



**WORKFORCE INVESTMENT COUNCIL
 QUARTERLY BOARD MEETING MINUTES
 MONDAY, JANUARY 23, 2017
 10:00am – 12:00 pm**

**DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN SERVICES
 64 NEW YORK AVE. NE, WASHINGTON DC, 20002**

I. Call to Order

Andy Shallal, Chairman, Workforce Investment Council (WIC), called the meeting to order at 10:09 a.m.

MEMBERS PRESENT	MEMBERS ABSENT	GUESTS	WIC STAFF
Andy Shallal, (Chair) Carlos Jimenez (Vice Chair) Robin Anderson Joe Andronaco Steven Boney Anthony Canceloni Deborah A. Carroll Elizabeth DeBarros Angela Franco LaTara Harris Kim Horn Deputy Mayor Brian Kenner Norbert Klusmann Kathleen McKirchy Asst. Superintendent Antoinette Mitchell Michael Maxwell James H. Moore, Jr. Dayvie Paschall Thomas Penny Andrew Reese Councilmember Elissa Silverman Nathan Smith Stacy Smith Councilmember Robert White, Jr. Darryl Wiggins Laura Zeilinger	Stephen Courtien Korey Gray Hanseul Kang Solomon Keene Benton Murphy Queenie Plater Deputy Mayor Courtney R. Snowden Tony Summers	Michelle Johnson, OSSE Chanae Watson, Career Connections Angel Samuel, Career Connections Rayshanda Hopkins, Career Connections	Odie Donald, II Rosalyce Broadous- Brown Alseta Gholston Anique Hameed Anika Holmes Diane Pabich Lauren Scott

II. Chairman's Comments

Chairman Shallal welcomed the board members and provided an opening statement highlighting the foundation put in place by the WIC staff and board in the previous year. Chairman Shallal emphasized key WIC successes including:

- Approval of the WIOA State Plan
- Approval of the WIOA One-Stop Operator model
- The Career Pathways Community of Practice was awarded
- Approval of the WIC Policy Manual
- Seating of a WIOA compliant WIC Board
- Establishment of WIC Committees
- Development of the Workforce System Technical Assistance Plan
- Workforce Intermediary connecting funding to workforce programming, DC United, and the Wharf
- Streamlining of the Eligible Training Provider list process

III. Approval of the October 24, 2016 WIC Board Meeting Minutes (Voting Item)

Board Vote: Approval of minutes

Chairman Shallal identified a quorum was present. A motion was made, seconded, and all voting board members unanimously approved the board meeting minutes of the October 24, 2016 meeting.

IV. Director's Report

Executive Director Odie Donald II introduced new board members and staff, reviewed frequently asked questions "FAQs", provided a CAP update, and highlighted WIOA implementation efforts.

- *Introduction of New Board Members and Staff:*
 - Councilmember Robert White Jr. was appointed to the WIC on January 11, 2017; Councilmember White is an At-Large Member of the Council of the District of Columbia.
 - Antwanne Ford, President/CEO of Enlightened, Inc. was sworn in as a WIC member on December 15, 2016; He is a leader in the information technology sector and will serve the WIC as co-chair of the Youth Committee.

- Anika Holmes, Workforce Intermediary Program Manager, joined the WIC in December 2016; She managed business services and workforce intermediary programming in Florida.
- *FAQs Reviews:* Director Donald answered common questions and reviewed significant points about WIC procedure and WIOA implementation.
 - WIGLs provide interim guidance to the workforce system on WIOA, similar to the US Department of Labor's TEGs and TENS. This is a method to release policy very quickly and support stakeholders through implementation.
 - Committee members may attend other committee's meetings, hold joint meetings, and invite outside participants. However, non-member attendees may not vote on committee items.
- *CAP Update:*
 - DOES completed 10 strategies and continues to report on 6 (Youth) through March 2017.
 - WIC completed 12 Board and Governance strategies and continues to report on 2 (Policy and Guidance) through April 2017.
 - WIC completed 5 WIOA Implementation Strategies and continues to report on 1 (OSO selection) through May 2017.
- *WIOA Implementation:*
 - One-stop Operator Update: Department of Labor (DOL) released new guidance on January 18; RFQ was adjusted accordingly and is with District contracting team; Procurement timeline slates award for May 2017.
 - Harvard University John F. Kennedy School Partnership: Harvard University will assist WIC with developing performance indicators to be included in the OSO RFP.
 - WIC/ Office of the State Superintendent of Education (OSSE) Career Pathways Grant Collaboration: Will fund sector-partnership grants to serve District adults with high-barriers to employment, including low levels of literacy and basic skills; will reduce duplication of programming and increasing capacity allowing for over 300 additional slots.
 - Dashboard: Board members will assist in the development of the Dashboard. It was recommended that the Dashboard include success milestones that lead to the end goals as defined by the Unified State Plan.

