

**Workforce Investment Council (WIC)
FY16-17 Performance Oversight Hearing Questions
Committee on Labor and Workforce Development
Councilmember Elissa Silverman (At-Large), Chair**

I. Agency Organization and Personnel

- a. Have there been any organizational changes within the WIC since last year's performance review? If so, please detail them.
- The WIC's Executive Director Odie Donald departed the WIC in January 2017. Diane Pabich, previously the WIC Associate Director, is now the Interim Executive Director.
 - The WIC has moved from the direct management and oversight of the Office of the Deputy Mayor for Planning and Economic Development (DMPED) to the direct management and oversight of the Office of the Deputy Mayor for Greater Economic Opportunity (DMGEO). Through the establishment of an MOU, DMPED continues to provide administrative and technical support to the WIC on matters such as grantmaking and contracting.
 - In June 2016, the WIC's Board was re-established under Mayor's Order 2016-086. The re-establishment was necessary to comply with the Workforce Innovation and Opportunity Act (WIOA). The Board now has 34 members, 19 of which are representatives of District businesses. Andy Shallal of Busboys and Poets and Mulebone, continues as Board Chair, and Carlos Jimenez of AFL-CIO replaced Jos Williams as Vice-Chair.
2. Please provide, as an attachment, a Schedule A for your agency, organized by program office, which identifies all employees by title/position, current salary, fringe benefits, and program office. The Schedule A also should indicate any vacant positions in the agency. Please do not include Social Security numbers.

[Attachment provided.](#)

3. Please provide the Committee:
- a. A list of all employees who receive cell phones, personal digital assistants, or similar communications devices at agency expense
 - b. A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned;
 - c. A list of employee bonuses granted in FY16 and FY17, to date, if any;
 - d. A list of travel expenses, arranged by employee;
 - e. A list of the total overtime and worker's compensation payments paid in FY16; and FY17, to date.
- a. All current WIC employees receive cell phones at agency expense to conduct their required responsibilities:
 - i. [Diane Pabich](#)

- ii. Rosalyce Broadous-Brown
 - iii. Jeanna Fortney
 - iv. Anika Holmes
 - v. Lauren Scott
- b. None.
- c. None.
- d. Travel expenses by employee are as follows:
 - Odie Donald, former Executive Director
 - FY16: \$2,040.00 (attended NCWE Council and DOL State leadership Meetings)
 - FY17: \$1,077.85 (presenter for the National Association for Workforce Development Conference)
 - Jeanna Fortney, Program Manager
 - FY16: \$4,102.90 (attended National Career Pathways Conference, NAWDP Conference Youth Conference, and NAWDP Annual Conference)
 - FY17: \$3343.77 (attended Career Pathways National Conference and AAACE National Conference)
 - Lauren Scott, Program Manager
 - FY16: \$1,407.14 (attended National Career Pathways Conference)
 - FY17: \$2,682.94 (attended National Workforce Development Youth Conference and AAACE National Conference)
 - Alseta Gholston, former Research Associate
 - FY16: \$1,822.00 (attended the American Association of Community Colleges Workforce Development Institute)
 - Geoffrey King, former Program Manager
 - FY16: \$1,781.00 (attended a Workforce Development Conference and NASWA Winter Policy Forum)
 - Andrew Rogers, former Associate Director
 - FY16: \$7,368.00 (attended five conferences: NASWA Annual Conference, NAWDP Youth Development Symposium, American Association of Community Colleges, Workforce Development Institute, and the NAWDP Annual Conference, and two DOL State leadership meetings)
 - Jaya Varma, former Program Analyst
 - FY16: \$1,991.00 (attended NASWA Winter Policy Forum and Geographic Solutions Annual Conference)
 - Diane Pabich, Interim Executive Director
 - FY17: \$875 (attended National Association of State Workforce Board Chairs 2017 Winter Meeting)
 - Board Members (3)
 - FY17: \$2,290.08 (attended Youth NAWDP 2016 Conference)

e. None.

II. Budget

4. Please provide a chart showing your agency's approved budget and actual spending, by program, for FY16 and FY17, to date. In addition, please describe any variance between fiscal year appropriations and actual expenditures for FY16 and FY17, to date.

WIC Budget and Spending by Program – FY16 & 1st Quarter of FY17 (through 12/31/2016)

Funding	Budgeted FY16	Actual FY16	Budgeted FY17	Actual FY17 through 12/31/16
Local	\$1,576,082.59	\$1,428,144.52	\$1,595,244.26	\$36,499.43
Intra District	\$543,545.00	\$420,294.46	\$2,797,822.28*	\$969,379.74

*FY2016 includes the \$500,000 BSA mandate for the use in Career Pathways Innovation Funds, and *FY2017 includes the 1.5 million also authorized by BSA for subsequent fiscal years.

Note: All FY17 figures provided are through December 31, 2016 in order to accurately account for grant and contract spending. Performance-based grant invoices are not received from grantees until 15 days after the completion of a calendar month, and payments can take up to 30 days after an invoice is received.

5. Please list any re-programmings, in or out, which occurred in FY16 and FY17, to date. For each reprogramming, please list the total amount of the reprogramming, the original purposes for which the funds were dedicated, and the reprogrammed use of funds.

In FY17, \$1,148,227.72 of WIC funds were reprogrammed from CSG 0050 (Subsidies) to CSG 0041 (Contractual).

6. Please provide a complete accounting for all intra-District transfers received by or transferred from the agency during FY16 and FY17, to date.

As the fiscal agent for the U.S. Department of Labor funds received by the District, DOES initially receives all federal funds that are required to support WIC operations. These funds are transferred annually through an MOU process consisting of the following in FY16 and FY17:

- MOU in place for FY16 that transferred \$446,682 from DOES to DMPED (administrator of WIC funds prior to January 2017) to support federally mandated WIC operations.
- MOU for FY17 planned for \$797,822 to be transferred from DOES to DMGEO (administrator of WIC funds) to support federally mandated WIC operations and to provide contract procurement and grant assistance to the WIC

Additionally, the Budget Support Act of 2015 assigned \$500,000 in FY16 and another \$1.5 million in subsequent fiscal years from the federally funded Unemployment and Workforce Development Administrative Fund, which is administered by DOES, to the WIC. FY16 funds will support technical assistance to prepare for the issuance of grants and subsequent funding will support the issuance of Career Pathways Innovation grants.

- MOU for FY17 for \$2 million (\$500,000 in carryover from FY16 and \$1,500,000) to be transferred from DOES to DMGEO to support Career Pathways Innovation Fund technical assistance and to issue grants in FY17.

7. Please identify all legislative requirements that the agency lacks sufficient resources to properly implement.

Not applicable.

8. D.C. Law requires the Mayor and the Chief Financial Officer to submit to the Council, simultaneously with a proposed budget submission, actual copies of all agency budget enhancements requests, including the “Form B” for all District agencies (See D.C. Code § 47-318.05a). In order to help the Committee understand agency needs, and the cost of those needs for your agency, please provide, as an attachment to your answers, all budget enhancement requests submitted by your agency to the Mayor or Chief Financial Officer as part of the budget process for fiscal years 2016, 2017, and 2018 (if available).

We are working with the Mayor’s Budget Office and the Deputy Mayor for Greater Economic Opportunity on developing our budget. Budget enhancement requests for recent past fiscal years are being reviewed as part of this process. We will be happy to share the Mayor’s FY18 budget once it has been submitted to the Council.

III. Agency Programs and Policies

9. Please list each policy initiative of your agency during FY16 and FY17, to date. For each initiative please provide:
 - a. A detailed description of the program;
 - b. The name of the employee who is responsible for the program;
 - c. The total number of FTE’s assigned to the program;
 - d. The amount of funding budgeted to the program.

Federal Programs: WIOA Title I

a. A detailed description of the program

Under WIOA, the WIC has primary responsibility for establishing eligibility and performance requirements for training providers and jobseekers that wish to receive WIOA-funded Individual Training Account (ITA) vouchers. To this end, the WIC manages and maintains an Eligible Training Provider List (ETPL) as a directory of approved occupational training programs available to DC residents who are eligible for ITA funding.

The WIC is responsible for publicly publishing the ETPL online and for administering the ETPL application process. Jobseekers who are interested in training services published on the ETPL are encouraged to contact a DC American Job Center (DCAJC) to meet with an employment specialist about eligibility for referral to an approved training provider. The WIC approves occupational programs by training providers that submit an ETPL application to DOES.

The WIC is also responsible for DCAJC oversight, and for certification of the one-stop system. A new requirement under WIOA requires the WIC to competitively procure the one-stop operator, to be in place by July 1, 2017 as well as develop an umbrella MOU and cost-sharing agreement amongst one-stop required partners.

Additionally, under WIOA, the WIC has primary responsibility for setting eligibility requirements for providers of youth activities that are awarded grants or contracts on a competitive basis. DOES awards and administers grants and contracts for these services based on criteria set through WIC policies, and through approval of their overall program model obtained from the WIC Board. DOES reports on DCAJC and training activity performance to the WIC, and the WIC provides technical assistance as needed to improve operations.

In FY16, the WIC developed a comprehensive WIC WIOA Policy Manual, approved by the WIC Executive Committee in September of 2016. The Manual was posted on January 24, 2017 at: <http://dcworks.dc.gov/page/policy-and-technical-assistance>, and will be reviewed, expanded, and refined as necessary moving forward. The Policy Manual will become effective May 1, 2017. The WIC will provide guidance through Workforce Implementation Guidance Letters (WIGLs) and technical assistance (TA) calls until then. The WIGL process is a mechanism for the WIC to provide real-time system updates, funding availability notifications, and technical assistance that allows for the effective implementation of local, state, and/or federal policy by workforce system stakeholders. WIGLs will provide guidance and expound upon USDOL or WIC policy or rule, particularly with regard to WIOA implementation, policies and procedures. WIGLs may also announce technical assistance and training opportunities or workforce related funding announcements, including (but not limited to) the availability of grants and contracts. These WIGLs will provide additional guidance and supplemental information on key policy topic areas in support of the comprehensive District of Columbia Workforce Investment Council Policy Manual. When a WIGL is disseminated, it will be posted at <http://dcworks.dc.gov>. WIGLs will also be sent via email to all local workforce system stakeholders. Technical assistance calls are scheduled information and updates, as

opposed to real-time. The WIC Technical Assistance calls will be held bi-monthly. A calendar of the call dates and times will be posted on the WIC website at <http://dcworks.dc.gov>. An announcement of each call is disseminated via email to the full WIGL distribution list prior to the call.

b. The name of the employee who is responsible for the program

Lauren Scott is the Program Manager for this area, reporting directly to Interim Executive Director Diane Pabich.

c. The total number of FTE's assigned to the program

4.0 FTEs.

d. The amount of funding budgeted to the program

- \$446,682 for FY16
- \$797,822 for FY17

Adult Career Pathways Task Force and Innovation Fund

a. A detailed description of the program

The District's Adult Career Pathways Task Force, which was established under the Fiscal Year 2015 Budget Support Act of 2014, required the WIC to convene a Task Force charged with developing a cross-agency strategic plan to build a career pathways system in the District. The impetus for the Task Force was to address the education and workforce needs of the approximately 60,000 adults living in the District who do not have a high school diploma or its equivalent. The Task Force is convened by the WIC and is made up of leadership from relevant District agencies, the Public Charter School Board, Councilmember Grosso's office, and three community representatives from Carlos Rosario International Adult Public Charter School, So Others Might Eat (SOME), and OIC. The Task Force released a strategic plan in fall 2015 and has continued to meet quarterly to track and provide recommendations on implementation.

An amendment to the Career Pathways Task Force legislation was added in May 2015, which requires the WIC "to plan for and issue Career Pathways Innovation Fund grants to design, pilot, and scale best practices in the implementation of adult career pathways consistent with the Adult Career Pathways Task Force's city-wide strategic plan; provides that the WIC may use amounts from the Unemployment and Workforce Development Administrative Fund for technical assistance and to provide the grants." This amendment provided the WIC with \$500,000 for FY16 to fund technical assistance to prepare for the issuance of grants and \$1.5 million for FY17 and beyond to fund implementation grants.

The WIC is utilizing the technical assistance funds on the development of a Career Pathways Community of Practice. In-line with recommendations from the Career

Pathways Task Force and the District's WIOA State Plan, the Community of Practice will:

- Provide professional development, training, and technical assistance to District education and workforce providers
- Build and manage a virtual site to serve as resource hub and engagement tool
- Provide in-depth research on career pathways in DC's high-demand sectors including developing user friendly tools for residents to better understand pathways

The WIC competitively procured the contract for the COP, which was awarded in January 2017. The COP kick-off will take place March 6 and 7 at the University of the District of Columbia, providing a day and half of training on the following topics:

- The Big Picture: Career Pathways 101
- Features, Benefits and the Development of Career Pathways
- Using Partnerships to Create Best Practice Talent Pipelines
- Effective Approaches to Integrated Education and Training
- Moving Forward: How to make the transition happen!

