

**Workforce Investment Council (WIC)  
Quarterly Board Meeting Minutes  
Monday, December 14, 2015  
9:00 A.M. – 11:00 A.M.  
Franklin North  
1100 13th Street, NW,  
Community Room, Lower Level  
Washington, D.C. 20005**

**I. Call to Order and Introductions**

The Vice-chair called the meeting to order at 8:54 A.M. and welcomed board members and guests.

**Board members present at the meeting included:**

Joe Andronaco	Cathleen Meloy
Mayor Muriel Bowser	Antoinette Mitchell, designee for Hanseul Kang
Anthony Cancelosi	James Moore
Deborah Carroll	Benton Murphy
Stephen Courtien	Dayvie Paschall
Liz DeBarros	Thomas Penny
Andrew Florance	Dianna Phillips
Councilmember David Grosso	Andrew Reese, designee for Laura Nuss
LaTara Harris	Andy Shallal
Ana Harvey	Courtney Snowden
Cedric Hendricks	Charles Thornton
Kim Horn	Adrienne Todman
Solomon Keene	Darryl Wiggins
Brian Kenner	Joslyn Williams
Norbert Klusmann	Marullus Williams
Kathleen McKirchy	Laurie Wingate
Tai Meah, designee for Councilmember Kenyan McDuffie	Laura Zeilinger

**Board members not in attendance:**

Robin Anderson  
Richard Davis  
Angela Franco  
David Hall  
Alan Hurwitz  
Shanaz Porter  
Aakash Thakkar  
Christopher Smith  
Harry Wingo

The Vice-Chair asked the board for a motion to approve the abbreviated minutes from the September 25, 2015 board meeting (no quorum was established and requested votes were conducted by email).

**BOARD VOTE:** Upon a MOTION made by Joe Andronaco, and seconded by Catherine Meloy, the Board voted unanimously to approve the abbreviated September 25, 2015 WIC Quarterly Board Meeting minutes.

## **II. WIOA State Plan Overview and Update**

Jeanna Fortney, the WIC's Career Pathways Coordinator, gave an overview of the WIOA State Plan requirements and development process. The State Plan is due to the Department of Labor on March 3, 2016. The District's plan includes a workforce system vision and goals, strategies to reach those goals, operational planning elements, and requirements for the core programs along with some content on required partner programming. Interagency work groups have been meeting to develop these, building off of the work of the Career Pathways Task Force (CPTF). The final draft will be released to the public in late-January 2016, preceding a 30 day public review period. The four interagency workgroups include participants from the Department of Employment Services (DOES), Department on Disability Services/ Rehabilitative Services Agency (DDS/RSA), the Office of the State Superintendent of Education (OSSE), the Department of Human Services (DHS), University of the District of Columbia-Community College (UDC-CC), WIC staff, and other agencies. The WIC will bring on a technical assistance consultant to assist with drafting the State Plan. The CPTF Strategic Plan is finished, but still has to be approved internally before it is made public and submitted to the DC Council. It will be submitted to the WIC Board as soon as it receives final approval.

The WIC co-sponsored a WIOA Summit with a number of community organizations, including the Community Foundation of the National Capital Region (Ben Murphy from the WIC Board helped coordinate) that convened 130 stakeholders. The feedback from this event will be funneled through to the four work groups and added into the State Plan. A draft copy of State Plan will also be presented prior to the next quarterly meeting in order to solicit feedback from the Board, with a final Board vote at the quarterly meeting after it is released for public comment.

The Vice-Chair asked Andrew to walk through role and structure of the WIC office. Andrew introduced each member of the WIC staff and described their job duties. He also mentioned that another program manager will be hired soon. The Vice-Chair asked if all positions are filled in the WIC office. Andrew said that the executive director and program manager positions still need to be filled as well as an associate director position since Andrew has resigned and his last day with the WIC will be December 18. Applications have been reviewed and interviews are currently taking place.

A board member asked about the status of board participation in hiring for the executive director position. Deputy Mayor Courtney Snowden responded that she is finalizing a group of candidates for the WIC's Executive Committee to review and will have more information in the near future.

## **III. Strategic Planning/Finalizing Mission and Vision**

The Vice-Chair introduced Ose Agho from Thomas P. Miller and Associates (TPMA) to provide a recap of the September Board Retreat, during which TPMA helped facilitate Board formulation of vision and mission statements. She informed members that these statements need to be driven by the board and the vision needs to be simple and aspirational; and provided examples of mission and vision statements from Amazon and Trader Joe's. During the Board Retreat, three vision statements and three mission statements were drafted as finalists for the Board based on group feedback.

