

**Workforce Investment Council (WIC)
Quarterly Board Meeting Minutes
Tuesday, October 14, 2014
9:00 A.M. – 11:15 A.M.
PNC Financial Services Group
800 17th Street, NW, 12th Floor
Washington, D.C. 20006**

I. Call to Order and Introductions

Board member Sarah Looney Oldmixon called the meeting to order at 9:15 A.M., welcomed board members and guests, and informed everyone that she is chairing today's meeting in Michael Harreld's absence.

Board members present at the meeting included:

Robert M. Brandon	Kathleen McKirchy
Anthony J. Cancelosi	Catherine Meloy
Lyles Carr	Antoinette Mitchell (designee, Jesús Aguirre)
Deborah Carroll (designee, David Berns)	Sarah Looney Oldmixon
Celine Fejeran (designee, Abigail Smith)	Thomas Penny
Councilmember David Grosso	Andrew Reese (designee, Laura Nuss)
Cedric R. Hendricks	Charles Thornton
Lori Kaplan	Adrienne Todman
Solomon Keene	Marullus Williams
Thomas Luparello	Calvin E. Woodland

Board members not in attendance:

Robin Anderson
Joseph L. Andronaco
Tynesia Boyea-Robinson
Bill Dean
Michael Harreld
Charlene Drew Jarvis
Councilmember Kenyan McDuffie
Deputy Mayor Jeff Miller
Neil Stanley
Christopher Smith, Jr.
Nicola Whiteman
Joslyn N. Williams

Board member Sarah Looney Oldmixon asked the Board for a motion to approve the minutes from the July 8, 2014 WIC Quarterly Board Meeting.

BOARD VOTE: Upon a MOTION made by Catherine Meloy and seconded by Robert M. Brandon, the board voted unanimously to approve the draft of the July 8, 2014 WIC Quarterly Board Meeting Minutes.

Kermit Kaleba, Executive Director of the WIC, welcomed board members and offered an overview of the meeting agenda, which included an overview of the Workforce Innovation and Opportunity Act (WIOA) and the WIC's FY15 goals. He then introduced a new board member, Charles Thornton from the Office on Returning Citizen Affairs (ORCA). Kermit also gave a WIC staffing update, introducing Alseta Gholston as the new Research Associate, Andrew Rogers as the new Associate Director, and Laura Burgher's promotion to Program Manager. He also announced that the WIC will be hiring a Program Analyst and a Career Pathways Coordinator. Kermit introduced Angela Hanks from the National Skills Coalition who would present an overview of WIOA requirements.

II. WIOA Overview

Angela Hanks opened her presentation by describing the passage of the WIOA as a compromise between the Supporting Knowledge and Investing in Lifelong Skills (SKILLS) Act and the Senate HELP Committee bill that was passed with overwhelming support of the House and Senate. She emphasized that WIOA will not drive systems change, but it does allow boards to create their own systems change. Angela noted that WIOA as a set of opportunities for partnerships, pathways, cross-program data development and measurement, and job-driven investments. While WIOA maintains the structure of the current law and maintains formula funding, it does amend the current law in a number of key ways. Key changes include:

- *Workforce Investment Boards (WIBs).* WIOA generally maintains the current structure of state and local workforce boards, continuing to require a business majority and chair. However, the number of required members is reduced.
- *State and local plans.* WIOA requires a single, unified State plan covering all core programs authorized under the bill. The plan must describe the State's overall strategy for workforce development and how the strategy will meet identified skill needs for workers, job seekers and employers; as well as how it will be aligned to regional labor market needs.
- *Performance measures.* WIOA creates a single set of common measures for adults across all core programs authorized under the bill, including both occupational training and adult education programs, and a similar set of common measures across all youth serving programs authorized under the bill. Adult measures include: unsubsidized employment; median earnings; receipt of a secondary diploma or recognized postsecondary credential; measurable skills gains toward a credential or employment; and employer engagement.
- *Employment and Training Activities.* WIOA codifies the elimination of the original "sequence of services," and combines core and intensive services into a new "career services" category. The bill signals to states and local areas an interest in seeing a number of existing best practices adopted or expanded, including: career pathways (including integrated or contextualized ABE, ESL, and occupational training); industry or sector partnership (local WIBs are required to

“convene, use, or implement” sector partnerships); and an increased focus on the attainment of industry-recognized certificates and credentials linked to in-demand occupations.