Additional training dates and events will be announced this spring.

Also in accordance with Task Force recommendations and the District's WIOA State Plan, the WIC is using the FY17 Innovation Fund for competitive grants to fund innovative high-demand sector partnerships (similar to national best practices from Maryland EARN and Minnesota FastTRAC) to serve District adults with high-barriers to employment, including low levels of literacy and basic skills. The WIC is collaborating with OSSE's Adult Education and Family Literacy Act (AEFLA) grants on this effort. This partnership will reduce duplication of programming and increase capacity, two areas essential to building a strong career pathways system. WIC funding will allow for an additional 200-300 slots and added services such as a work-based learning component and a planning phase for those providers who need time to ramp up operations. WIC-funded partnership grants will include, at a minimum, adult basic education and occupational training components as well as employer partners. By having this direct link to the employers, we will ensure skills training and curriculum will fit the needs of local employers. Participants will receive integrated education and training and workforce preparation services, access to support services, and transition services towards the next step in the educational continuum. Grants will be issued this spring, with the program to commence July 1, 2017.

b. The name of the employee who is responsible for the program

Jeanna Fortney is the Career Pathways Coordinator and is responsible for the overall coordination of the Task Force and associated activities, reporting directly to Interim Executive Director Diane Pabich

c. The total number of FTE's assigned to the program

1 FTE is fully dedicated to this program; other WIC staff assist as necessary.

d. The amount of funding budgeted to the program

- FY16: \$706,000
- FY17: \$1,500,000 (plus \$500,000 carryover)

Workforce Intermediary

a. Description of the Program

The Workforce Intermediary Program is a sector-based development initiative that brings together multiple stakeholders in key industries with significant employment growth and importance to the local economy. The program promotes a shared understanding of industries' workforce needs, through a dual customer focus by coordinating services to enhance the capacity of both workers and employers and by integrating funding streams, services, and information. In addition, the Workforce Intermediary program helps to create new ideas and innovative approaches to respond to the needs of the businesses and jobseekers.

The Workforce Intermediary is actively engaging key stakeholders in the six demand industry sectors, which include Security and Law, Hospitality, Construction, Healthcare, Information Technology, and Infrastructure. The program convenes employer-led advisory councils comprised of business leaders from each demand industry sector to advise on program efforts and to provide real-time data to pipeline talent and help connect resources and employment opportunities. The Workforce Intermediary also provides performance-based grant initiatives to competitively selected organizations that assist with filling gaps identified by the work of the industry council.

b. Name of Employee who is responsible

Anika Holmes is the Workforce Intermediary Program Manager currently responsible for administering the program activities, reporting directly to the Interim Executive Director Diane Pabich.

c. The total number of FTE's assigned to the program

Two (2) FTE's will support the Workforce Intermediary program, including the Program Manager Position and total contributions of several other positions.

d. The amount of funding budgeted to the program

- FY16: \$1,576,082
- FY17: \$1,595,244

10. Please describe any initiatives your agency implemented within FY16 and FY17, to date, to improve the internal operation of the agency or the interaction of the agency with outside parties. Please describe the results, or expected results, of each initiative.

Our comprehensive WIC WIOA Policy Manual was approved by the WIC Executive Committee in September of 2016. The Manual was posted on January 24, 2017 at: <http://dcworks.dc.gov/page/policy-and-technical-assistance>, and will be reviewed, expanded, and refined as necessary moving forward. The Manual will become effective May 1, 2017. The WIC will provide guidance through WIGLs and technical assistance (TA) calls until then. The purpose of the WIC WIOA Policy Manual is to provide policy guidance and interpretation of federal and state workforce laws to workforce system stakeholders, to ensure the successful implementation of WIOA and of our State Plan. Procedural guidance is also provided to assure consistency. The manual is intended for use in conjunction with federal and state laws and regulations.

In order to disseminate standardized, technical assistance, the WIC created the Workforce Implementation Guidance Letter (WIGL) process. WIC recognizes the need for rapid and standardized technical assistance for all stakeholders in the District's public workforce system. The WIGL process is a mechanism for the WIC to provide real time system updates, funding availability notifications, and technical assistance that allows for the effective implementation of local, state, and/or federal policy by workforce system stakeholders. These WIGLs provide additional guidance and supplemental information on key policy topic areas in support of the comprehensive District of Columbia WIC WIOA Policy Manual.

The WIC also implemented bi-monthly TA calls in order to provide additional guidance and technical assistance, along with pertinent updates on activities and happenings impacting the DC workforce system, and respond to any questions related to information provided via WIGLs.

To enhance communications and interactions with District workforce stakeholders and community members, the WIC implemented a number of new initiatives in FY16. We established a WIC listserv and began disseminating a bimonthly newsletter. The purpose of the WIC newsletter is to connect, engage, and inform business leaders, workforce development professionals, and District jobseekers about: opportunities and best practices to secure employment; opportunities and best practices to secure job candidates; successful WIC community partnerships; recent developments in workforce related policy (federal and local); and project updates and executive community engagement activity of the WIC.

We launched a new website, dcworks.dc.gov, which contains robust information about our work, including: status of WIOA implementation, accomplishments and progress of the WIOA working groups, WIC Board and community presentations, WIC committee information, complete calendar with all committee and working group meeting dates, and general resources.

The WIC developed the Career Pathways Community of Practice (COP) in order to provide free professional development and technical assistance to District education and workforce providers. The Career Pathways Task Force discussed the need for increased professional development in its strategic plan in order to ensure District providers are incorporating best practices into program design and aligning programming along the District's high-demand

career pathways. Sector research conducted through the COP will be disseminated to District agencies, providers, and partners to ensure all stakeholders are informed of pathways available to District residents. The WIC competitively procured the contract for the COP, which was awarded in January 2017. Expected results include:

- Increased expertise in subject areas, greater knowledge of evidenced-based practices, and ability to implement expertise and knowledge at the program level
- Development of stronger linkages between program design/curriculum and business needs, informed by LMI data and employer relationships
- Clear understanding of where providers fit into a sector pathway and relevant career maps
- Create relationships between providers for troubleshooting, sharing of promising practices, leverage partnerships
- Enhance performance outcomes due to implementation of best and evidenced-based practices
- Ready providers for future funding opportunities, including FY 17 Innovation Fund Grants

A virtual COP site is being developed to effectively communicate with providers and make resources more widely available.

11. What are WIC policies, procedures, and plans to ensure comprehensive oversight of all programs, grants, and funding? How does the WIC ensure that all funds are spent correctly and efficiently?

The Workforce Investment Council (WIC) assesses the overall effectiveness of the District's workforce system through the use of the federal performance measures as well as additional local performance measures, which align to the goals of the District. The WIC holds quarterly board meetings to discuss topical issues and make decisions on key workforce related items. Additionally, the WIC's Executive Committee meets bimonthly and acts on behalf of the WIC on more detailed policy, performance management, fiscal and administrative issues related to the programs and services provided under the workforce system. The meetings allow the board an opportunity to assess results to make policy-related changes.

12. Please provide a list of all reports, studies, research papers, and analyses ("studies") the agency prepared, or contracted for, during FY16 and FY17, to date. Please state the status and purpose of each study.

WIOA Unified State Plan

The WIC led the development of the District's WIOA Unified State Plan in collaboration with DMGEO, OCA, DOES, OSSE, DDS, DHS, and UDC-CC, among other agencies. The plan was submitted to the US Departments of Labor and Education on March 31, 2016. The WIC received conditional approval in June 2016 along with requests for more details on specific topics. The WIC provided requested details and received final plan approval on October 20, 2016. The WIOA State Plan is a requirement under WIOA and provides the District with a roadmap to implement the federal law and District developed strategies.

WIC Policy Manual

In FY16, the WIC developed a comprehensive WIC WIOA Policy Manual, approved by the WIC Executive Committee in September of 2016. The Manual was posted on January 24, 2017 at: <http://dcworks.dc.gov/page/policy-and-technical-assistance>, and will be reviewed, expanded, and refined as necessary moving forward. The Policy Manual will become effective May 1, 2017. The purpose of the WIC WIOA Policy Manual is to provide policy guidance and interpretation of federal and state workforce laws to workforce system stakeholders, to ensure the successful implementation of WIOA and of our State Plan.

13. If applicable, please explain the impact on your agency of any federal statutory, regulatory, or budgetary changes during FY16 and FY17, to date.

A major change for the WIC was the move from the direct management oversight of the Office of the Deputy Mayor for Planning and Economic Development (DMPED) to the direct management oversight of the Office of the Deputy Mayor for Greater Economic Opportunity (DMGEO). In FY17 an MOU was created to allow DMPED to continue to provide administrative and technical support to the WIC on matters such as grant making and contracting.

14. Does the WIC plan to introduce any new regulatory guidance (including WIGLs) in FY2017? Did the agency meet the objectives set forth in the performance plan for FY16? Please provide a copy of the plan, including goals and outcomes. Please provide a narrative description of what actions the agency undertook to meet the key performance indicators or any reasons why such indicators were not met. Please provide a copy of the performance plan for FY17, including target metrics.

Yes. The WIC WIOA Policy Manual will continuously be reviewed, expanded, and refined as necessary moving forward. The WIGL process will also be continuously used to provide real time system updates, funding availability notifications, and technical assistance, as needed, for the effective implementation of local, state, and/or federal policy by workforce system stakeholders.

The WIC's performance plan for FY 16 was embedded in the FY16 DMPED Performance objectives and initiatives under Objective 3: *Promote the development of an integrated workforce investment system, delivering high-quality services that help District residents gain skills that meet business needs.* Note that while the WIC has since moved under the management oversight of DMGEO, the performance plan was established before that time. The following lists each of the four relevant objectives for the WIC and the status of our work on each.

INITIATIVE 3.1: Oversee the Workforce Innovation and Opportunity Act (WIOA) strategic planning process, convening District leaders to develop strategies that ensure District residents able to access career pathways and make progress along each step of the pathway.

A central focus of the WIC over last year has been the implementation of WIOA. Through a coordinated interagency effort, the WIC submitted the District's WIOA Unified State Plan to

the Departments of Labor and Education and received official plan approval on October 20, 2016. The plan provides a roadmap for the WIC and workforce partners to follow as we continue to implement policies, programs, and initiatives in accordance with the plan, WIOA regulations, and continued federal guidance which is released on an intermittent basis.

We have broken up WIOA implementation into phases, in alignment with federal regulations and guidance as well District priorities. During Phase 1, starting with the drafting of the Unified State Plan in fall 2015 through the January 23 Quarterly Board Meeting, the WIC accomplished:

- WIOA State Plan Approved
- One-Stop Operator Procurement Plan Approved and Implemented
- Career Pathways Community of Practice Awarded
- WIOA Working Group Meetings Commenced- Informed One-Stop Procurement Plan, One-Stop MOU planning, WIOA policy development, shared data needs (groups comprised of agency staff, business members, and community representatives)
- WIOA Data Dashboard Prototype Developed
- WIC Policy Manual Approved
- WIOA Compliant WIC Board Seated
- WIC Committees Established and Meeting
- Workforce Implementation Guidance Letters (WIGLS) Established and Implemented
- Workforce System Technical Assistance Plan Developed
- Workforce Intermediary Program connected District-funded projects (DC United, Wharf) to workforce programming
- ETPL Process Streamlined
- Innovation Fund and OSSE Title II Partnership Established for Dissemination of Career Pathways Grants

The WIC has convened District leaders on multiple occasions, including WIC Board Meetings, Career Pathways Task Force meetings, and internal leadership meetings to ensure strategies are coordinated and in-line with the needs of both District jobseekers and businesses. The WIC also convenes ongoing WIOA working groups to review and provide input on pertinent topics related to WIOA implementation. The groups are comprised of representatives from relevant District agencies, WIC board members, and members of the community. The groups meet monthly and their discussions and input are shared with District leadership. This information informs recommendations to the WIC Board on policy updates that are compliant with WIOA and help the District achieve the goals laid out in the State Plan to create a high-performing and integrated workforce investment system. The WIOA Implementation Working Groups focus on the following topics:

System Integration: One-Stop partner integration, unified business services, ensuring access to all DC residents, coordinated service delivery, alignment of youth services

WIOA Funding and Procurement: One-Stop Operator role and procurement process, One-Stop system funding, procurement of service providers to meet District needs and align with WIOA, leverage resources between local and federal dollars, contract and resource sharing

Data Integration and Performance: Integrate data systems required by WIOA and ensure enhanced delivery of services, sharing of Labor Market Information to guide policy decisions, identify optimal common performance measures

The WIC's efforts support the implementation of career pathways and the further development of sector strategies, specifically through updated policies and guidance as well as through the work of our local Career Pathways programming and the Workforce Intermediary. The Career Pathways Community of Practice is a coordinated effort to provide District agencies, providers, community-based organizations, and businesses with resources to both inform and guide the further development of career pathways and ensure necessary data, labor market information, and career pathways tools are accessible to all parts of the workforce system. The career tools developed will help District jobseekers to be informed about where they are on their chosen career pathway and what steps are necessary to move forward. Resources and support services to assist jobseekers to move forward will also be made accessible through the work of the Community of Practice.