The Board engaged in significant discussion on both vision and mission statement content, with and differences in opinion emerged in regards to specific wording, how broad or narrow in scope they should be, and key concepts that needed to be included.

Key discussion points on the mission and vision statements included the following:

- the need for a stronger theme on oversight and accountability;
- aligning District residents' skills to job opportunities that exist;
- the word "urgency" and the need to make significant gains should be referenced; and
- a quantitative, measurable aspect should be included (though some Board members thought this was too detailed for a mission statement).

Mayor Bowser commented that a mission statement should be crisp, positive, and focused on leadership. She added that this council provides strategic leadership in creating jobs and DC residents are assisted in getting those jobs while focusing on populations with high barriers in high unemployment areas.

Instead of voting on final vision and mission statements, WIC staff agreed to update language based on today's meeting and solicit additional feedback from the Board via e-mail. The Board agreed that final approval of these statements would then happen at a later date and included in the State Plan.

**BOARD VOTE: Upon a MOTION made by Kim Horn, and seconded by Tony Cancelosi, the Board voted unanimously to determine, by electronic vote, the mission and vision statements for the WIC which will shared with the Mayor and included in the WIOA Combined State Plan.**

**Note: After the meeting, it was determined that the vision and mission statements would be adopted as part of the State Workforce Development Plan, which the Board will be asked to vote to approve at the February 1, 2016 WIC Board Meeting.**

#### **IV. Mayor's Remarks and Introduction of New WIC Board Chair**

Deputy Mayor Snowden introduced Mayor Bowser and Deputy Mayor Brian Kenner gave comments on the WIC's infrastructure and its importance to workforce development.

Mayor Bowser acknowledged and thanked the WIC Board members, the Deputy Mayors, the Vice-Chair, and the Interim Executive Director for supporting the city and gave comments on the District's efforts in creating job training programs that put residents to work and getting off of the Department of Labor's high risk list. She mentioned that her priorities are on assisting youth ages 20-24 to get jobs and be productive citizens, creating a pathway to the middle class, and filling the necessary additional appointments to be made to the WIC Board, including the Chair of the WIC. She then announced that she had appointed WIC Board member, Andy Shallal to serve as the newly appointed Chairperson of the WIC.

Andy Shallal greeted the Board and thanked the Mayor, Deputy Mayors Snowden and Kenner, and the Vice-Chair. He stated that he looks forward to working with the Board in fulfilling the mission of WIC. He then gave a statement on his goals and thanked the Board.

## **V. WIC Policy on Eligible Training Providers – Update to Policy 2013-009**

Geoff spoke to the Board about the proposed revision of the WIC's Eligible Training Provider List (ETPL) policy. He first gave an overview of the WIC's oversight and responsibility for setting policy for the workforce system. A number of policies have been posted over the years and, with WIOA implementation, most of them need to be updated to meet new eligibility and performance requirements and facilitate additional flexibility in how funds are utilized. WIC staff will be doing a review of all policies which will be sent through the Executive Committee, once that committee is approved. The DC Council will also have ten days to review the ETPL policy once the WIC votes to approve it, per the required passive approval process included in local law.

A member announced that DOES and UDC-CC are working to ensure that the community college is accessible for workforce system participants accessing services through American Job Centers (AJC) through a MOU. Geoff confirmed that the policy was written so that UDC-CC would be eligible to provide training outside of the ETPL under one of the allowable exemptions.

Another member asked for an explanation of why only paid providers are eligible to be on the list and if this would restrict other providers that offer free training to be on the ETPL. Geoff explained that the purpose of Individual Training Accounts (ITAs) are for providing customers access to tuition-funded training, but this revised policy includes an exemption that allows for providers who can provide certain types of allowable training, such as customized or cohort training, to be eligible for federal funding outside of ITAs. However, he also noted that the WIC's ITA policy should be revisited to include further guidance on overall use of federal funds to support training through both ITAs and other processes.

Another member asked if an employer can be included on ETPL. Geoff responded that employers are eligible for inclusion on the ETPL if they meet provider requirements under this policy, but they would not be eligible to receive ITAS if they do not charge fees to students. Also, registered apprenticeships are now automatically eligible to be on ETPL.

One member asked how a provider establishes an apprenticeship program. Deborah Carroll, Director of the Department of Employment Services (DOES), answered that DOES will work with the provider to get them program-ready for approval from the apprenticeship council. DOES is now working to cultivate and encourage other types of apprenticeships within other industries (healthcare, information technology, hospitality) besides construction for which DOES already provides incentives.