- *State-wide set aside (i.e. governor’s set aside).* WIOA restores the state-wide set-aside to 15 percent.
- *Funding levels.* Unlike current law, which simply specifies “such sums as necessary”, WIOA includes specific funding levels for each fiscal year (FY) 2015 through 2020 for the WIA Youth, Adult, and Dislocated Worker programs. Funding levels in FY 2015 are consistent with levels established under the Bipartisan Budget Act, which means that the programs would be funded at post-sequester levels. Funding levels are increased each year, and generally reach FY 2010 levels by FY 2017. However, it is important to understand that these are just authorization levels and actual funding levels will continue to be determined through the annual appropriations process. Unless Congress takes steps to undo the existing budget caps and mandatory cuts under sequestration, it is extremely unlikely that programs will be fully funded at these authorized levels.
- *Youth Activities.* WIOA requires that 75 percent of youth funding must be used on out-of-school youth (OSY) programing and 20 percent must be spent on work-based learning models. The law expands the age definition of youth from 21 to 24 and simplifies eligibility determination (i.e., free/reduced lunch, high poverty areas, etc.).

The Department of Labor, Department of Education, and Department of Health and Human Services are currently working together to develop draft regulations by January 2015. She reminded the Board that this will be a one to two year transition, so advocacy work on implementation should start now. Angela referenced the key implementation dates and directed members to the National Skills Coalition’s website resource page for additional resources for WIOA.

Board Discussion and Q/A

Kermit noted that the overview and timeline is included in the meeting materials. A board member asked to explain what the benefits of being an early implementer are and how will other state boards share best practices. Angela and Kermit explained that states can voluntarily implement WIOA prior to the statutory implementation dates; the primary benefit of early implementation efforts would be to test program changes, likely with assistance from the Department of Labor to resolve any issues. Kermit added that it is unlikely that the District will be an early implementer, but that said there is no restriction on how early a state can start to implement aspects of the new law. If the District does choose to implement some of the requirements, the challenge will be to capture those system changes in a single unified plan. Tom Luparello, Acting Director of the Department of Employment Services, added that the District has been working actively with DOL and begun to have conversations with states in the region about best practices and their plans to implement WIOA.

Another member asked if there are two or three components of WIOA implementation that are most relevant for the WIC. Angela responded that one of the biggest takeaways for boards is to figure out how to scale up some of the best practices contained in the law. Kermit answered the most relevant component is the development of the unified state plan with the same performance measures for partners and colocation of mandatory programs. Another board member added that a systemic

approach is the most transformative piece and the state plan needs to specify and industry sector approach.

Another board member asked Kermit what concerns him most about WIOA implementation and how can the board support the implementation. Kermit answered that he is fairly optimistic with implementing all the WIOA requirements in the District. As we move forward, we just need to make sure we have all the pieces to effectively coordinate services with all the partner agencies.

Another board member asked if the District is up to date with technology systems to support and make this a seamless implementation. Deborah Carroll, Interim Director of the Department of Human Services, answered that DHS has invested a substantial amount of money in a data and case management system with the ability to expand services and interface with other agencies. Although it is very difficult from a financing standpoint to implement and manage a District wide case management system, having one will break down silos that exist between District agencies.

Another board member expressed concern about staffing and asked if documents and policies were in place for work to continue when staffing transitions.

Another member pointed out that the significant changes in the youth requirements under WIOA will greatly improve outcomes for youth relative to program goals.

A board member asked if the WIC board is expected to function as the coordinator for all these efforts. Kermit replied that the WIC board has the responsibility of coordinating and aligning the initiatives – but not running the initiatives – and since all of the agency directors are at the WIC table that the conversation about developing a systematic approach could happen through the WIC.

Another board member asked what are the performance measures under WIOA and if measures are defined at the state or federal level. Kermit answered that WIOA makes all core programs accountable for the same metrics: employment (and education for youth) after program exit; median earnings; credential attainment; measurable skill gains; and employer engagement. WIOA also allows states to establish additional performance measures. The District will negotiate the performance levels for the measures with the Department of Labor and Department of Education.

III. WIC FY 2015 Goals

Kermit announced that WIC staff will provide a brief presentation on the WIC FY 2015 goals and how the WIC will achieve these goals over the next year.

Laura Burgher, Program Manager, presented on the WIC FY15 goal to *oversee implementation of the new year-round youth development strategy*. She explained that to achieve this goal, the WIC will continue to work with DOES to improve on programmatic and operational strategies; and identify and leverage existing projects, such as the Lumina Foundation's Raise DC grant, DCAYA's Youth Workforce Leadership Academy, the Deputy Mayor for Education's Graduation Pathways study, and OSSE's Youth Reengagement Center. Laura then asked Celine Fejeran, Senior Policy Advisor at the Office of the Deputy Mayor for Education, to give a brief overview of the Graduation Pathways study and the Youth

Reengagement Center. Celine explained that the Graduation Pathways study looks at what is happening with youth who are not graduating. She further explained that there is a significant need for different paths to graduation, which is where the Youth Reengagement Center serves its purpose. Currently, the District does not have a centralized access point to help youth navigate where these graduation options might be, so the Youth Reengagement Center will collocate resources in partnership with OSSE, and Raise DC to provide access to different needs. The target population is young people who do not yet have a diploma or GED. According to a report from OSSE, there are currently 7500 of these youth in the District. She is actively doing outreach and referrals to target these young people in order to find out what their non-academic barriers are and what educational opportunities are available to them. Once a student reenrolls, the goal is for them to continue to be connected to services they need and for the Youth Reengagement Center to stay with them for a year to offer sustained support.