INITIATIVE 3.2: Increase scope and impact of Workforce Intermediary program and ensure that each sector career pathway has strong direct connections to the labor market and partnerships with the business community.

Currently, the WIC continues to support three grants in the field of hospitality and construction. Within the construction and hospitality industry, the career pathways model has provided a framework for ensuring a program not only leads to an industry recognized credential, but also provides multiple entry and exit points, enabling workers of varying education and skill levels to enter into or advance within a specific sector or occupational field. Partnerships with the Wharf and DC United have furthered the current success of the Workforce Intermediary. As both unemployed and underemployed individuals enter into the program and gain new and/or additional skill sets and credentials, the employers are providing the programs with real-time data, enabling the WIC to track the progress and ultimate success of individuals as they enter and exit the program on their path to self-sufficiency.

The WIC has continued to convene advisory committees in both the hospitality and construction sectors, and they've recently expanded to include employers from the infrastructure, information technology, and healthcare sectors. The advisory committee directly feeds into the sector strategies, aligning the skills of the workforce within the District and regional economies with the needs of the corresponding in-demand industry sectors. The employers actively engage in determining skill requirements for employment and career progression within these high demand industries. In addition to the advisory council, extensive labor market analysis and incorporation of elements from the Career Pathways model has led to additional education and training opportunities through the Workforce Intermediary Program.

INITIATIVE 3.3: Lead innovative processes that enhance the links to supportive services.

In the recognition that workers and jobseekers require supportive services in order to fully take advantage of the services, education, and training opportunities offered through WIOA, the WIC developed a new policy regarding supportive services, voted on by the Executive Committee on September 15, 2016.

Excerpt: 3.2.8 Supportive Services and Needs-Related Payments

Supportive Services are defined as services such as, but not limited to, transportation, childcare, dependent care, housing assistance, and needs-related payments that are necessary to enable an individual who cannot afford to pay for such services to participate in career or training services authorized under WIOA Title IB. The provision of accurate information about the availability of supportive services in the local area, as well as referral to such activities, is one of the career services that must be available to adults and dislocated workers through the One-Stop delivery system. The provision of Supportive Services must be determined on an individual basis. All supportive services must have been approved prior to the participant receiving or obtaining the goods or services. Backdated requests for services will not be approved.

A. Allowable Supportive Services.

1. Transportation assistance;
2. Childcare assistance;
3. Training and work-related clothing, uniforms/work attire, tools;
4. Assistance with books, fees, and school supplies for participants enrolled in postsecondary education;
5. Payments for employment and training-related tests and certification exams;
6. Housing assistance;
7. Employment-related medical testing; and
8. Background checks.

B. Eligibility and Determination of Need for Supportive Services.

To be eligible for WIOA funded supportive services, a participant must have been determined WIOA eligible and:

1. Participating in career or training services; Limited supportive services may be provided to eligible applicants (e.g., paying for a birth certificate), before they are enrolled as participants, to permit participation in assessment activities;
2. Are unable to obtain supportive services through other programs providing such services;
3. Require such services in order to participate in career services or training activities; and;
4. Must be in compliance with WIOA program regulations and policies.

The decision to provide a supportive service must be based on an objective assessment that is described and justified in the participant's individual employment plan and documented in case notes.

C. Documentation of Eligibility and Determination of Need.

The provision of supportive services must be determined by the appropriate One-Stop staff on an individual basis and requires proof of expenditure in the participant's file. The documentation must include:

1. Documentation of individual's participation in WIOA career services and/or training activities and need for supportive services to enable that participation.
2. Financial/physical need: There must be documentation in the case file that participants are incapable of providing these services for themselves. Examples: low income status as documented by family/household income determination, receipt of Federal or state public assistance, UI benefits, documentation of skill upgrading that would lead to employment in a local or state in-demand occupation, documentation of lack of employment or underemployment, separation notice, birth certificates for children receiving childcare, documentation of transportation distance to attend training, etc.
3. Resource coordination: There must be documentation supporting that these services or funds for these services were not available from any other State and or Federal grant/program/funding stream/agency. There should be an analysis of all federal/state/local resources available in the local area and how they are being coordinated to promote the most efficient use of resources. Examples: UI records, application for applicable state and Federal funds (HOPE, PELL, etc.).
4. Type of supportive service requested and how the supportive service will assist the individual's participation in WIOA Title I career or training activities. Examples: WIC created supportive service request form.
5. Amount requested and justification for the amount being necessary and reasonable to enable participation in qualifying WIOA activities. Examples: WIC-created supportive service request form, case notes in MIS system.
6. Establishment of a timeframe that the supportive services will be provided to assist participation in WIOA Title I activities. Examples: DOES created supportive service request form, case notes in MIS system.

D. One-Stop Operator Procedure.

The One-Stop Operator must include a written procedure as part of the DCAJC business plan to ensure coordinated, allowable, reasonable, and appropriate utilization of support services. The One-Stop Operator procedure must include:

1. The process and documentation required for the determination of need for specific support services, including documentation that the participant is unable to obtain supportive services through other resources, as discussed in Section 3.2.8.C., above;
2. Who is the responsible party (title) for approval of the supportive service to be provided to participants;
3. The basis and standard for determination of reasonableness for provision of a support service;
4. How the \$1,000 per participant support service limitation is controlled and administered;
5. The process for establishing relationships with specific vendors who provide preapproved support services for participants;
6. How participants will be referred to supportive services providers;
7. The specific documentation required from the vendor or participant verifying the support service provided, date, and its associated cost;

8. Who is the responsible party (title) for retention of supportive service documentation and related expenditures; and
9. Who is the responsible party (title) for approval of the invoice for payment of the supportive services received by a specific participant.

This fiscal year the WIC continued to fund a support services grant to Collaborative Solutions for Communities, a community-based organization that operates a support services program that is responsible for providing services to DC residents already engaged in work-based training efforts that will help them remain in and advance through their programming. The grantee is using funding to build on their existing capacity and serve eligible residents referred from DOES.

As part of the Career Pathways Community of Practice the WIC is utilizing consultant assistance to conduct an assessment of the availability of supportive services as well as identify gaps where District and community resources may be lacking. The results of this assessment will be disseminated to all agencies and partners in order to enhance knowledge and access to support services. The WIC will work with agency partners to address any identified gaps.

INITIATIVE 3.4: Expand Access to Adult Job Training Programs.

The WIC is in the process releasing \$1.3 million in new grants to fund education and occupational training to District adults with high barriers to employment. Through the WIC/OSSE AEFLA grants, just under \$1 million in WIC funding will support partnerships of providers and employers in high-demand sectors. In-line with national best practices in adult education, these grants will fund integrated education and training models that include work-based learning components, appropriate to the educational functioning levels of the participants. The WIC funding will add an additional 200-300 slots in the AEFLA grants and will support additional services such as a planning phase for providers who need additional time to prepare curriculum and ramp up operations. Through the new Workforce Intermediary Targeted Industry Partnership (TIP) grants over \$300,000 will fund education and training programs in high-demand sectors with an emphasis on work-based learning activities.

The WIC has worked with the Economic and Workforce Alignment Committee to determine actionable methods for increasing access to training for District residents, a priority noted in the District's WIOA Unified State Plan. The WIC identified multiple encumbrances for prospective training providers attempting to navigate the Eligible Training Provider List (ETPL) application process. The WIC has removed multiple duplicative phases from the application process and paired it down to three easy steps. In doing so, the WIC is now able to add a larger number of training providers to the ETPL in a shorter period of time. This will appeal to providers who, in the past, have bypassed becoming an eligible training provider due to the complexity of the process. In increasing the number and quality of providers willing to apply and expediting the process for connecting them to WIOA participants, the WIC is expanding both the depth and breadth options available to District residents interested in received training services. Additionally, the WIC has begun exploring

the possibility of establishing reciprocity with local area ETPL providers in Maryland and Virginia to increase training opportunities for District residents.

IV. Contracting and Procurement

15. Please list each contract, procurement, lease and grant awarded or entered into by WIC during FY16 and FY17, to date. For each contract, please provide the following information, where applicable:
- a. The name of the contracting party or vendor;
 - b. The nature of the contract, including the end product or service;
 - c. The dollar amount of the contract, including budgeted amount and actual spending;
 - d. The term of the contract;
 - e. Whether the contract was competitively bid or not;
 - f. The name of the agency's contract monitor and the results of any monitoring activity;
 - g. The funding source;
 - h. The purpose of the contract; and
 - i. Please provide a list of all MOUs in place during FY16 and FY17, to date.

FY16 and FY17 WIC Contracts:

- a. Jeffrey C. Marcella Consulting
 - b. This contract is to provide workforce development grant and technical writing services to assist with grant applications. To date it included assisting with writing WIGLs and assistance with Workforce Intermediary grants.
 - c. The contract value is \$49,000 with \$8,332.50 expended to date.
 - d. The term of the contract is August 15, 2016 thru August 14, 2017
 - e. The contract was competitively bid.
 - f. Jeanna Fortney, Program Manager, is the designated Contract Administrator for this contract. She reviews contractor invoices and inspects work products submitted to confirm payments. DMPED's Contracts, Procurement and Grants department provides additional contract oversight and monitoring. The contractor has been in compliance with all grant agreement terms in the areas assessed. DMPED's Contracts, Procurement and Grants department provides additional grant oversight and management.
 - g. The contract is funded through local funds.
 - h. The purpose of the contract is to provide workforce development grant and technical writing services to assist with grant applications.
-
- a. Xerox Corporation
 - b. This contract is for the lease of copier equipment for the WIC office.
 - c. The contract value is \$4,621 with \$0.00 expended to date.
 - d. The term of the contract is August 23, 2016 thru August 22, 2017
 - e. The contract was competitively bid.
 - f. Jeanna Fortney, Program Manager, is the designated Contract Administrator for this contract. She reviews contractor invoices and inspects work products submitted to confirm payments. DMPED's Contracts, Procurement and Grants department provides additional contract oversight and monitoring. The contractor has been in compliance with

all grant agreement terms in the areas assessed. DMPED's Contracts, Procurement and Grants department provides additional grant oversight and management.

- g. The contract is funded through local funds.
 - h. The purpose of the contract to provide copier equipment for the WIC office.
-
- a. Career Pathways TA Contract – Kairos Management
 - b. This contract was awarded as part of the technical assistance allotment for the District's Adult Career Pathways Task Force, which was established in 2014 and charged with developing a cross-agency strategic plan for connecting adult basic skills programs administered in the District in 2015; as well as providing ongoing guidance on implementation of this plan and additional findings. Key contract tasks include preparation of a research and literature review, assistance with project management, assisting with stakeholder convenings and facilitated working sessions, formulating recommendations, assisting with final report drafting and formatting, assessing sector strategies and business engagement within career pathways, and providing ongoing tracking and implementation assistance.
 - c. The contract value was \$99,460 for FY16, payable based on hours worked and a small allotment for travel expenses. The contractor received \$98,740.47 for work and travel performed in FY16. The contract value is \$137,800 for FY17 of which \$63,484 has been expended with additional payments for services anticipated this fiscal year.
 - d. The contract was initially awarded for the period from May 1, 2015 – September 30, 2015; and subsequently renewed in FY16 and FY17.
 - e. The contract was competitively bid.
 - f. Jeanna Fortney, Program Manager, is the designated Contract Administrator for this contract. She reviews contractor invoices and inspects work products submitted to confirm payments. DMPED's Contracts, Procurement and Grants department provides additional contract oversight and monitoring. The contractor has been in compliance with all grant agreement terms in the areas assessed. DMPED's Contracts, Procurement and Grants department provides additional grant oversight and management.
 - g. The contract is funded through intra-District transfer funds (FY16) and local funds (FY17).
 - h. The purpose of the contract is to provide technical assistance in the WIC's efforts to implement a career pathways system, with specific functions detailed in part B.
-
- a. WIOA State Plan TA Contract – Kairos Management
 - b. This contract was awarded as part of the technical assistance allotment for the District's Adult Career Pathways Task Force, which was established in 2014 and charged with developing a cross-agency strategic plan for connecting adult basic skills programs administered in the District in 2015; as well as providing ongoing guidance on implementation of this plan and additional findings. This plan is also being used to inform broader State Workforce Development Plan efforts required under the federal Workforce Innovation and Opportunity Act (WIOA), which outlines a four-year strategy for the State's workforce development, with a significant focus on Career Pathways. Key contract tasks include analyses of workforce system programming, assistance with project management, formulating recommendations, assisting with final report compilation, drafting and formatting, assisting with inter-agency agreements, drafting policy and guidance, and providing ongoing technical assistance on implementation.