One member had a concern about the last exemption listed in the policy in that it might lead to training for jobs that do not lead to a career pathway or meet labor market needs. Geoff answered that the exemptions were written to be aligned with meeting those concerns. The Mayor added that labor market needs do not take into consideration the current labor market trends since analysis tends to look at past data. The WIC wants to make sure that we are able to train residents for jobs that we know are currently emerging in the District based on new industry needs. Geoff also reminded the members that performance data on job placement is collected and reviewed on a yearly basis.

A member asked if there is infrastructure from a technological standpoint to track this data. Andrew confirmed that there was. A member suggested that the other policies be redlined before submitting to the Board for review.

Another member asked for confirmation that those members on the board who represent training providers that may seek to be listed on the ETPL be recuse themselves from voting on this policy. Andrew confirmed that they should recuse themselves per the WIC's recusal policy.

The Chair called for a motion to be made to approve the revisions to the WIC's ETPL policy.

**BOARD VOTE: Upon a MOTION made by Joe Andronaco, and seconded by Solomon Keene, the Board voted unanimously to approve the revisions to the WIC Policy 2013.009 Eligible Training Providers. Dianna Phillips, Catherine Meloy, and Thomas Penny recused themselves from voting.**

## **VI. WIC Committees**

Geoff presented an overview of current and past WIC Board committees and a draft proposal for consideration in updating the Board's committee structure. He asked for interest from Board members to serve on subcommittees, and requested that they communicate interest to WIC staff after today's meeting. Jessica Borza from TPMA briefly presented on board structures from other jurisdictions and best practices for committees.

WIC staff solicited interest from the Board in serving on the Executive Committee prior to the meeting, which has four of its six non-government slots vacant, and several individuals expressed interest. Geoff shared additional information on the Executive Committee's role, noting that it acts on behalf of the WIC on policy, performance management, fiscal and administrative issues related to the local workforce investment system. He also noted that members should not be seeking funding from the workforce development system.

The Vice-Chair suggested that the Board postpone an election of Executive Committee members until a late date so that there is more time for the Board to review and vet candidates, as well as the Chair, Deputy Mayor, and WIC staff before making final recommendations to the board. The Chair responded that we can get interest from those that meet eligibility based on policy first, and then vet for board review.

Board members who have expressed interest in being elected to the Executive Committee are Solomon Keen from the Hotel Association, Cedric Hendricks from the Court Services and Offender Supervision Agency (CSOSA), Joe Andronaco from Access Green, Ben Murphy from the Community Foundation for the National Capital Region, Dayvie Paschal from Skanska USA, and Tony Cancelosi from Columbia Lighthouse for the Blind. The WIC can take the names of others interested and revisit the election through an electronic vote by Friday, December 18.

**BOARD VOTE: Upon a MOTION made by Stephen Courtien, and seconded by Norbert Klusmann, the Board voted unanimously to defer the election of board members to the Executive Committee until candidates are vetted and bios are shared with the full WIC Board, with an election conducted via e-mail.**

## **VII. Public Comment Period**

The Chair opened the floor for public comment.

Don Lefevre from the CDL truck driving association spoke to highlight the need for hiring truck drivers and asked the Board to consider adding commercial truck driving as a high-demand occupation in the District. He remarked that the average salary for a truck driver is \$44,000 per year or higher in the region. Drivers are able to move up in their career to be salesmen and are able to open their own businesses.

Chris Pender, also with the association, works with the community college to provide CDL training. He also asked that CDL Drivers be included on the District's High Demand Sectors and Occupation List. He can provide a packet of information that lists a number of jobs in commercial truck driving that are currently available.

Andrew added that he has had conversations with other CDL trainers and that when the labor market information data was reviewed, CDL training was not in demand within the confines of the District, however, there were jobs available within the regional instead. The WIC will need the number of jobs available to be presented by the provider wishing to apply to be on the ETPL to be considered.

The CDL association representatives challenge workforce boards to consider the high need around the country (as 20-25 percent of residents travel outside of DC for employment) and that the occupation is recognized by the Department of Labor as an in demand occupation.

The Chair asked if there were additional public comments. No additional comments were presented.

#### **VIII. Closing Comments & Announcements**

Andrew gave closing remarks and final announcements.

The January Quarterly Board Meeting will be moved to the end of January to allow for the Board to give feedback on the State Plan.

One member said that the second Tuesday of the month is no longer feasible to attend meetings for some board members and asked the Chair and Interim Executive Director to consider moving the set board meeting date.

The Vice-Chair thanked Andrew for his time served as Interim Executive Director and Associate Director of the WIC. The Chair also thanked Andrew for his support and efforts in getting him briefed for the position of WIC Chair.

#### **IX. Adjournment**

The Chair adjourned the meeting at 11:02 AM.