VDOLI), in collaboration with the Department of Human Resources Management (DHRM), as appropriate.

The Virginia Registered Apprenticeship Related Instruction Incentive Program (ARIIP) will be administered by the Virginia Department of Labor and Industry's Registered Apprenticeship Division (DOLI). DOLI may reimburse the sponsor/employer and state agency, up to a maximum of \$1,000 annually, per apprentice, for a maximum of 10 apprentices per sponsor. Many registered apprenticeships are longer than a year in duration and reimbursement may be sought for multiple years. Reimbursement is not guaranteed, and is subject to available funding on a first-come, first-served annual basis after successful completion of coursework.

A representative (sponsor/employer/state agency) of an approved Registered Apprenticeship Program will find the Registered Apprenticeship Related Instruction Incentive Guidelines and application at [www.doli.virginia.gov](http://www.doli.virginia.gov). **For more information on this incentive program to support employers in signing up registered apprenticeships, contact Kathleen Eddington at (804) 786-2382, or [kathleen.eddington@doli.virginia.gov](mailto:kathleen.eddington@doli.virginia.gov).**



*Join Us for a Workshop*

## **STRATEGIES for JOB FAIR SUCCESS**

**Friday, September 30th ■ 10am- 3pm**

**Arlington Employment Center: 2100 Washington Blvd, Auditorium-LL, Arlington, VA 22204**

**Make the most of this year's Arlington Fall Career Fair by being prepared!**

Learn how and what to prepare, what to expect, and how to make a strong first impression. Sandy Smith and Edythe Richards will share their professional tips on what to do and not to do at a large-scale job fair. Topics covered will include resumes, Applicant Tracking Systems (ATS), "branding", and networking with recruiters and hiring managers.

**► Register to Attend:**

**<https://aecworkshop16.eventbrite.com>**

**For more about Arlington Employment Center Fall Career Fair:**

**[www.aecjobfair2016.eventbrite.com](http://www.aecjobfair2016.eventbrite.com)**

Sponsored by Arlington Employment Center- Veterans are encouraged to attend

**Get Hired!**

**SIXTH ANNUAL  
ARLINGTON EMPLOYMENT CENTER  
FALL CAREER FAIR**

**Tuesday, October 4, 2016  
10 am - 1 pm**

**George Mason University  
Arlington Campus  
Founders Hall  
3351 Fairfax Drive  
Arlington, Virginia 22201**

Limited parking available. Conveniently located near  
Metrorail Orange Line Virginia Square.

**FEATURED EMPLOYERS**

- Accenture
- Accountemps
- Arlington County Government
- BB&T Bank
- Chipotle
- Delta T Group
- Ledgent Staffing
- Macy's
- Manpower
- Morrison Healthcare Food Service
- Octo Consulting
- Office Team
- Paradigm Management LP
- PBS
- Sunrise Senior Living
- US Postal Service
- Ultimate Staffing
- Virginia Hospital Center
- Washington Metropolitan Area Transit Authority (Metro)
- WETA

*Visit registration site for complete  
updated employer listing.*

Looking for a new Job? Attend Arlington Employment Center  
Fall Career Fair and meet with over 50 area top employers with jobs in IT,  
administration, education, construction, banking, retail, health care,  
transportation and more!

Register at [www.aecjobfair2016.eventbrite.com](http://www.aecjobfair2016.eventbrite.com)



**Register Today!**



**Sponsored by Arlington Employment Center**