- c. The contract value was \$187,500 for FY16, payable based on hours worked and a small allotment for travel expenses, of which \$195,660.95 was paid for work, performed and travel. The contract value is \$266,000 for FY17 of which \$39,917.40 has been expended with additional payments for services anticipated this fiscal year.
 - d. The contract was awarded for the period from December 1, 2015 – September 30, 2016 and renewed through FY17.
 - e. The contract was competitively bid.
 - f. Jeanna Fortney, Program Manager, is the designated Contract Administrator for this contract. She reviews contractor invoices and inspects work products submitted to confirm payments. DMPED's Contracts, Procurement and Grants department provides additional contract oversight and monitoring. The contractor has been in compliance with all grant agreement terms in the areas assessed. DMPED's Contracts, Procurement and Grants department provides additional grant oversight and management.
 - g. The contract is funded through intra-District transfer funds (FY16) and local funds (FY17).
 - h. The purpose of the contract is to provide technical assistance in the WIC's efforts to implement a career pathways system in alignment with WIOA and the District's WIOA State Plan, with specific functions detailed in part B.
-
- a. Career Pathways Community of Practice- Maher & Maher (Growth Transitions, Inc.)
 - b. The contract was awarded as part of the Innovation Fund's provision of technical assistance, for the development of a Career Pathways Community of Practice. In-line with recommendations from the Career Pathways Task Force and the District's WIOA State Plan, the Community of Practice will:
 - Provide professional development, training, and technical assistance to District education and workforce providers
 - Build and manage a virtual site to serve as resource hub and engagement tool
 - Provide in-depth research on career pathways in DC's high-demand sectors including developing user friendly tools for residents to better understand pathways
 - c. The contract value was \$249,500.80 for FY17, payable based on hours worked and a small allotment for travel expenses.
 - d. The contract was awarded for the period of January 23, 2017-January 22, 2018 with two option years.
 - e. The contract was competitively bid.
 - f. Jeanna Fortney, Program Manager, is the designated Contract Administrator for this contract. She reviews contractor invoices and inspects work products submitted to confirm payments. DMPED's Contracts, Procurement and Grants department provides additional contract oversight and monitoring. The contractor has been in compliance with all grant agreement terms in the areas assessed. DMPED's Contracts, Procurement and Grants department provides additional grant oversight and management.
 - g. The contract is funded through intra-District transfer funds.
 - h. The purpose of the contract is to provide training and technical assistance to the District's adult education and workforce community, better preparing them to implement integrated education and training models, align programming around a career pathways framework, prepare them for future funding opportunities, and meet WIOA performance standards.

The following is a listing of the grants that have been awarded through the Workforce Intermediary and the status of the grants for FY16 and FY17, to date.

- a. Hospitality Job Training Grant - DC Central Kitchen
 - b. This grant was awarded as part of a two-pronged hospitality sector strategy focused on placement and training of DC residents for opportunities in the hospitality industry. The grantee serves as the program's culinary arts job training provider, and is responsible for providing training and related services to prepare eligible District residents for culinary-arts occupations. The grantee is using funding to build on the capacity of existing hospitality job training services by both adding additional training slots and enhancing programming to better align services with employer needs.
 - c. The performance-based grant had a maximum award amount of \$320,000 in FY16, and \$225,000 in FY17. The grantee received \$282,820 in performance-based payments during FY16.
 - d. The grant was initially awarded for a one-year period from April 1, 2014 – March 31, 2015, and is on the fourth renewal, with the current grant agreement in place for all of FY17.
 - e. The grant was competitively bid, as all grants are per the terms of the WIC's grant-making authority.
 - f. Anika Holmes, Program Manager, conducts monthly performance reviews of the grant; and additional program and fiscal monitoring may be conducted periodically. Performance monitoring determined that the grantee's performance outcomes to date have been below maximum payment targets but generally satisfactory. Monitoring to date has confirmed that the grantee was in compliance with all grant agreement terms in the areas assessed. DMPED's Contracts, Procurement and Grants department provides additional grant oversight and management.
 - g. The grant is being funded through the Workforce Intermediary program's FY16 local appropriation of \$1,576,082 and FY local appropriations \$1,595,244.
 - h. DC Central Kitchen is not a CBE.
-
- a. Construction Pre-Apprenticeship Grant - AFL-CIO Community Services Agency
 - b. This grant was awarded as part of a construction sector strategy focused on helping DC residents advance into apprenticeship and other career pathways to journey worker or skilled laborer opportunities in the construction industry; and providing the support systems to help them maintain those opportunities. The grantee operates a construction pre-apprenticeship training program that is responsible for providing training and related services to prepare eligible District residents for apprenticeship and other career track job openings. The grantee is using funding to build on their existing capacity and increase the number of District residents trained.
 - c. The performance-based grant had a maximum award amount of \$315,640.00 during FY16 and a maximum award of \$215,000 for FY17. The grantee received \$305,937 for performance levels achieved during FY16.
 - d. The grant was awarded for a one-year period from November 1, 2014 – October 31, 2015; and subsequently has been extended through the end of FY17.
 - e. The grant was competitively bid, as all grants are per the terms of the WIC's grant-making authority.

- f. Anika Holmes, Program Manager, conducts monthly performance reviews of the grant; and additional program and fiscal monitoring may be conducted periodically. Performance monitoring determined that the grantee's performance outcomes to date have been below maximum payment targets but generally satisfactory. Monitoring to date has confirmed that the grantee was in compliance with all grant agreement terms in the areas assessed. DMPED's Contracts, Procurement and Grants department provides additional grant oversight and management.
 - g. The grant is being funded through the Workforce Intermediary program's FY16 local appropriations \$1,576,082 and FY17 local appropriations \$1,595,244.
 - h. AFL-CIO CSA is not a CBE, but the organization did enter into a CBE agreement to conduct relevant procurement through CBEs as required.
- a. Construction Support Services Grant - Collaborative Solutions for Communities
- b. This grant was awarded as part of a construction sector strategy focused on helping DC residents advance into apprenticeship and other career pathways to journey worker or skilled laborer opportunities in the construction industry; and providing the support systems to help them maintain those opportunities. The grantee operates a support services program that is responsible for providing services to DC residents already engaged in work-based training efforts that will help them remain in and advance through their programming. The grantee is using funding to build on their existing capacity and serve eligible residents referred from DOES.
 - c. The performance-based grant had a maximum award amount of \$350,000 in FY16, and a maximum award amount of \$250,000 in FY17. The grantee received \$337,770.37 for performance levels achieved during FY16.
 - d. The grant was awarded for a one-year period from November 1, 2014 – October 31, 2015; and subsequently extended through the end of FY17.
 - e. The grant was competitively bid, as all grants are per the terms of the WIC's grant-making authority.
 - f. Anika Holmes, Program Manager, conducts monthly performance reviews of the grant; and additional program and fiscal monitoring may be conducted periodically. Performance monitoring determined that the grantee's performance outcomes to date have been below maximum payment targets but generally satisfactory. Monitoring to date has confirmed that the grantee was in compliance with all grant agreement terms in the areas assessed. DMPED's Contracts, Procurement and Grants department provides additional grant oversight and management.
 - g. The grant is being funded through the Workforce Intermediary program's FY16 and FY17 local appropriations (\$1.6 million in total each fiscal year).
 - h. Collaborative Solutions for Communities is not a CBE, but the organization did enter into a CBE agreement to conduct relevant procurement through CBEs as required.
- i. Please provide a list of all MOUs in place during FY16 and FY17, to date.

WIC/DMGEO entered into an MOU with DMPED for the provision of contracts, procurement and grant assistance to the Workforce Investment Council (WIC) for the period January 27, 2017 thru January 26, 2018 in the amount of \$1,186,095.

Additional MOUs are detailed in the response to question 6.

V. Workforce Innovation and Opportunity Act (“WIOA”)

16. Please describe in detail any and all initiatives of the WIC to implement the plans and programs outlined in WIOA State Plan for 2016-2020. Please clarify the role of the WIC in implementation and the role of DOES and other agencies and partner programs.

In general, the role of the WIC is to provide strategic planning and coordination of the workforce system; develop policies and procedures; and provide oversight and continuous improvement. Regarding the implementation of strategic plans, the role of the WIC is to provide vision and guidance, while the role of partner agencies is to conduct program implementation and report activities and outcomes to the WIC.

Building on the work started during the WIOA state plan drafting process, the WIC convenes working groups, to provide vision and guidance and ensure the successful implementation of the District’s workforce strategies. These groups identify key decision points, set priorities within their topics, review relevant information, and provide input on action items. They’re comprised of agency partner staff, WIC board members, employers, community stakeholders, and are supported by WIC staff and TA consultants, as necessary. A separate group, comprised of agency directors, reviews work group progress, provides feedback, and makes any necessary implementation decisions.

In addition, the WIC provides high-level policy development (WIC WIOA Policy Manual), including through the issuing of guidance (WIGLs) when Training and Employment Guidance Letters (TEGLs) are introduced by the Department of Labor and as otherwise necessary to provide real time system updates, funding availability notifications, and technical assistance. Partner agencies then establish Standard Operating Procedures that follow the policies and guidance established by the WIC.

17. In addition, please discuss the implementation of the youth program, including how the WIC will ensure that different programs (including those locally funded) will be integrated into a cohesive workforce development system and how each youth program fits into the larger whole without program duplication.

Title I of WIOA outlines a broad youth vision that supports an integrated service delivery system and provides a framework through which states and local areas can leverage other Federal, state, local, and philanthropic resources to support in-school youth and out-of-school youth. Title I of WIOA affirms USDOL’s commitment to providing high-quality services for all youth and young adults beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training in in-demand industries and occupations, such as pre-apprenticeships or internships, and culminating with a good job along a career pathway, enrollment in postsecondary education, or a Registered Apprenticeship. All of the Department of Labor’s youth-serving programs continue to promote evidence-based strategies to assist in achieving high-levels of performance, accountability, and quality in preparing young people for the workforce. The WIC Board has

an established youth committee to gather and provide information, including information regarding barriers and the possible means for removing barriers, as well as information to better coordinate, align, and avoid duplication among the programs and activities carried out through the system; and to assist with planning, operational, and other issues relating to the provision of services to youth. It is the role of partner agencies to conduct program implementation and report activities and outcomes to the WIC.

Regarding locally-funded programs, while WIOA authorizes workforce boards to oversee other federal, state, and local programs outside of the statute, such an enhanced coordination role has not been given to the WIC through Mayoral order or state/local law. Granting the WIC with enhanced coordination authority governing local programs is encouraged in order to align workforce development programs to support a comprehensive and streamlined workforce development system.

18. The DC WIOA State Plan states that: “Several options are being explored on how to best [ensure youth are able to receive developmentally appropriate services] with existing funding and infrastructure” through the one-stop system.
 - a. What options are currently being explored?
 - b. What existing funding streams will your agency leverage?
 - c. What is the timeline for implementing a youth-friendly One Stop System?
 - a. Options being explored include: serving youth through the existing one-stop system, developing a new youth-specific one-stop, or partnering with an existing youth serving program and adding one-stop services.
 - b. Both federal and local funding streams may be leveraged and will depend on which option is selected.
 - c. The WIC Youth Committee is currently looking at the options and will develop a timeline for implementation.
19. Please detail the One-Stop Operator (OSO) procurement process, including:
 - a. Steps that have already completed, including date each was completed;
 - b. Current status;
 - c. Future intended dates of completion for milestones in the process and whether the WIC will meet them;
 - d. What will be the roles and responsibilities of the OSO;
 - e. A description of how the OSO will handle inherited MOU’s;
 - f. What will the role of the WIC Implementation Committee in overseeing the OSO and One Stop System?
 - a. Under WIOA, local workforce boards are required to competitively procure the one-stop operator (OSO). As both the state and local board, this activity falls to the WIC Board. Starting in spring 2016, WIC administrative staff began researching possible options for procurement and utilized the WIOA inter-agency working groups to provide input on a procurement strategy. On October 24, 2016, the WIC Board voted to move forward with the plan to release a Request for Qualifications (RFQ) followed by a Request for Proposals (RFP) and defined the role of the OSO as that of a “Mall Manager”. In December 2016 the WIC board completed a survey to provide input on

specific components of the RFQ and RFP, including priority functions and performance indicators.

