

WORKFORCE INVESTMENT COUNCIL
FINAL Quarterly Board Meeting Minutes
Tuesday October 8, 2013
9:00 A.M. – 11:00 A.M.
PNC Bank
800 17th Street NW, 12th Floor
Washington, DC 20006

I. Call to Order and Introductions

The Chair called the meeting to order at 9:10 A.M. and welcomed all board members and guests.

Board members present at the meeting included:

Robin Anderson	Barbara Lang
David Berns	Sarah Looney Oldmixon
Tynesia Boyea-Robinson	Lisa Mallory
Robert Brandon	Kenyan McDuffie
Tony Cancelosi	Kathleen McKirchy
Charlene Drew Jarvis	Catherine Meloy
Emily Durso	Thomas Penny
Michael Harreld	Andrew Reese (designee, Laura Nuss)
Cedric Hendricks	Celine Fejeran (designee, Abigail Smith)
Victor Hoskins	Adrienne Todman
Lori Kaplan	Nicola Whiteman
Solomon Keene	

Board members not in attendance:

Joe Andronaco
Lyles Carr
Bill Dean
Carl Rowan
Chris Smith
Neil Stanley
Marullus Williams
Calvin Woodland
Joslyn Williams

The Chair called the board's attention to the meeting materials packet, which included draft meeting minutes for the July board meeting, draft meeting minutes for the August conference call, five draft WIA Youth policies, PowerPoint slides for the three presentations, a copy of the American Jobs Centers' certification timeline and policy development status matrix. He asked the board to review the July and August draft meeting minutes and asked if there were any comments or questions regarding the document. Hearing no comments or questions, the Chair asked for a motion to approve the minutes.

BOARD VOTE: Upon a MOTION made by Bob Brandon and seconded by Sarah Looney Oldmixon, the board voted unanimously to approve the draft July 9, 2013 WIC quarterly board meeting minutes and August 12, 2013 conference call meeting minutes.

The Chair invited Deputy Mayor Victor Hoskins to update the WIC board and guests on the WIC staffing changes. Victor explained that Allison has accepted a new position at the Annie E. Casey Foundation and that her last day will be November 1, 2013. He expressed his gratitude for her hard work and for the many contributions, she has made during her tenure as WIC Executive Director. He also explained that in the interim period, Kermit Kaleba would serve as the Acting WIC Executive Director until the agency hires a new staff member.

II. WIA Youth Program Update

The Chair invited Allison to discuss the next item on the meeting agenda. Allison introduced the WIA Youth Program Update by explaining that Kermit Kaleba would present five youth policies relating to WIA-funded youth programs and that Laura Burgher would provide an update on the performance of the WIA Out-of-School Youth (OSY) grants.

Allison then invited Kermit to begin the presentation on draft WIA youth policies. Kermit discussed the WIC's policymaking responsibilities with respect to the District's WIA youth programs, explained each of the five draft WIA youth policies: 2013.011 WIA Youth Council; 2013.012 WIA Youth Eligibility; 2013.013 Selection of Youth Service Providers; 2013.014 WIA Youth Program Design and Outcome Requirements; and 2013.015 WIA Youth Monitoring. He noted that each of the policies would be effective as of January 1, 2014, if approved. After he finished his presentation, he asked the board if they had any questions or comments regarding the set of policies.

Board Discussion and Q/A

One board member asked what the current requirements are for demonstrating District residency. Kermit responded by explaining that the Department of Employment Services (DOES) staff make the determination based on a list of approved documentation that must be provided by the youth.

A few board members sought clarification related to WIC Policy 2013.012 WIA Youth Eligibility. Their specific questions or comments were as follows:

- A board member asked why the definition of a foster child specified an age range of 14-18 when foster care eligibility extends to age 20 in the District.
- Another board member noted that there is no legal definition for "emancipated youth" in the District, and asked if the policy could be amended to address this.
- A third board member inquired about how citizenship status was documented under the eligibility criteria for "right to work" as outlined in the proposed policy (page 6).

WIC staff proposed that the three concerns identified in WIC Policy 2013.012 WIA Youth Eligibility be addressed through a set of amendments. The Chair confirmed with the rest of the board that the among the draft policies presented for voting, WIC policy 2013.012 – WIA Youth Eligibility will be subject to the following amendments:

1. Updating the foster care age eligibility from 18 to 20 years old;
2. Clarifying the legal definition for 'emancipated youth' under eligibility requirements;
3. Updating the definition of 'family' to address the inclusion of same-sex partners; and

4. Clarifying the documentation of citizenship status under 'right to work' in the eligibility requirements section.

Lastly, another board member asked if the 2013.011: WIA Youth Council policy allowed for the representation and participation of youth served. Allison and Kermit responded and stated that the policy does allow for such participation.

