



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

**December 17, 2020
8:30 am to 10:30 am**

Via MS Teams

Welcome Message	<i>Alberto Marino</i>
Executive Director's Report/Consent Agenda	<i>David Remick</i>
Local Plan Discussion	<i>Zelos</i>
Adjourn	<i>Alberto Marino</i>

UPCOMING MEETING

February 11, 2021
June 24, 2021

8:30 am to 9:30 am
Arlington County Department of Human Services
2100 Washington Blvd, Lower Level Auditorium
Arlington, VA 22204

CONSENT AGENDA NOTES

- One-Stop Operator Quarterly Report – For Your Information Only
- September 24, 2020 Meeting Minutes – Recommendation: Approval
- December 4, 2020 Executive Committee Meeting Minutes – Recommendation: Approval
- Change to Adult OJT, Work Experience, & Transitional Jobs Policy: Policy change at the request of the State WIOA Administrator. This revision has been approved by the State WIOA Auditing Staff. – Recommendation: Approval

CONSENT AGENDA BEGINS

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ONE-STOP OPERATOR REPORT



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WIOA PERFORMANCE REPORT
PY 2020- Q1



Empower people. Improve performance.

Prepared by:
One Stop Operator – RISE Talent Solutions
Alamelu Dev
alamelu@riseglobaltalent.com

Table 1 S.No.	Period (PY2020 - July 2020 to June 2021) Data measure	Q1 (July, Aug, Sept) - PY 20		
		WDC	AEC	Total
1	Career Services customer satisfaction results	97%	81%	89%
2	Business Services satisfaction results	100%	95%	98%
3	Businesses served			annual data
4	Total One-Stop Center Visitors (duplicated)	450	n/a	n/a
5	Total One-Stop Center Visitors (unduplicated)	222	375	597
6	Total of daily calls to the One-Stop Center due to COVID related shutdown	3145	n/a	n/a
7	New WIOA Title I Adult Participants	6	6	12
8	New WIOA Title I Dislocated Workers Participants	2	0	2
9	New WIOA Title I Youth Participants	1	0	1
10	Total New participants	9	6	15
11	Active WIOA Title 1 Adult Participants	39	28	67
12	Active WIOA Title I Dislocated Workers Participants	7	2	9
13	Active WIOA Title I Youth Participants	2	3	5
14	Total Active participants	48	33	81

Data Source:

Measures #1 to #6 - Respective One-Stop Centers

Measures #7 to 14 - AARWC Data Administrator

% change from same period PY 19		
WDC	AEC	Total
4%	1%	3%
0%	-5%	-3%
-832%	n/a	
-945%	n/a	
0%	-17%	-8%
50%	-100%	-100%
0%	-100%	-100%
11%	-83%	-27%
-23%	-93%	-52%
-114%	-400%	-178%
-350%	0%	-140%
-50%	-103%	-72%

Table 2 S.No.	Period (PY2020 - July 2020 to June 2021) WIOA Title 1 Performance Items	Q1 - PY20		
		WDC	AEC	Regional Total
	Adults			
1(a)	Employment 2nd Quarter after Exit (#)	0 of 8	0 of 6	0
1(b)	Employment 2nd Quarter after Exit (%)	0%	0%	0%
2(a)	Employment 4th Quarter after Exit (#)	0 of 1	0 of 6	0
2(b)	Employment 4th Quarter after Exit (%)	0%	0%	0%
3(a)	Credential Attainment Rate (#)	3 of 4	2 of 5	5
3(b)	Credential Attainment Rate (%)	75%	40%	58%
4	Median Earnings 2nd Quarter after Exit			pending info
	Dislocated Workers			
5(a)	Employment 2nd Quarter after Exit (#)	0 of 3	0 of 0	0
5(b)	Employment 2nd Quarter after Exit (%)	0%	0%	0%
6(a)	Employment 4th Quarter after Exit (#)	0 of 3	0 of 0	0
6(b)	Employment 4th Quarter after Exit (%)	0%	0%	0%
7(a)	Credential Attainment Rate (#)	0 of 1	0 of 0	0
7(b)	Credential Attainment Rate (%)	0%	0%	0%
8	Median Earnings 2nd Quarter after Exit (#)			
	Youth			
9(a)	Employment 2nd Quarter after Exit (#)	0 of 0	0	0
9(b)	Employment 2nd Quarter after Exit (%)	0%	0%	0%
10(a)	Employment 4th Quarter after Exit (#)	0 of 1	0	0
10(b)	Employment 4th Quarter after Exit (%)	0%	0%	0%
11(a)	Credential Attainment Rate (#)	0 of 1	0	0
11(b)	Credential Attainment Rate (%)	0%	0%	0%

% Change from same period PY19		
WDC	AEC	Regional Total
-74%	-86%	-80%
-69%	-74%	-72%
-23%	-98%	-49%
		n/a
-75%	-100%	-88%
-75%	-100%	-88%
-75%	-75%	-75%
-71%	-25%	-48%
-70%	-71%	-71%
-25%	-100%	-63%

Note:

Table 2 Data Source: AARWC Data Administrator

Measures #4 , #8 - information to be provided by VCCS.