- b. In January 2017, the WIC administrative staff developed an RFQ and is currently working with DMPED's contracting team for it to be released once it receives approval from the DC Office of the Attorney General (OAG). The Department of Labor released new guidance in mid-January regarding OSO procurement and the RFQ was adjusted accordingly. The WIC is now developing the RFP with the support of Harvard University who is drafting performance indicators and the National Association of Workforce Boards (NAWB) who will coordinate the evaluation panel to ensure appropriate firewalls are in place, in accordance with Department of Labor guidance.
- c. Exact dates for the release and closing of the RFQ and the RFP will be dependent on OAG approval process but we have estimated final award date of May 31, 2017. The one-stop operator must be in place by July 1, 2017.
- d. As a mall manager, the OSO will not provide direct services but will carry out the following functions:
 - Coordinate service delivery within the one-stop system including streamlining partner services
 - Ensure one-stop staff are provided with appropriate training and tools to carry out job functions
 - Manage an integrated effort to focus on the workforce needs of the one-stop customers (job-seekers and businesses) and the community to improve the local economy
 - Manage compliance and performance of the one-stop system
 - General coordination of all one-stop partner staff within the centerAdditional functions may be added or adjusted in following contract years in order to enhance performance and/or delivery of services.
- e. Currently, the WIC is not a part of any one-stop MOUs. Under WIOA, the WIC will develop an umbrella MOU with one-stop partners and the WIC's WIOA working groups are currently addressing what this will include. Inherited MOUs may become obsolete as a result of the umbrella MOU but more planning here is needed to determine this. Current MOUs will remain in place for the time being.
- f. The WIC's Implementation Committee does not have an oversight role of the one-stop system. The Executive Committee charged the Implementation Committee with conducting an evaluation of the District's one-stop system and making recommendations for innovation based on current deficiencies.

20. Under WIOA, all partner programs are to contribute to infrastructure costs by entering a cost-sharing agreement. What is the status of those negotiations and what is the projected completion date?

Along with the Infrastructure Funding Agreement (IFA), one-stop partners must enter into an umbrella MOU developed by the WIC. At a minimum, the MOU must describe services to be provided, roles and responsibilities of partner agencies and staff, and outline how infrastructure and additional costs must be funded. WIC WIOA working groups are currently looking at what services are provided through the one-stop, which partners are or will be co-located, and how access is given to partners who may not be located, as well as discussing the cost sharing agreement and providing input on who should be included and what cost allocation methodology should be used. Agency leaders will be convened in late March and early April for negotiations, informed by the input of the working groups. The umbrella MOU must be in place by July 1, 2017, however, the Department of Labor has extended the implementation deadline of the IFA to January 1, 2018. Consequently, it is the WIC's first priority to complete the required MOU components outside of the IFA first.

21. What is the status of and plans for the Career Pathways Innovation Fund? How is the WIC implementing the taskforce recommendations? In addition,
- a. Were funds for FY16 fully expended? Please explain where funds were expended.
 - b. Are funds for FY17 intended from grantmaking through a sector partnership approach fully budgeted?
 - c. What is the expected timeframe for any grantmaking through the fund?
- a. In FY16, the Innovation Fund was not been expended, but will be this fiscal year with funds dedicated for technical assistance and the remainder is being used on the development of a Career Pathways Community of Practice as detailed above.
 - b. Of the FY17 funds, \$1.1 million will be dispersed to OSSE for sector partnerships grants through an MOU. The remainder is being used for ongoing technical assistance related to WIC career pathways efforts.
 - c. OSSE is conducting the grant competition with awardees to be announced this spring. The program year for grant awardees is July 1, 2017-June 30, 2018.
22. What is the status of the WIOA Dashboard prototype and when will it be available for public use?

A data dashboard prototype has been created. The WIC staff is working with members of the Board and the District's core WIOA agencies to ensure a framework that meets the needs of all workforce partners. The Data Integration and Performance Working Group as well as the WIC Board's Economic and Workforce Alignment Committee will each convene and make recommendations on the ways in which the dashboard will be most useful to the public and to workforce stakeholders. Those recommendations will dictate the process for moving forward and the timeline for public accessibility.

23. In a chart, please provide for FY16, and FY17 (or PY 15, 16, and 17) the outcomes of WIOA common measures for all programs. Include negotiated goals and the n (number) for each metric.

Performance data for program years 16 and 17 is not yet available. Performance data for Title I PY15:

		ETA Negotiated Standard	District's Performance	% of Standard Achieved
Performance Measure				
Entered Employment Rate	Adults	62%	69.0%	111.3%
	Dislocated Workers	63%	69.2%	109.8%
Employment Retention Rate	Adults	79%	86.9%	110.0%
	Dislocated Workers	84%	90.5%	107.7%
Average Earnings	Adults	\$13,550	\$ 12,557.23	92.7%
	Dislocated Workers	\$17,750	\$ 18,285.88	106.3%
Youth Attainment of Degree or Certificate		34%	74.2%	103.0%
Youth Placement in Employment or Education		64%	64.4%	100.6%
Youth Literacy/Numeracy Gains		58%	0.0%	0.0%

24. Please provide an update on the ETPL report card project.

- a. Are report cards publicly available? If not, why not? If so, please provide them.

Not Applicable. The Department of Employment Services is working on developing publicly available Vendor Scorecards.

25. With respect to AJCs, please provide for FY16 and FY17, to date:

- a. Total number of people visiting District AJCs;
- b. Of visitors, total number served;
- c. Of total served, the total number and percent who
 - i. Completed orientation;
 - ii. Completed literacy testing;
 - iii. Tested above 8th grade levels;
 - iv. Received Core services;
 - v. Received Intermediate services;
 - vi. Received Training services;
 - vii. Entered employment;
 - viii. Sought training;
- d. Percentage of those seeking training who were placed in training;
- e. Of those entering employment, average earnings;
- f. Of those entering employment, average hours per week employed;
- g. Of those entering employment, total number retaining employment for 90 days.
- h. The average time to begin training after visiting an AJC;

Not applicable, please see Department of Employment Services Responses.

26. Please outline the process applicants go through when they arrive at the Career Centers to request training. How is it determined if they will receive training and whether it will be through an individual training account (“ITA”) or a different method? How many people received training with federally funded ITAs in FY16 and FY17, to date? Does the WIC have plans to expand training in FY17 and FY18? Please describe those plans.

The Department of Employment Services implements the process for customers to request training and determines eligibility. In FY16, 329 residents received ITAs. In FY17, 88 residents have received ITAs as of 2/15/17.

The WIC’s Economic and Workforce Alignment Committee is addressing methods to increase access to training for District residents an initiative noted in the District’s WIOA Unified State Plan. The WIC identified multiple encumbrances for prospective training providers attempting to navigate the Eligible Training Provider List (ETPL) application process. The WIC has removed multiple duplicative phases from the application process and paired it down to three easy steps. In doing so, the WIC is now able to add a larger number of training providers to the ETPL in a shorter period of time. This will appeal to providers who, in the past, have bypassed becoming an eligible training provider due to the complexity of the process. In increasing the number and quality of providers willing to apply and expediting the process for connecting them to WIOA participants, the WIC is expanding both the depth and breadth options available to District residents interested in received training services. Additionally, this fiscal year, the WIC is releasing \$1.3 million in grant funding to provide training leading to employment in high-demand sectors aimed at District residents with barriers to employment through the Workforce Intermediary and Career Pathways programs.

27. Please explain the process by which training providers may apply to be included on the Eligible Training Providers List (ETPL).

The WIC is in the process of updating its current ETPL application process. WIC Policy No. 2013.009, Change 1 (WIOA Eligible Training Providers) currently requires applicants to register as a vendor with the Department of Employment Services (DOES), Office of Contracts and Procurement (OCP) and wait to be notified of a solicitation for an open Request for Quotations (RFQ) to become an Eligible Training Provider. Once a training provider submits requirements for the RFQ, OCP staff will determine which providers meet contracting eligibility and electronically forward all proposed program information to WIC staff. The WIC then reviews and certifies training providers who meet the requirements. Eligible training providers will be added to the ETPL.

Applicants must submit the following information:

- i. Information about the provider and each proposed training program as requested in the RFQ solicitation;
- ii. Evidence of program accreditation and/or provider educational license with appropriate state or governing entity;
- iii. Information identifying the industry-recognized post-secondary credential received by program completers;
- iv. A description of the training program's relationship or partnership with industry-related employers;
- v. Information demonstrating alignment of training program with the DC High Demand Sectors and Occupation List;
- vi. Information on program cost per participant, including course catalogue or brochures demonstrating that all program-related costs are standard rates charged to the public;
- vii. A copy of the provider's refund, grievance, drug testing (if applicable), equal employment opportunity, and ADA accessibility policies;
- viii. A description of training facilities and equipment to be utilized for each program, including evidence that such training facilities and equipment are safe, accessible by public transportation, and ADA compliant to provide an environment conducive to student achievement;
- ix. Information about performance for the most recent twelve (12) month period that includes:
 - i. Completion rates for all individuals in the listed program;
 - ii. Percentage of all individuals participating in the listed program who obtain unsubsidized employment after program exit;
 - iii. Wages at placement in employment of all individuals participating in the listed program;
 - iv. Percentage of program completers who attained a post-secondary credential, secondary school diploma or equivalent during program participation or within 1 (one) year after program completion; and
- x. Any additional information requested by the WIC.

In addition,

- a. What criteria are used to determine which applicants will be included on the list?

An initial eligibility determination will be decided for each training provider on a program-to program basis and be based on the following criteria:

1. The ability of the program to offer education and/or training programs necessary resources and services to support student attainment of goals
2. The degree to which the program relates to in-demand industry sectors and occupations within the District
3. Whether the program leads to an industry-recognized certificate or credential, including recognized post-secondary credentials
4. The degree to which program completion is directly connected to related industry employment.

- b. In FY16 or 17, to date, has the WIC made any policy or practice changes regarding this process? If so, what was the purpose of the change?

In FY 17, the WIC submitted WIC Policy No. 2013.009, Change 2, to the DC Council for approval. This updated ETPL policy simplifies the application submission process for prospective training providers.

Training providers must first download the ETPL application and submit completed materials through the WIC website at <https://dcworks.dc.gov>. WIC staff will review application materials and submit to the Economic and Workforce Alignment Committee of the Workforce Investment Council for approval or denial. Providers who are deemed eligible by the Committee must then be determined to be suitable to do business with the District.

This process not only provides simplified application steps for providers, but also ensures that the determination of eligibility will be a responsibility that lies solely with the Workforce Investment Council while the determination of suitability to do business, through the contracting process, will continue to be handled by the Office of Contracts and Procurement. The overlap in responsibility under WIC Policy 2013.009, Change 1 made for a more cumbersome process that both complicated and impeded a provider's path to eligibility.

- c. What plans does the WIC have to expand the list in the future?

Once the new policy has been formally approved by the District Council, the WIC will publically announce the change to the ETPL application process and invite current and prospective training providers within the DC metro region to a town hall where they will hear from DOES, OSSE, and WIC leadership and be walked through the details step by step.

28. Please provide a list of all approved training providers and for each training provider list the following:

- a. Whether training is provided with or without an ITA;
- b. The number of individuals trained in FY16 and 17, to date;
- c. What occupations they train clients for, including a breakdown by gender;
- d. How many and what percent of those referred completed training;
- e. The type of training model(s) utilized;
- f. The number and percentage of those who completed the training program who found employment in a relevant field within 3 months of graduation;
- g. The average wage earned by those who found employment;
- h. The average hours per week worked by those who found employment; and
- i. The number of trainees who retained employment for at least 6 months after their initial start date.

Training Providers are required to submit performance data at the end of each calendar year for participants who received training in the most recent program year. The data on

performance outcomes that the WIC is able to provide is based on the information submitted by training providers at the end of 2016 for program year (PY) 2015.