The Chair asked if the board had any further questions or comments regarding any of the WIC youth policies. Hearing no objections or further questions, the board proceeded with a motion to vote on the set of WIA Youth policies. In accordance with WIC Policy 2012.002 Conflict of Interest and Recusal Policy, Lori Kaplan and Kathleen McKirchy recused themselves from voting on the draft WIA Youth policies.

BOARD VOTE: Upon a MOTION made by Sarah Looney Oldmixon and seconded by Barbara Lang, the board unanimously voted to approve the set of draft WIA Youth policies, subject to the three amendments for WIC policy 2013.012 WIA Youth Eligibility.

After the board voted on the policies, Allison explained the next steps and provided a timeline for policy implementation on youth programming outlined below:

- October 31, 2013: WIC to develop monitoring guide incorporating the new policies
- November 7-8, 2013: WIC and DOES staff will participate in training to prepare for implementation of new policies and procedures
- November 8, 2013: Current OSY and ISY service providers will participate in training

Next, Allison introduced Laura Burgher, WIC staff member, who briefed the WIC board on the status of the WIA Out-of-School Youth grants. Laura began her presentation by describing the actions taken at and since the July 9, 2013 board meeting, noting that the WIC approved no-cost extensions through January 12, 2014 for all OSY grantees to carry out activities. Additionally, WIC and DOES staff worked with OSY grantees to develop performance improvement plans, which would require providers to institute programmatic changes during the remainder of their grant period. Laura outlined each of the OSY grantees' activities, outcomes, challenges experienced to-date and presented the WIC's recommendations for grant renewal. Laura concluded her presentation by outlining specific policy and administrative areas that WIC and DOES staff could improve to better support WIA youth programming:

1. More consistency on required program elements
2. More consistency regarding key monitoring activities
3. Implementing new referral procedures from DOES
4. Ongoing technical assistance

She also explained that the WIC and DOES would continue to work with Maryann Lawrence (TA consultant) to develop a new monitoring and technical assistance guide and participate in training sessions. Laura tasked the board if they had any questions or comments regarding the presentation.

Board Discussion and Q/A

One board member asked what the reporting period is for the reported outcomes. Allison explained that at the outcomes reported in Laura's presentation slide – "OSY outcomes" reflect outcomes achieved from November 2012 through September 30, 2013.

Another board member asked if the data could be used to rank grantees by performance. Allison indicated that while she did not feel comfortable ranking the programs relative to one another, WIC staff would prepare a performance dashboard with the interim and outcome measures reporting for each month to date and circulate it to the board.

Another board member asked if the grantee decision to relax CASAS scores, as part of their eligibility requirements for participant enrollment, contributed to negative performance outcomes. Allison explained that staff does not attribute the grantee's struggle to place and exit youth to the adjustment in CASAS scores. Each of the OSY grantees serves different youth populations, and as such, adjusted their set of program services according to the specific needs of the youth they serve.

Another board member asked what the proposed number of youth to be served was for the WIA OSY RFA. Allison pointed to slide in Laura's presentation, which reported each grantee's proposed number of youth served during the grant period. The board member also asked for an update on spending to-date and the costs per participant. Allison explained that the maximum cost per participant for the OSY grant program is \$7,500. However, given that the grants are performance-based and that programs have struggled to meet their outcomes, the funds are still underspent.

Another board member commented on the barriers grantees face when serving youth and aiming to perform at the required levels set forth under the OSY grant. She asked the board if there was a way to connect with employers in the area or with DOES to increase employability for youth served. Allison responded by mentioning the Youth Employment Change Network's current project around career pathways and employer outreach in the District.

Another board member commented on the childcare challenges facing District youth. She noted that childcare continues to be a barrier to program participation. Following her remarks, the board expressed the need to convene a larger discussion surrounding childcare barriers to program participation for District youth. WIC staff committed to working with WIA youth grantees and the District's Department of Human Services to put together a roundtable discussion on this topic. In addition, WIC staff committed to including some discussion about promising practices related to the integration of childcare and workforce development services for the upcoming November 12, 2013 WIC board community discussion.

Another board member remarked that PEPnet technical assistance revealed that organizations still struggle with data analysis and that there is a need to integrate data in decision-making, which would enable the organizations to identify their needs to improve their overall outcomes.