RWC 9/24/20 MEETING NOTES



**Alexandria/Arlington Regional Workforce Council
Quarterly Meeting Minutes
September 24, 2020
8:30 am to 9:30 am
Virtual Meeting via MS Teams**

Rollcall:

Eduardo	Achach	Absent
Kate	Bates	Present
Lisa	Bauer	Absent
Joel	Bernstein	Present
Patrick	Brennan	Present
Stephanie	Briggs	Present
Karen	Brown	Present
Dottie	Brown	Present
Stacey	Butler	Present by Proxy
Alex	Cooley	Present
Dennis	Desmond	Present
James	Egenrieder	Present
John	Gallagher	Present by Proxy
Lesa	Gilbert	Present by Proxy
Daniel	Gomez	Present by Proxy
Ellen	Harpel (Vice Chair)	Present by Proxy
Tricia	Jacobs	Present
Elizabeth	Jones	Resigned on 9/23
Alberto	Marino (Chair)	Present
Kris	Martini	Present by Proxy
Jennifer	Van Buren	Present
Christine	McCurdy	Present
Erik	Pages	Present
Cynthia	Richmond	Present
Andrea	Rubino	Absent
Kiersten	Portlock	Absent
Brian	Stout	Present
Chastity	Thornton	Absent
Fernando	Torrez	Present
Ryan	Touhill	Present
Darren	Tully	Present

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Landon	Winkelvoss	Absent
Ricardo	Wright	Present

Staff: Alamelu Dev, Daniel Mekibib, David Remick

Meeting commenced at 8:31 am.

PRESENTATIONS

- The September 24, 2020 Consent Agenda was unanimously approved.
- Alex Cooley presented an update to the region's labor market status.
- Several members and guests presented their updates.

The meeting adjourned at 9:25 a.m.

NEXT MEETING

December 17, 2020

8:30 am to 9:30 am

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

RWC 12/4/20 EXECUTIVE CMTE MEETING NOTES



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**Alexandria/Arlington Regional Workforce Council
Executive Committee Meeting Agenda
December 4, 2020
8:30 am to 9:30 am**

**Arlington County Department of Human Services
Via MS Teams**

Attendance: Shekera Alvarado, Lisa Bauer, Dennis Desmond, Ellen Harpel, Alberto Marino, Erik Pages

Staff: Alamelu Dev, David Remick

Meeting was called to order at 8:32am

- December's Regional Workforce Council Meeting Agenda was reviewed and unanimously approved.
- December's Consent Agenda Package was reviewed and unanimously approved.
- The Executive Committee reviewed the Regional Workforce Council's Vision, Mission, and Goals as it relates to the development of the 2020-2024 WIOA Local Plan. Terri Glass from ZELOS LLC facilitated this conversation.

Meeting adjourn at 9:39am

ADULT OJT, WORK EXPERIENCE, & TRANSITIONAL JOBS POLICY

ADULT 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)

DEFINITIONS:

“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% 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 ex- offenders;
- Basic skills deficient individuals;
- Homeless individuals;
- Lack of educational and/or occupational skills attainment;
- Living with a disability;
- Long-term unemployed;
- Low-income workers earning wages below self-sufficiency;
- Older workers;
- Poor work history and/or lack of work experience;

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- Public assistance recipients (TANF, SNAP, SSI, Medicaid, etc.).

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 Adult OJT, 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 and Dislocated Worker participants can be deemed eligible, after assessment, and in accordance with the Individual Employment Plan (IEP), have a substantial need for OJT, 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 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. Supporting documentation proving eligibility is required.

Employer Eligibility

- May be a private-for-profit business, private nonprofit organization, or a public sector employer;
- 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 **for OJT and TJ only;**
- 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, 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, Work Experience, or TJ assignments to displace regular employees, or to replace any employee on layoff.

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.

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.

WIOA Funding Levels

All OJT or TJ placements must be paid at least Virginia’s minimum wage.

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% of the wage rate of the OJT or TJ participant.

Because Work Experience is a pre-vocational service, 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 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. OJT and TJ payments to the employer and Work Experience payments to the participant are to be made from the participant’s Individual Training Account (ITA). Total payment amount cannot exceed LWDA 12’s ITA limit, unless the Workforce Council Executive Director provides an ITA waiver.

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 American Job 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, Work Experience, or TJ 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, Work Experience, or TJ 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. Please note, during any engagement with an employer, WIOA staff should present the Work Opportunity Tax Credit opportunity for their consideration.

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, Work Experience, or TJ activity.

- a. A Training Plan and OJT, Work Experience, or TJ 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 shall make contact with the participant and their employer/work experience host 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.

CONSENT AGENDA ENDS