A. ASM Educational Center (*Currently on probation for low performance*)

- a. ITA-Funded training
- b. 113 individuals trained in program year 2015 (July 2015 to June 2016)
- c. Individuals are trained for the following occupations:
 - i. Computer User Support Specialist
 - ii. Computer, Automated Teller, and Office Machine Repairer
 - iii. Network and Computer Systems Administrator
 - iv. Information Security Analyst
 - v. Computer Systems Analyst
 - vi. Software Developer, Systems Software
- d. 83% (94 out of 113) of those referred completed training
- e. ASM provides in-classroom training for many Information Technology (IT) Training Certification Tracks, such as Microsoft, Cisco, Information Security, Foundational IT courses, CompTIA courses. Some of ASM's courses include (but are not limited to) the following: CompTIA A+, CompTIA Network+, CompTIA Security+, Microsoft MCSA, Microsoft MCSE, Cisco CCNA, Cisco CCNP, Cisco CCIE, and CISSP (Information Security Training).
- f. 46% (52 out of 113) of those who completed training program found employment in a relevant field
- g. The average hourly wage of those who found employment is \$25.32
- h. The WIC does not collect data on the hours per week worked by participants
- i. 34% (48 of 113) of trainees retained employment for at least 6 months after initial start date

B. Career Technical Institute (*Currently on probation for low placement and retention*)

- a. ITA-Funded training
- b. 24 individuals trained in program year 2015 (July 2015 to June 2016)
- c. Individuals are trained for the following occupations:
 - i. General Office Clerk
 - ii. Customer Service Representative
 - iii. Bookkeeping, Accounting & Auditing Clerk
 - iv. Payroll & Timekeeping Clerk
 - v. Computer User Support Specialist
 - vi. Medical Assistant
 - vii. Executive Secretary/Administrative Assistant
 - viii. Medical Secretary
 - ix. Network and Computer Systems Architect/Administrator
 - x. Network Support Specialist
 - xi. Hotel Clerk
 - xii. Ticket Agent/Travel Clerk
 - xiii. Restaurant Host/Hostess
 - xiv. Food Preparation and Serving Workers
 - xv. Maids and Housekeeping Cleaners

- d. 33% (8 out of 24) of those referred completed training – 14 participants were still in training at the time of annual reporting
- e. CTI provides in-classroom occupational training for entry-level positions in several areas of the workforce: information technology, medical, office administration, hospitality, and English as a Second Language.
- f. 13% (3 out of 24) of those who completed training program found employment in a relevant field
- g. The average hourly wage of those who found employment is \$19.95
- h. The WIC does not collect data on the hours per week worked by participants
- i. 13% (3 of 24) of trainees retained employment for at least 6 months after initial start date

C. HealthWrite Training Academy *(Currently on probation for low performance)*

- a. ITA-Funded training
- b. 14 individuals trained in program year 2015 (July 2015 to June 2016)
- c. Individuals are trained for the following occupations:
 - i. Home Health Aide
 - ii. Certified Nursing Assistant
- d. 79% (11 out of 14) of those referred completed training
- e. HealthWrite provides in-classroom, laboratory, and clinical instruction towards Home Health Aide and Certified Nursing Assistant certification.
- f. 57% (8 out of 14) of those who completed training program found employment in a relevant field
- g. The average hourly wage of those who found employment is \$12.40
- h. The WIC does not collect data on the hours per week worked by participants
- i. 21% (3 of 14) of trainees retained employment for at least 6 months after initial start date

D. Innovative Institute, Inc. *(Recently removed from list for failure to submit all required continued eligibility information)*

- a. ITA-Funded training
- b. 17 individuals trained in program year 2015 (July 2015 to June 2016)
- c. Individuals are trained for the following occupations:
 - i. Home Health Aide
 - ii. Certified Nursing Assistant
- d. 71% (12 out of 17) of those referred completed training
- e. Innovative Institute provides in-classroom and laboratory instruction towards Home Health Aide and Certified Nursing Assistant certification.
- f. 65% (11 out of 14) of those who completed training program found employment in a relevant field
- g. The average hourly wage of those who found employment is \$14.05
- h. The WIC does not collect data on the hours per week worked by participants
- i. 18% (3 of 17) of trainees retained employment for at least 6 months after initial start date

E. Opportunities Industrialization Center (OIC) of DC *(Currently on probation for low performance in the Home Health Aide Training program)*

- a. ITA-Funded training
- b. 18 individuals trained in program year 2015 (July 2015 to June 2016)
- c. Individuals are trained for the following occupations:
 - i. Home Health Aide
- d. 89% (16 out of 18) of those referred completed training
- e. The program includes outreach and recruitment, orientation and intake, assessment, work readiness training, classroom skills training, externship, job placement, mentoring, case management, referrals for wrap-around services, follow-up services, and literacy training using Skill Tudor. Participants are in training for 4-5 hours per day, three days a week for 16 weeks. At the conclusion of classroom training, participants will be placed in a 3 week Externship in a health care facility. After the Externship, participants will be placed into a full time unsubsidized job with upward mobility.
- f. 50% (9 out of 18) of those who completed training program found employment in a relevant field
- g. The average hourly wage of those who found employment is \$13.80
- h. The WIC does not collect data on the hours per week worked by participants
- i. No trainees retained employment for at least 6 months after initial start date

F. The Paralegal Institute of Washington DC *(Currently on probation for low retention)*

- a. ITA-Funded training
- b. 26 individuals trained in program year 2015 (July 2015 to June 2016)
- c. Individuals are trained for the following occupations:
 - i. Paralegal/Legal Assistant
- d. 46% (12 out of 26) of those referred completed training - 9 participants were still in training at the time of annual reporting
- e. The Paralegal Institute of Washington DC offers classroom sessions, independent study projects and hands on internship assignments that give the students not only the educational background to obtain employment in the legal field, but also practical experience they can use on their resumes. They provide job assistance with resume building, mock interviews, referral for job openings and temp agencies as well as professional advising. Their classes are taught by practicing attorneys as well as members of the DC Bar Association. The professors dictate the curriculum to keep our educational materials up-to-date with new improvements to the legal industry.
- f. 92% (11 out of 12) of those who completed training program found employment in a relevant field
- g. The average hourly wage of those who found employment is \$17.41
- h. The WIC does not collect data on the hours per week worked by participants
- i. 67% (8 out of 12) of trainees retained employment for at least 6 months after initial start date

G. Southeast Welding Academy

- a. ITA-Funded training
- b. 24 individuals trained in program year 2015 (July 2015 to June 2016)
- c. Individuals are trained for the following occupations:
 - i. Pipe Fitters and Steam Fitters
- d. 92% (22 out of 24) of those referred completed training
- e. The program is comprised of 240 instructional hours including 120 hours on the demo floor and 120 hours in the classroom and typically takes six to eight months to complete the full program. The training prepares individuals to take the American Society for Mechanical Engineers (ASME) Boiler and Pressure Code certification test.
- f. 86% (19 out of 22) of those who completed training program found employment in a relevant field
- g. The average hourly wage of those who found employment is \$14.50
- h. The WIC does not collect data on the hours per week worked by participants
- i. Data not available at time of annual reporting.

H. Toni Thomas Associates, Inc. (Currently on probation for low placement and retention of CDL, Class B training)

- a. ITA-Funded training
- b. 48 individuals trained in program year 2015 (July 2015 to June 2016)
- c. Individuals are trained for the following occupations:
 - i. Medical Office Assistant
 - ii. Security Guard
 - iii. Commercial Driver
- d. 88% (42 out of 48) of those referred completed training
- e. Toni Thomas Associates, Inc. provides theoretical and practical occupational skills training and development to prepare students for employment as Medical Office Assistants, Security Guards, and Commercial Drivers.
- f. 43% (18 out of 42) of those who completed training programs found employment in a relevant field
- g. The average hourly wage of those who found employment is \$18.14
- h. The WIC does not collect data on the hours per week worked by participants
- i. Data not available at time of annual reporting.

I. Vets Group Training Academy (Currently on probation for low performance)

- a. ITA-Funded training
- b. 25 individuals trained in program year 2015 (July 2015 to June 2016)
- c. Individuals are trained for the following occupations:
 - i. Help Desk Technician/Network Support Technician/ Field Support Technician
 - ii. Server Technician, System Administrator/Network Support Technician/ Internet Systems Administrator
 - iii. Internet Security Specialist/Network Analyst/Systems Administrator/ Database Administrator/Software Engineer

- iv. Ethical Hacker/Penetration Tester/Secure Programmer/Internet Security Specialist
- d. 96% (24 out of 25) of those referred completed training
- e. Vets Group Training Academy provides hands-on, classroom occupational training in various aspects of information technology, including the disassembly and reassembly of computer hardware, the fundamentals of computer networking and data transfer, and fundamental computer security concepts.
- f. 33% (8 out of 24) of those who completed training program found employment in a relevant field
- g. The average hourly wage of those who found employment is \$26.00
- h. The WIC does not collect data on the hours per week worked by participants
- i. Data not available at time of annual reporting.

J. VMT Education Center (Currently on probation for low retention)

- a. ITA-Funded training
- b. 11 individuals trained in program year 2015 (July 2015 to June 2016)
- c. Individuals are trained for the following occupations:
 - i. Home Health Aide
 - ii. Nursing Assistant
- d. 91% (10 out of 11) of those referred completed training
- e. VMT Education Center is an institution of postsecondary education that integrates curriculum with professional skill development. Curriculum includes classroom, laboratory, and clinical training that prepares students for Home Health Aide and Certified Nursing Assistant certification exams.
- f. 40% (4 out of 10) of those who completed training program found employment in a relevant field
- g. The average hourly wage of those who found employment is \$12.32
- h. The WIC does not collect data on the hours per week worked by participants
- i. Data not available at time of annual reporting.

K. Westlink Career Institute (Currently on probation for low retention)

- a. ITA-Funded training
- b. 18 individuals trained in program year 2015 (July 2015 to June 2016)
- c. Individuals are trained for the following occupations:
 - i. Emergency Medical Technician - Basic
- d. 94% (17 out of 18) of those referred completed training
- e. The classes at Westlink offer a blended learning environment which includes lectures that build students' cognitive understanding of emergency situations involving the human anatomy, on-line tutorials that are monitored to build experiential learning in a self-paced environment, psycho-motor skills that offer hands-on practice for students to apply academia to field work, and clinicals and field internships that allow students to develop confidence dealing with patients and perform skills in a controlled environment.
- f. 65% (11 out of 17) of those who completed training program found employment in a relevant field

- g. The average hourly wage of those who found employment is \$16.00
- h. The WIC does not collect data on the hours per week worked by participants
- i. 18% (3 out of 17) of trainees retained employment for at least 6 months after initial start date

L. United Planning Organization (The only eligible training provider on the list that is not funded through ITA's)

- a. Non-ITA-Funded training
- b. 156 individuals trained in program year 2015 (July 2015 to June 2016)
- c. Individuals are trained for the following occupations:
 - i. Hospitality Industry Service Worker
 - ii. IT Helpdesk and Application Support Specialist
- d. 76% (118 out of 155) of those referred completed training
- e. The United Planning Organization provides occupational training for hospitality industry food service worker positions with instruction in safe food handling techniques and practices; and customer service, which prepares students to pass the Certified Professional Food Manager certification exam. They also provide custom designed IT training, including help desk, CompTIA A+ certification training, technical professional development and career and social coaching. Students learn the most commonly used help desk software and incorporate hands-on and real world training scenarios.
- f. 31% (37 out of 118) of those who completed training program found employment in a relevant field
- g. The average hourly wage of those who found employment is \$16.03
- h. The WIC does not collect data on the hours per week worked by participants
- i. Unknown as UI wage data was not available because participants were non-WIOA funded

29. Please identify any new ITA providers for FY17 and who did not provide services in FY16, and any ITA providers that previously received funds in FY16 who were not re-certified for FY17 and why they were not re-certified.

As of January 2017, Intellectual Point, an information technology training provider, was added to the Eligible Training Provider List. In the coming weeks, the WIC will also be adding Amala Lives, a culinary arts and hospitality vocational and post-secondary education program, and 1st CDL Training Center of NOVA, a privately owned Commercial Driver License (CDL) training school to the ETPL.

Innovative Institute, referenced above in paragraph D of question 28, was recently removed from the ETPL for failure to submit all required continued eligibility information in addition to delinquency in the submission of invoices and in the submission of any requested corrected documentation from the Department of Employment Services.

30. Please explain the WIC's process for monitoring training providers. In addition,

- a. How does the WIC identify high-performing training providers, including ITA providers?

The WIC identifies high-performing providers based on annual and past performance data. Training providers who meet or exceed the negotiated targets established between DOES and the Department of Labor, whose training participants enter into employment in a field related to training and are able to retain long-term employment are deemed high-performing training providers.

- b. Does the WIC have formal policies and procedures that detail monitoring and reporting functions? Please provide them.

The WIC maintains a policy by which continued eligibility is annually determined for each training provider. By November 30th of each year, after the first full year for performance calculation, training providers are required to submit the following:

1. Information on any additions or modifications to programs and services offered including course summary, breakdown of costs, credentials to be attained, and class schedule;
2. Currently published course catalog with student cost information;
3. Current copies of the provider's refund, grievance, drug testing (if applicable), equal employment opportunity, and ADA accessibility policies, if changes have occurred since the initial eligibility period;
4. Current proof of commercial liability insurance coverage;
5. Most recent program accreditation and/or provider educational license;
6. Updated information pertaining to alignment of training program with DC High Demand Sectors and Occupations List;
7. Performance Data Report for each approved training program that includes data on all program participants that shows:
 - i. Completion rate
 - ii. Employment and employment retention rate
 - iii. Credential attainment rate; and
 - iv. Median wage after program completion
8. Student roster information for all training participants for each approved program;
9. A current academic calendar;
10. Any additional information required by the WIC.

The WIC makes a determination with respect to an application for continued eligibility within 30 calendar days of receiving all requested information. The WIC notifies an applicant if an application is determined to be incomplete, and shall keep such application open until the expiration of the provider's ETP contract. If a provider fails to submit all required information or materials before the expiration of the ETP contract, the WIC shall

deny subsequent eligibility, and the provider must reapply under the terms of initial eligibility.

A continued eligibility determination will be decided for each training provider on a program to program basis and be based on the following criteria:

1. The ability of the program to offer education and/or training programs necessary resources and services to support student attainment of goals
2. The degree to which the program relates to in-demand industry sectors and occupations within the District
3. Whether the program leads to an industry-recognized certificate or credential, including recognized post-secondary credentials
4. The degree to which program completion is directly connected to related industry employment
5. The ability to meet minimum performance measures established by the WIC

If an eligible training provider fails to meet or exceed performance levels for at least two of the performance indicators and fails to achieve at least 80 percent of the required performance levels for each of the performance indicators, the ETP will be removed from the ETPL and be ineligible to apply for a period of one (1) year.