The Chair brought the discussion to a close and asked for a motion on the proposed one-year optional extension for the OSY grantees. He explained if the board votes to approve the extension then grantees would provide services from January 2014-January 2015.

BOARD VOTE: Upon a MOTION made by Barbara Lang and seconded by Tynesia Boyea-Robinson, the board unanimously voted to approve the one-year extension.

The Chair invited Allison to present the next topic on the meeting's agenda.

III. WIA Adult Job Training

Allison began her presentation by recapping the board's approval of WIC policies 2013.009 Eligible Training Providers and 2013.008 Individual Training Accounts policies at the July 9, 2013 board meeting. She explained that the new policies require changes to the existing Eligible Training Provider List eligibility, monitoring and reporting processes. She then highlighted the following key changes that resulted from these new policies:

1. Revised ETPL application for initial and subsequent eligibility;
2. New format for initial eligibility ETP application depending on institution type;
3. Revised application processing timeframe; and
4. New performance metrics for assessing subsequent eligibility. Allison explained that the new metrics would correspond to the Department of Labor's negotiated performance levels set for the District.

She then discussed the policy implementation and transition process for the new procedures for the Eligible Training Provider List and outlined next steps, including:

- October 2013: Rollout of new ETP initial eligibility applications
- November 2013-April 2014: Development of a monitoring policy and guide
- October 2014: Rollout of ETP subsequent eligibility applications

After discussing the changes to the ETP application and eligibility process, Allison proceeded to discuss the next key change: ETP performance reporting. She explained that WIC staff developed report cards for programs offered between July 1, 2011-June 30, 2013. She noted that staff used qualitative and quantitative information collected from various sources and included eleven different reporting elements including performance outcomes achieved during the contract period. She concluded her presentation by outlining the following next steps for the WIA Adult training report cards:

- October 8, 2013: WIC board review of report card template
- October 2013: WRIS data validation through DOES Office of Information Technology
- November 2013: Publish ETP Report Cards
- Moving forward: Report cards will be updated six months after the close of each provider's contract period

Board Discussion and Q/A

One board member asked if there were any interim performance measures for Eligible Training Providers. Allison explained that there were no interim measures since WIA Adult programs are different from the WIA Youth programs.

Another board member asked if the District met our negotiated performance benchmarks for Program Year 2012. Allison explained that the District struggled with meeting the entered employment performance benchmark as well as the youth credential rate.

The Chair asked the board if they had any remaining questions or comments regarding the proposed WIA Adult ETP report card template or process. Hearing no further questions or comments, the Chair called a motion to vote on the proposed WIA Adult ETP report card template.

In accordance with WIC Policy 2012.002 Conflict of Interest and Recusal Policy, Catherine Meloy recused herself from voting on the WIA Adult ETP report card template.

BOARD VOTE: Upon a MOTION made by Barbara Lang and seconded by Toni Cancelosi, the board unanimously voted to approve the WIA Adult ETP report card template.

IV. Workforce Intermediary Program Update

After the board voted on the WIA Adult ETP report card template, the Chair invited Allison to introduce the next agenda item. Allison introduced Geoffrey King, the WIC staff member who works primarily on the Workforce Intermediary (WI) pilot project.

Geoff began by describing the review and selection process for the WI Job Placement Partner. He noted that the WIC decided to award Job Placement Partner grant to DB Grant and Associates, Inc., and their grant agreement is currently being finalized. The awardee was selected from a pool of ten responsive applicants and through a process that took place in August and September 2013. Each of the applications were reviewed by DMPED grants staff for completeness and legal and tax compliance. An RFA review team of seven workforce and industry experts independently scored applications, each of which was reviewed by three reviewers.

Next, Geoff described the proposed hospitality training RFA under the WI pilot. He noted that the RFA would support up to three grantees in three subsectors of hospitality: hotel, culinary arts, and restaurant service. He explained that the WIC would award a maximum of \$350,000 per grantee to serve at least 70 jobseekers each, contingent upon meeting required outcomes through 12-month renewable agreements.

Board Discussion and Q/A

One board member asked how the proposed WI hospitality training RFA would take advantage of existing employer networks in the industry. Allison responded by explaining that WIC staff conducted 30 interviews with various District employers in the hospitality sector. Additionally, the grantees will attend regular meetings with the WIC's hospitality advisory committee and incorporate committee feedback.

Another board member asked about the quality of the target occupations in the WI training RFA. Allison responded that the target occupations include opportunities for promotion and that the average wages for these occupations are \$12.50 per hour or more.