Geoff King, Program Manager, presented on the WIC FY15 goal to *increase the scope and impact of the Workforce Intermediary program*. He explained that to achieve this goal, the WIC will:

- continue to work with hospitality grantees to ensure that District residents receive the training and placement services they need to enter industry positions; and work with the advisory committee and other employer partners to identify opportunities to improve workforce system capacity in the sector;
- work with DOES in implementing the construction sector strategy, including administration of new grantees and convening of advisory committee to advise efforts and broader construction workforce considerations; and
- develop recommendations to expand the workforce intermediary model to one or more additional high-growth sectors.

Furthermore, Geoff specified that the WIC is working with employers and Grant Associates – Hospitality Connections to gain a better understanding on hiring needs for the hospitality sector to improve placement outcomes; and that the WIC will also work closely with DOES' Center for Construction Careers to serve as an intermediary in matching industry needs with skilled jobseekers and inform training offerings. Geoff asked Paulette Francois, Deputy Director of Workforce Development for DOES, to provide some additional background on DOES's Center for Construction Careers, and she noted that this effort would help build on successful pre-apprenticeship and apprenticeship efforts and better connect them with intake through the American Jobs Centers, First Source coordination with employers, and tracking of individuals between these sets of services. A board member noted that much of the construction pre-apprenticeship training in the District occurs in DC Public Schools and through charter schools, and that these efforts should connect with these entities where possible. Tom Luparello, Acting Director of the Department of Employment Services, added that this is an example of where the District is already moving towards effective WIOA implementation by building on apprenticeship and related training models that are already functioning well in the District.

Geoff also announced the recipients of the construction sector Workforce Intermediary grants for FY 2015: AFL-CIO Community Service Agency will receive up to \$225,000 to provide pre-apprenticeship

training for at least 50 District-residents; and Collaborative Solutions for Communities will receive up to \$225,000 to provide support services for at least 65 residents that are already participating in construction workforce programs. Both grantees will be operating under performance-based agreements that are intended to help participants gain entry to and maintain apprenticeship opportunities and other career-track employment in the industry; and both will work closely with the Center for Construction Careers on intake and placement services. A board member asked Geoff if he had reached out to any of the nonprofits that provide construction training. Geoff responded that had reached out to many of these programs to inform the intermediary's program design, and Paulette added that DOES has existing relationships with many of these organizations. Another board added that it would be beneficial to connect with other organizations that pre-screen candidates.

Another board member added that as we integrate services it is important to also think about how to integrate services for those with disabilities. Kermit replied that through the AJCs, WIOA requires provisions for more accessibility for customers with disabilities and that the WIC will be organizing a subcommittee on integrating disability services. Geoff concluded that other sectors will be analyzed for labor market information and research and analysis from other agencies and industry businesses will be reviewed to develop recommendations for FY16.

Kermit presented on the WIC FY15 goal to *develop a city-wide "Career Pathways" plan*. He explained to achieve this goal, the WIC will establish a taskforce to research and develop a citywide plan to ensure that adults and disconnected youth have better access to career pathways. To help support the work of the taskforce, the WIC will be hiring a Career Pathways Taskforce coordinator. The first Taskforce meeting will be held November.

Andrew Rogers, Associate Director, presented the WIC FY15 goal to *expand Access to Training and Employment Services*. He further explained to achieve this goal, the WIC will utilize the standing WIC American Job Center subcommittee to draft new DCAJC memorandum of agreements, data sharing systems, and other planning needed to co-locate mandatory programs and coordinate the drafting of the unified state plan.

IV. Hospitality Job Placement Partner Grant Renewal

After the presentations, Kermit asked the board to discuss and vote on the hospitality job placement partner grant. He reminded the board that the Workforce Intermediary hospitality strategy has two types of grants: one to fund a job placement partner and one to fund hospitality training. The current job placement partner grant, which was awarded to Grant Associates – Hospitality Connections, is set to expire at the end of November. Kermit asked Solomon Keene, chair of the Hospitality Industry Advisory Committee, to express his thoughts about their work and progress. Solomon explained that is the function of the Workforce Intermediary program that he was most concerned about was their ability to develop strong relationship with the hotel industry. The committee learned that Grant Associates did great job on developing these relationships, but their pipeline was not being filled with qualified candidates. He noted that while overall job placement outcomes are lower than anticipated, performance expectations were overly ambitious for the first year of operations, and changing the

parameters of how Grant Associates is evaluated to better reflect their talent pipeline and employer partner needs would be helpful moving forward. The grantee is likely to achieve better outcomes if they are able to identify more candidates that are a good fit for industry opportunities and ensure that they are connected to the right opportunities.