If an eligible training provider has failed to meet required performance levels for one or more of the District's performance indicators but has either a) met or exceeded performance levels for two or more of the performance indicators, or b) achieved at least 80% of the required performance levels for each performance indicator, they shall be placed on probationary status. The WIC may approve an application for subsequent eligibility for an eligible training provider on probationary status for one (1) year if the eligible training provider enters into a performance improvement plan that describes how the provider will meet or exceed performance levels for the subsequent year.

31. Have there been any changes in the process to provide information to ITA recipients about their training options, credentials available, or information about the ITA process? If yes, please detail those changes.

The Department of Employment Services staff provides information to ITA recipients.

32. In addition to ITAs, does WIC use any training dollars on bulk purchase agreements (e.g., buying five seats in a training program)? If so, who are the vendors, how are they selected, how many individuals do they serve, what training do they provide, and how much funding did they receive in FY16 and FY17, to date?

No, but based on current WIC policies, DOES could utilize federal funds for these purposes.

33. What is the WIC's strategy to serve "individuals with barriers to employment," as defined in WIOA. How many individuals with the following barriers to employment has WIC supported by providing training and/or training funds in the past two years?
- a. Returning citizens;
 - b. Low literacy (below 8th grade reading/6th grade math);
 - c. Very low literacy (below 4th grade reading/math);
 - d. TANF recipients;
 - e. Experiencing homelessness;
 - f. Health issues (including mental health and substance abuse);
 - g. Additional barriers you have identified.

Under the law, priority for adult services must be given to recipients of public assistance and other low-income individuals (as defined in WIOA sec. 3(36)) and individuals who are basic skills deficient (as defined in WIOA sec. 3(5)(B)) in the local area. Under WIA, this priority applied only when adult funds were limited. However, under WIOA, priority applies regardless of funding levels. The Local Board and Governor may establish a process that also gives priority to other individuals eligible to receive such services, provided that it is consistent with priority of service for veterans' laws and regulations and the priority provisions of WIOA sec. 134(c)(3)(E), discussed above. For example, individuals who lack a secondary education diploma or HSE could be designated by a Governor or Local WDB under that authority, or other "individuals with barriers to employment" as defined in WIOA sec. 3(24).

The WIC is currently researching best practices, means, and resources in order to develop effective policies for serving special populations under WIOA, including through the DC American Job Centers, priority of service policies, industry and sector partnerships, career pathways, and more effective outreach and improved access to services. For barrier-related data of WIOA-funded training participants please refer to the Department of Employment Services.

34. Please discuss the WIC's role in overseeing both non-federal and non-DOL workforce programs, including mandatory partner programs in the AJCs and locally funded programs. Please list all such partner programs. What role does the WIC have in oversight and coordination of these programs, including TANF job training and SNAP E&T? How does the WIC leverage its business members and business partners with regard to these other programs?

The WIC has a coordination and oversight role regarding all federally-funded workforce training and service programs (all partners listed below). While WIOA authorizes workforce boards to oversee other federal, state, and local programs outside of the statute, such an enhanced coordination role has not been given to the WIC through Mayoral order or state/local law. Granting the WIC with enhanced coordination authority governing local programs is encouraged in order to align workforce development programs to support a comprehensive and streamlined workforce development system.

WIOA places a strong emphasis on planning across multiple partner programs to ensure alignment in service delivery. One key goal is to develop effective partnerships across

programs and community-based providers to provide individuals the employment, education, and training services they need. Effective partnering is pivotal to maximize resources and to align services with career pathways and sector strategies.

TANF is a new required partner under WIOA, meaning TANF services, at a minimum, need to be accessible through the District's comprehensive one-stop center. DHS staff members were an integral part of the WIOA State Plan process and currently attend the WIOA working groups which are exploring how TANF services can be better integrated into the one-stop centers, either through colocation or meaningful access systems.

Information collected from WIC business members and partners is shared with agencies operating WIOA core and required partners. District agency business services staff meet routinely and the WIC is working to establish a more cohesive system for integrated business services. District agencies regularly consult the WIC on business engagement-related questions and initiatives. The WIC is in the process of updating the Mayoral Order establishing the Career Pathways Task Force to include business representation in order to ensure the input of business partners is included in this program's work. Additionally, the Career Pathways Community of Practice virtual site will include sector data and labor market information which all partners and workforce stakeholders can utilize to better align programs and curriculum around business needs.

WIOA Core Partners

WIOA Title I Adult, Dislocated Worker and Youth programs
WIOA Title II, Adult Education and Family Literacy Act
WIOA Title III, Wagner Peyser Act Employment Service
WIOA Title IV, Vocational Rehabilitation program

WIOA Required Partners

- Job Corps
- Indian and Native American Programs (WIOA Title I, Section 166 program, Indian and Native American Programs)
- National Farmworkers Jobs Program (WIOA title I, Section 167 Migrant and Seasonal Farmworker Program)
- YouthBuild (Title I)
- Senior Community Service Employment Program
- Trade Adjustment Assistance
- Jobs for Veterans State Grants
- Community Service Block Grant
- Unemployment Insurance
- Temporary Assistance for Needy Families (TANF)
- Carl D. Perkins and Technical Education Act (Perkins IV)

35. Please describe any established partnerships with other local agencies, community based organizations, or educational institutions that are utilized to help address the needs of those residents who present at an AJC who have barriers to work?

- a. In FY16 and FY17, to date, how many referrals were made to these partners and what type of tracking/follow up is done to ensure that they were successfully enrolled in the appropriate program?

The WIC administrative staff have been part of an interagency group working to increase the co-location of partners within the AJCs, with a specific focus on how to best include TANF, a new required partner under WIOA. Currently, increased co-location is difficult due to size constraints and a lack of capacity in the AJCs. The Department of Human Services is building out a space within their building at 2100 Martin Luther King Ave. SE which the group is looking to possibly utilize as an enhanced AJC and will have increased capacity to hold additional partners.

In FY17, the WIC established a partnership with OSSE to release joint grants utilizing the WIC's Innovation Fund and OSSE's AEFLA federal grant and local match funds for a total of approximately \$4.3 million to support eligible providers to offer integrated education and training programs. Integrated education and training programs are based on a service approach that provides adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational and career advancement. This approach is prioritized in WIOA and is considered a national best practice in adult education and workforce development due to its ability to reduce the amount of time it takes for adult learners to become prepared for gainful employment along a career pathway.

The WIC/OSSE RFA also focuses on funding partnerships and consortia that could include adult education programs, industry-specific training programs, employers, postsecondary institutions and social service organizations that would provide non-academic support services. These collaborations will ensure that District residents can enter a funded program and advance along a clearly articulated career pathway with seamless transitions between partnering programs. Work-based learning opportunities such as internships, externships, job shadowing, mentoring, and coaching are also identified as preferred program components.

For AJC referral data, please see the responses from the Department of Employment Services.

36. In last year's performance questions, the WIC stated that the District was not meeting standards negotiated with the Department of Labor on youth programming, but that the WIC expected to start to show positive results in those areas starting in FY17. What is the current status of those performance metrics? If the District is not meeting the 80% threshold, does the WIC have a strategy to address this issue?

District WIOA Youth Program performance has improved with PY15 performance exceeding standards in two of the three measures (Youth Attainment of Degree or Certificate and Youth Placement in Employment or Education). Performance measures for PY16 are not yet available. . The newly formed WIC Youth Committee will continue to review how WIC policies can be updated to enhance DOES's provision of youth programs.

Through an application from the WIC, the White House selected DC as a 2016 Summer Impact Hub to enhance opportunities for youth in our annual Summer Youth Employment Program (SYEP). As a result of the support of the White House and a partnership with LinkedIn, the WIC added 23 new private businesses as host sites, contributing to a 47% increase in private sector participation in 2016. Leveraging interest in SYEP, we were able to engage and enroll out-of-school youth in WIOA programs over the course of the summer, going from nearly zero participants in the spring to over 200 in September 2016.

37. For FY16 was the agency required to send any federal funding back due to misuse, non-performance or inability to spend it? Has any federal funding been rolled into the FY17 budget and so if why?

For complete information, refer to DOES, which is the fiscal agent for Department of Labor funding.

38. Please describe the workforce intermediary pilot project. In addition,
a. What is the status of the project?

The Workforce Intermediary Pilot Program made initial investments in the hospitality sector in FY14, construction sector in FY15, and continues to expand into other industry sectors such as healthcare, information technology, and infrastructure in FY16 and FY17. The program also convenes a Demand Industry Council meeting of industry representatives in each sector to advise the program and broader workforce efforts on ways to better meet their workforce needs. The Demand Industry Council meets once a quarter (February, April, July and October). Twenty industry experts from businesses, trade groups, and unions have participated in these committees' ongoing planning and feedback processes. The Workforce Intermediary has also engaged other District agencies and external stakeholders through these committees and other program efforts, and is currently working with them to better coordinate initiatives.

The Workforce Intermediary program is developing a new Targeted Industry Partnership (TIP) grant to provide education and training to DC residents. District residents will gain access to work-based learning activities and other career opportunities in high demand occupations, as well as ensuring businesses has access to a pipeline of skilled workers. The TIP grants consist of innovative business-driven work-based learning opportunities and support services. TIP grants will directly align with the WIC's sector strategies to broaden the pool of District residents with the skills necessary to obtain self-sufficiency.

Since its inception, Workforce Intermediary funding has helped support over 300 industry-related job placements; and provided occupation-specific training and credentials to over 300 participants that have graduated from provider programming (note that grantee service models vary, and not all provide placement services or occupational training, and that these figures do not imply a corresponding placement rate). The Workforce Intermediary currently supports three grantees, and is continuously updating its program activities based on lessons learned and employer feedback. Performance data for each grantee active in FY16 and 17 follows.

In addition to the grants, a host of partnerships have been formed to support several sector initiatives that align with the Workforce Intermediary. Current and future partnerships include the DC United project, the Wharf, and the Quick Path to Energy project.

DC United

The WIC partners with DC United, the Department of General Services, the Department of Employment Services, and ANC 6D to ensure that District residents are eligible for first priority hiring for the nearly 900 open job opportunities at the new \$300 million, 20,000-seat state-of-the-art soccer stadium being built on the banks of the Anacostia River. An estimated 300 opportunities will be available during construction, and nearly 600 will be available post construction. A Community Workforce Coordinator reports to the WIC and helps link area residents to jobs on the project and other workforce system resources. The WIC will continue to assist in additional workforce planning efforts, including the development of training for targeted hospitality and construction jobs.

Wharf

The WIC partners with developers and contractors on this major southwest DC waterfront project by connecting workforce services through grantees and helping with broader system coordination through regular meetings with key stakeholders. The project is on track to meet First Source goals for DC and Ward 8 residents and roughly 24% of recent AFL-CIO CSA graduates work on the project.

Quick Path to Energy

Quick Path to Energy is a District-wide partnership between the WIC, DOES, UDC, and public/private partnerships with businesses in the District. The program is a direct solution to meeting the immediate need for developing a diverse, qualified pipeline of applicants to fill the growing number of available careers within the utility and infrastructure industry. It is a comprehensive, industry-driven training, assessment and certification program focused on the core knowledge requirements for a frontline utility and infrastructure District of Columbia workforce. The program will feature qualified industry instructors, a comprehensive technical and academic curriculum, as well as preparation for the physical exam. The program will be delivered in cohorts of 25 each for seven weeks (six weeks of training and one Capstone Week).

- b. What outcome measures are currently available for the program? Please provide:
- i. Graduation rates;
 - ii. Employment data;
 - iii. Wage data for the grantees under the program.