The Chair asked if the board had any further questions regarding the proposed hospitality training RFA design. Hearing no further questions or comments, the Chair called a motion to vote on the WI training RFA proposed approach. Prior to the vote, the Chair asked all interested applicants and related partners to recuse themselves from voting on the motion, in accordance with WIC Policy 2012.002 Conflict of Interest and Recusal Policy.

BOARD VOTE: Upon a MOTION made by Charlene Drew Jarvis and seconded by Toni Cancelosi, the board unanimously voted to approve proposed WI RFA hospitality training approach.

Geoff continued his presentation by explaining the WIC's proposed approach to grant making in the construction sector. He mentioned that WIC staff conducted 30 interviews and site visits with industry stakeholders including employers, trade organizations, organized labor, training providers, and government officials to help inform service design. He indicated the WIC is currently in the process of developing the design, with plans to release in December 2013 and begin service delivery in early 2013.

Under the proposed service design one grant would be made to an organization that would work with incumbent workers to connect them with retention and support services that will allow them to move up in the industry. This entity would focus on moving jobseekers into apprenticeship and other advancement opportunities, by:

- Connecting them with opportunities through employers or labor unions;
- Assisting them in obtaining additional adult basic education;
- Providing assistance with transportation and financial management; and
- Providing mentoring and other support services

A second grant would target of one large District-based construction project through one of two methods:

- Funding one provider that will work directly with a general contractor to provide occupational, work readiness, and literacy training to jobseekers that is targeted at the project's demand occupations; or
- Funding the provision of technical assistance to project employers and a group of training provider partners that will ensure jobseekers are connected to relevant occupational, work readiness, and literacy training that is targeted at the project's demand occupations.

Board Discussion and Q/A

One board member asked for clarification on the "construction development process" language and asked who the target population is for the proposed RFA.

Allison explained that in developing the proposed approaches, WIC staff learned that employers felt that services provided in conjunction with a large-scale construction project has yielded short-term benefits for District residents. However, WIC staff also learned that there are multiple job opportunities in the construction field that require higher skill levels, which are typically not filled by District residents. As a result, WIC staff designed the proposed approaches to target both immediate openings and longer-term pathways in the construction field.

Allison asked the board if they had any further questions or comments regarding the proposed construction RFA approaches. Hearing no questions or comments, the Chair called a motion to vote on the proposed construction approaches to grant making.

BOARD VOTE: Upon a MOTION made by Emily Durso and seconded by Bob Brandon, the board voted to unanimously approve the proposed approaches to construction training for grant-making.

V. Public Comment Period

No comments were made at the time of the board meeting; however, WIC staff received the following comment via email on October 8, 2013, from a small construction employer that also provides training in the industry:

"I wanted to officially comment that having the first option (1 provider working with 1 general contractor) for a occupational construction training RFA might mean that the provider will have to be non-local, and decrease the opportunity for trainees to make local job connections. Having the second option (multiple providers) seems to lend itself more toward local entities being able to comprehensively provide all the support. If there is a local company that is able to provide all the applicable training, then they could be selected to be the only grantee."

VI. Closing Comments and Announcements

Allison called the board's attention to the two remaining handouts in the meeting materials folder:

1. American Jobs Center certification work plan
2. Policy development process timetable

She explained that WIC and DOES would continue to work with the TA consultant, MaryAnn Lawrence, on these items through Winter 2014. She provided an update regarding the local implementing legislation, explaining that Kermit worked extensively with DMPED's Legislative Affairs Specialist and that it will be submitted to the Council in November 2013.

Allison also provided an update regarding the DOL compliance review report, which will outline the findings from DOL's July 2013 site visit. She explained that the report was expected in late September. However, given the federal shutdown, she has not yet received an update on the release of the report.

Finally, Allison reminded the board about the November 12, 2013 WIC board community discussion, which will highlight several promising practices related to employment. She explained that the board should expect an Outlook meeting invitation from Stephanie in the next few days.

After Allison completed her announcements, the Chair asked the board to review the additional handout on the global financial crisis and expressed an interest in having a discussion on the issue in the near future. He concluded by expressing his gratitude for Allison's work and contribution to the District's Workforce Investment Council and offered his best wishes for her work at the Annie E. Casey Foundation. Allison thanked the board and Chair for all of their commitment and passion in participating on the WIC board. She expressed her gratitude for their work over the past two years.

VII. Adjournment

The Chair adjourned the meeting at 11:10 a.m. The next WIC Quarterly Board meeting is scheduled for Tuesday, January 14, 2014 at 9:00 a.m.