One board member asked what a qualified candidate is. Mr. Keene answered that someone who has soft skills in addition to technical skills would be considered qualified. He stated that Grant Associate needs to follow up on the back end to ensure that these candidates can get past an interview to be hired. One board member asked where Grant Associates – Hospitality Connections was recruiting their participants from. Geoff responded that they were required to implement a recruitment and referral strategy for working with local publicly and privately funded workforce and related organizations; and that they have developed a partner network with over 40 organizations that they recruit from to date. However, the grantee was struggling to get enough participant referrals from these organizations, so they were granted a waiver in May to begin recruiting from the general public, which has helped increase enrollment. Next year, the objective is to connect them with additional government agency and educational institution partners to help ensure access to well qualified candidates.

One board member suggested that it is key to work with organizations that provide a level of initial screening and asked how many referrals got hired. Geoff agreed, and answered that 75 job starts were generated from the program, but only 14 individuals have been officially counted towards job placement outcomes based on grant agreement terms related to wages of at least \$12.50 per hour, hours requirements of at least 25 per week, and retention of at least 30 days. *Note: After revisiting program data, Geoff incorrectly stated that 75 job starts were generated from the program. Only 55 job starts have been generated as of September 30, while 75 are anticipated for the entire grant year. Official eligible placement numbers were correctly stated at 14.* One board member asked if it was wage or retention requirements that prevented most positions from being counted as eligible placements, and Geoff responded that it was primarily wage requirements. Another board member suggested that the WIC review the wage criteria for this grant because minimum wages in D.C. increased this year and are set to continue increasing through 2016.

Kermit reminded the Board that grant agreement adjustments will need to be made to address lessons learned and funding levels will be reduced if the WIC is able to negotiate a grant renewal with Grant Associates; and that the Board is being asked to provide the Executive Committee with the authority to negotiate a possible renewal because the current agreement expires at the end of November, prior to the next full Board meeting. Board member Catherine Meloy recused herself from the discussion because Goodwill has worked with Grant Associates.

BOARD VOTE: Upon a MOTION by Solomon Keene and seconded by Cedric Hendricks, the Board unanimously voted to allow the Executive Committee to continue negotiations with Grant Associates and finalize a grant renewal decision. Catherine Meloy abstained from voting.

V. Out of School Youth Grant Renewals

Kermit then asked the board to discuss and vote on out of school youth grants. He reminded the board that the RFA was released in July 2012, with four grants awarded: two to Covenant House, one to Latin American Youth Center (LAYC), and one to YWCA. The grants are set to expire in November 2014 and the Board needs to consider if the grants should be renewed. Due to WIOA changes and the new youth strategy, DOES recommended that all grantees be given a short extension – approximately three months – to allow for youth still being served to complete their programming and achieve outcomes. DOES and the WIC expect to issue the new WIA youth RFA in January of February 2015. Kermit proposed that the board approve renewal of the OSY grants for a short-term extension, with DOES negotiating the appropriate closeout timeline.

BOARD VOTE: Upon a MOTION by Lyles Carr and seconded by Robert Brandon, the Board unanimously voted to approve the closeout of expiring youth grants with a partial option year renewal for providers with enrolled youth. Lori Kaplan abstained from voting.

VI. Public Comments

Board member Sarah Looney Oldmixon opened the floor to the public for comments. No public comments were made.

VII. Closing Comments and Announcements

Board member Calvin Woodland announced that today is his last meeting as WIC board member, as he is stepping down as Interim Director of UDC-Community College. Several Board members noted his positive work at UDC-CC and thanked him for his service to the WIC Board.

A board member announced that HUD has just announced a Job Plus pilot grant program, for which the DCHA and AJC staff may seek to develop an application.

A board member announced that there will be a ribbon cutting event for the Youth Reengagement Center this Monday, October 20 at DOES.

Paulette Francois from DOES, announced that the WIC and DOES will be hosting an employer forum and that board members will be receiving an invite.

A board member announced that on November 1, Columbia Lighthouse for the Blind and Metro will be introducing Click and Go metro stops.

VIII. Adjournment

Board member Sarah Looney Oldmixon adjourned the meeting at 11:02 A.M.