V. Career Connections Update

Stacy Smith, Youth Committee Chair and General Manager of Hyatt Place Washington, DC, provided an overview of her involvement with the Career Connections Program. Career Connections is a work readiness program designed to provide out-of-school District youth with opportunities to gain valuable work experience, skills training, and individualized coaching and support to gain employment. In 2016, Stacy trained 13 youth at Hyatt Place, and 10 were offered full time positions. Three program participants, Chanae Watson, Angel Samuel, and Rayshanda Hopkins provided testimonials about their experience working with Stacy Smith at Hyatt Place through Career Connections.

VI. Career Pathways Update

Anika Holmes, Workforce Intermediary Program Manager, provided a brief update on Career Pathways.

- The Career Pathways Task Force recommended the creation of a Community of Practice to provide professional development and training to education and workforce providers; WIC conducted an RFQ and RFP process and contract was awarded to Maher & Maher.
- Released joint grant RFA with OSSE as a method to jointly serve the populations, without duplicating services. Provided added resources through OSSE and will now serve over 300 more participants.

VII. Committee Updates

The Chairs and/or Co-Chairs of the WIC Committees provided updates on their recent committee activities.

- Economic & Workforce Alignment (EWA): EWA Committee Co-Chair LaTara Harris presented on behalf of her committee:
 - The committee has met twice since the October 24, 2016 WIC meeting.
 - EWA has established several goals including increasing access and use of LMI data; increasing impactful and effective training; and connecting businesses to a skilled workforce.
 - Eligible Training Provider List (ETPL) Process Update Recommendation
 - The EWA committee voted unanimously to recommend that the Council approve the new Eligible Training Provider List (ETPL) application process.

- Prior to this recommended change the process could take up to 5 months; The recommended adjustment will significantly streamline the process allowing for more people to receive more training in more places.
- **ETPL Process Update (Voting Item)**

Board Vote: Approval of Eligible Training Provider List Process Update

Chairman Shallal opened the floor for voting. A motion was made, seconded, and all voting board members unanimously approved the updates to the Eligible Training Provider List Process.

Employment Services: Employment Services Committee Chair Darryl Wiggins presented updates on behalf of his committee:

- The committee has met three times since the October 24, 2016 WIC meeting.
- They have established goals including: increase access points to employment training and services; and to ensure District training is aligned with business needs.
- The committee has since launched an evidence-based outcome driven review of best practices for diversifying and increasing access points; Invited guest from Baltimore City's Community Job Hub program to present on their model.
- **Implementation:** Implementation Committee Chair Joe Andronaco presented updates on behalf of his committee:
 - The committee met on January 11, 2017.
 - The Executive Committee charged the Implementation Committee with evaluating and report on the effectiveness of the One-Stop Operator and One-Stop system in the District of Columbia in order to deliver and a successful One-Stop service delivery system.
 - Upcoming Deliverables:
 - White Paper detailing an evaluation of our current OSO system and innovative practices in other areas that can be integrated in DC (Fall 2017).
 - Recommendations to the Executive Committee for enhancement or changes to service delivery and the role of OSO (Winter 2017).
- **Youth:** Youth Committee Chair Stacy Smith presented on behalf of her committee:
 - The committee met on November 17, 2016.
 - They have established goals including ensuring the delivery of high quality youth programs; increasing access to services for opportunity youth; and enhance youth data.

- Will be conducting visits to Eligible Training Provider sites.
- Next meeting is March 1, 2017; YO! Baltimore program will present on best practices.

VIII. Adult Literacy

Michelle Johnson, State Director of Adult and Family Education at the DC Office of the State Superintendent of Education (OSSE), provided a brief overview of the impact of education on workforce readiness at the local level.

IX. Public Comments

There were no comments or questions from the public.

X. Adjourn

There being no other business, Chairman Shallal motioned to adjourn the meeting. The motion passed. Mr. Shallal thanked all attendees and the meeting was adjourned at 12:05 p.m.