Hospitality Grantee: DC Central Kitchen

Performance Payment Criteria for FY17:

- Enrollments (defined as acceptance into program and participation in at least 10-days of scheduled coursework) - 65% of total possible grant award, up to 65 total enrollments for max payment in FY16

- Job Placements Rate (defined as the portion of enrollees that obtain eligible job placements in hospitality occupations in the quarter following their training cohort's graduation date 62%) – 23.33% of total possible grant award
- Earnings rate (defined as the portion of enrollees counted as job placements that earn at least a \$13 per hour wage each quarter) – 11.67% of total possible grant award

Outcomes achieved for cohorts completing training during FY16 (data for FY17 completions not yet available based on reporting timeframes for performance criteria):

- 70 Enrollments
- 45 Program Completion (64% completion rate)
- 44 Job Placements (97% placement rate among completers/ 62% overall)
- Median Wage = \$12.04 per hour

Construction Pre-Apprenticeship Grantee: AFL-CIO Community Services Agency

Performance Payment Criteria for FY17:

- Enrollments (defined as acceptance into program and participation in at least 10-days of scheduled coursework) - 50% of total possible grant award, up to 54 total enrollments for max payment in FY17
- Job Placement Rate (defined as the portion of enrollees that obtain eligible job placements in construction occupations in the quarter following their training cohort's graduation date 62%) – 25% of total possible grant award
- Earnings rate (defined as the portion of enrollees counted as job placements that earn at least a \$13.80 per hour wage each quarter) – 25% of total possible grant award

Outcomes achieved for cohorts completing training during FY16 (data for FY17 completions not yet available based on reporting timeframes for performance criteria):

- 67 Enrollments
- 50 Program Completion/ Credentials (75%)
- 47 Job Placements (94% of completers, 70% of enrollees)
- Median Wage = \$15.00 per hour

Construction Support Services Grantee: Collaborative Solutions for Communities

Performance Criteria for FY17:

- Enrollments in Current Caseload (defined as acceptance into program and participation in at least 10-days of program activities) - 50% of total possible grant award, up to caseload of 100 total enrollments per month for max award
- Job Retention Rate (defined as portion of enrollees advancing into apprenticeship, step-up apprenticeship, or other career-track positions at a wage of at least \$13.80 per hour, and retaining opportunities for a period of 3-6 months) – 50% of total possible grant award

Outcomes achieved for individuals receiving support services during FY16 (data for FY17 completions not yet available based on reporting timeframes for performance criteria):

- 165 Unique Individuals Enrolled for services
- 62 Individuals Returning to receive additional services
- Average Wage Rate of Clients = \$15.90 per hour

Note that this is a support services grantee that does not provide occupational training or placement services. Instead, they accept referrals of individuals already participating in construction sector apprenticeship, step-up apprenticeship, other career track employment, or pre-apprenticeship and assist them in maintaining those opportunities.

All grants are performance-based, and have individualized performance targets based on the terms of the solicitation and competitively selected proposals of the grantee. Data on wages earned is not available for participants and was not a performance criterion for any grantee. Instead, each grant had a minimum wage and other job quality measures associated with outcomes that needed to be documented in order to receive performance payments, as noted for each grant.

- c. How will the intermediary grants help the WIC carry out the requirements to develop and implement “industry and sector partnerships,” as defined in WIOA?

The intermediary grants will help the WIC carry out the requirements to develop and implement industry and sector partnerships by directly addressing the needs of multiple employers within the high-demand sectors through pre-apprenticeship programs, work-based-learning and customized training. All of the training solicited through the Workforce Intermediary program provides direct training leading to an industry recognized credential, which helps accelerate job seekers’ educational and career advancement and meet the hiring needs of our high-demand businesses.

VI. Workforce Investment Council

39. List the current members on the WIC, including their names, titles, and years of tenure.

Board Member, Title	Years of Tenure
Robin Anderson Human Resources Director, Giant Food	3 Years
Joseph L. Andronaco President, Access Green	3 Years
Anthony J. Cancelosi President and CEO, Columbia Lighthouse for the Blind	3 Years
Odie Donald II Director, Department of Employment Services	No Term Ending Date
Stephen Courtien Field Representative, Community Hub for	3Years

Opportunities in Construction Employment	
Elizabeth DeBarros Senior Advisor, District of Columbia Building Industry Association	3 Years
Antwanye Ford President, Enlightened, Inc.	3 Years
Angela Franco President and CEO, Greater Washington Hispanic Chamber of Commerce	3 Years
Korey Gray Manager of Contract Compliance, DC Water	3 Years
LaTara Harris Regional Director of External Affairs, AT&T	3 Years
Kim Horn President, Kaiser Foundation Health Plan of the Mid-Atlantic States, Inc.	3 Years
Carlos Jimenez Executive Director, Metropolitan Washington Council, AFL-CIO	3 Years
Hanseul Kang Superintendent, Office of the State Superintendent of Education	No Term Ending Date
Solomon Keene President, Hotel Association of Washington, D.C.	3 Years
Brian Kenner Deputy Mayor for Planning & Economic Development	No Term Ending Date
Norbert Klusmann Training Director, Sheet Metal Workers' Local 100 Training Center	3 Years
Michael Maxwell Vice President - Human Resources - Pepco Holdings, Inc.	3 Years
Kathleen McKirchy Executive Director, Community Services Agency, Metropolitan Washington Council, AFL-CIO	3 Years
Antoinette Mitchell, Assistant Superintendent, Office of the State Superintendent of Education	No Term Ending Date
James H. Moore, Jr. Vice President, IMPAQ International	3 Years
Benton Murphy Senior Director of Philanthropic Services, Community Foundation for the National Capital Region	3 Years

Dayvie Paschall Outreach and Compliance Manager, Skanska USA	3 Years
Thomas Penny General Manager, Courtyard by Marriott Convention Center	3 Years
Queenie Plater Vice President, Sibley Memorial Hospital	3 Years
Andrew Reese Director, Department on Disability Services	No Term Ending Date
Andy Shallal Owner, Busboys and Poets and Mulebone Restaurants	3 Years
Elissa Silverman At-Large, Council of the District of Columbia	No Term Ending Date
Stacy Smith General Manager, Hyatt Place	3 Years
Nathan Smith Regional Training Manager, Allied Barton	3 Years
Courtney R. Snowden Deputy Mayor for Greater Economic Opportunity	No Term Ending Date
Tony Summers Provost, University of the District of Columbia Community College	3 Years
Robert White, Jr. At-Large, Council of the District of Columbia	No Term Ending Date
Darryl Wiggins CEO, DigiDoc, Inc.	3 Years
Laurie Wingate Executive Director, Raise DC	3 Years
Laura Zeilinger Director, Department of Human Services	No Term Ending Date

40. How often does the WIC meet? Please provide a schedule of meetings and the agendas for FY16 and FY17, to date.

The WIC Board meets on a quarterly basis. A schedule of meetings dates for FY16 and FY17 are below. Meeting agendas for FY16 and FY16 (to date) are attached.

FY 2016	FY 2017
December 14, 2015	October 24, 2016
February 1, 2016	January 23, 2017
April 12, 2016	April 24, 2017
July 12, 2016	July 24, 2017

41. How many members have attended each meeting in FY16 and FY17, to date?

Meeting Date	No. of Board Member Attendees
December 14, 2015	34
February 1, 2016	26
April 12, 2016	26
July 12, 2016	26
October 24, 2016	27
January 23, 2017	27

42. Name any regional partnerships and support received from surrounding jurisdictions.

While the WIC does not have any formal partnerships with surrounding jurisdictions, WIC administrative staff routinely consults with regional local workforce boards and agencies to discuss a variety of pertinent topics, including WIOA implementation, one-stop operations, career pathways, and sector strategies. Representatives from YO! Baltimore will be in attendance at the WIC's Youth Committee on March 1 to discuss their approach to serving youth through the one-stop system. The WIC participates in the Greater Washington Board of Trade meetings, which are comprised of regional workforce stakeholders and business leaders. We have begun exploring the possibility of establishing reciprocity with local area ETPL providers to increase training opportunities for District residents. Additionally, the WIC participates in regular calls with the other single-states in order to confer and discuss the opportunities and challenges this brings.

43. How does the WIC ensure that training program provide the skills that employers need and prepare workers for high-demand occupations?

All training solicited through the Workforce Intermediary program is informed by the program's industry advisory committees in each sector. The Demand Industry Council (DIC) members meet quarterly with WIC staff, grantees, and representatives from DOES and other agency stakeholders to inform program efforts and help staff and grantees adjust their models to better meet employer needs. The program is also engaged in information sharing with other government and nonprofit partners that operate training and other workforce services to further advance skill attainment that aligns with employer needs.

A requirement of inclusion on the Eligible Training Provider List is that the training programs offered by a given training provider align with the District's High Demand Sectors and Occupations List. A training program that does not directly align with the DC High Demand Sectors and Occupations List will be eligible for consideration if the training provider submits a letter of support from at least two relevant employers certifying that the proposed training is well aligned with their projected hiring needs in the occupation(s) specified within the next year. The provider must also submit labor market data demonstrating that at least fifty (50) job openings within the target occupation(s) are

projected within the Washington–Arlington–Alexandria, DC–VA–MD–WV Metropolitan Statistical Area during the current or subsequent year; and that the occupation(s) specified have a median wage that is equal or greater than the District’s current living wage, as determined by the Department of Employment Services pursuant to the Living Wage Act of 2006.

44. What is the role of the WIC board members? How far in advance of WIC meetings are WIC Board members provided with all materials, including information about all voting items?

It is the role of WIC Board members to oversee the District’s workforce system and federally funded workforce programs, serve as ambassadors and advocates, and provide insight about the needs of jobseekers and businesses in the District in order to improve the local workforce investment system. Board goals include increasing access to services for businesses and jobseekers, and increasing the amount of quality available training. WIC Board members are provided with all necessary materials 7-10 days prior to quarterly meetings.

45. Please provide a list of all working groups, committees, sub-committees, or other smaller groups within the WIC board membership, including for each:
- A descriptions of their role and the issues or items they oversaw or administered in FY16 and FY 17, to date;
 - A list of their membership;
 - A list of meeting dates in FY16 and FY17 to date;
 - A list of planned meeting dates for FY17;
 - A description of the process by which their membership was selected;
 - A description of the process for any non-WIC Board members to be a part of these groups for any that have non-WIC Board members.

WIC Committees Include:

WIC Executive Committee

- A descriptions of their role and the issues or items they oversaw or administered in FY16 and FY 17, to date;

The WIC Executive Committee acts on behalf of the WIC on all policy, performance management, fiscal and administrative issue related to the local workforce investment system. Since it was established in July 2016, the committee has reviewed WIC bylaws, the WIC policy manual, one-stop operator procurement, development of WIC committees, planning of the WIC board retreat, and the WIC budget.

- A list of their membership;
 - Andy Shallal, Busboys and Poets and Mulebone (Board Chair)
 - Carlos Jimenez, AFL-CIO (Vice-Chair)
 - Steven Boney, WMATA
 - Kim Horn, Kaiser Foundation
 - Michael Maxwell, Pepco
 - Thomas Penny, Courtyard Marriott Convention Center

- Laurie Wingate, Raise DC
- c. A list of meeting dates in FY16 and FY17 to date;
- July 20, 2016
 - September 1, 2016
 - September 15, 2016
 - February 23, 2017
- d. A list of planned meeting dates for FY17;
- March 9, 2017
 - May 22, 2017
 - August 17, 2017
 - September 21, 2017
- e. A description of the process by which their membership was selected;

Membership is appointed by the Mayor.

- f. A description of the process for any non-WIC Board members to be a part of these groups for any that have non-WIC Board members.

Non-WIC board members are not able to be a part of the Executive Committee, pursuant to the Mayor's Order. Members of the public are encouraged to attend WIC Board Meetings and offer comments during the public comment period.

- g. A descriptions of their role and the issues or items they oversaw or administered in FY16 and FY 17, to date;

Economic and Workforce Alignment Committee

- a. A descriptions of their role and the issues or items they oversaw or administered in FY16 and FY 17, to date;

The Economic and Workforce Alignment (EWA) Committee provides guidance, oversight, and recommendations on issues related to the Eligible Training Provider List, Labor Market Information, and WIOA performance. The EWA Committee recently oversaw the addition of a new industry (infrastructure) onto the DC High Demand Sectors and Occupations List and reviewed the new ETPL application process, which was brought to the WIC Board for a vote to incorporate the changes into the ETPL policy.

- b. A list of their membership;
- Queenie Plater, Sibley Memorial Hospital (Chair)
 - LaTara Harris, AT&T Services, Inc. (Co-chair)

- Antoinette Mitchell, Office of the State Superintendent of Education
- Anthony Cancelosi, Columbia Lighthouse for the Blind
- Kathleen McKirchy, Metropolitan Washington Council, AFL-CIO
- Tony Summers, University of the District of Columbia - Community College
- Nathan Smith, Allied Barton
- Brian Kenner, Deputy Mayor for Planning and Economic Development

c. A list of meeting dates in FY16 and FY17 to date;

- November 4, 2016
- January 6, 2017
- January 27, 2017

d. A list of planned meeting dates for FY17;

- March 24, 2017
- May 26, 2017
- July 28, 2017
- September 29, 2017
- November 17, 2017

e. A description of the process by which their membership was selected;

According to the June 2, 2016 Mayor's Order (Re-Establishment - Workforce Investment Council), The Chairperson (of the WIC), with guidance from the Executive Committee, may establish such other committees, subcommittees, and task forces as he or she deems appropriate to perform the functions of the WIC. The WIC Board Chair is also responsible for establishing the makeup of each committee.

f. A description of the process for any non-WIC Board members to be a part of these groups for any that have non-WIC Board members.

Non-WIC Board members may attend these meetings in a presenter's capacity or to make recommendations as subject matter experts, but only WIC Board members are allowed to vote on any ultimate outcomes or decisions brought forth in discussion.

Employment Services Committee

a. A descriptions of their role and the issues or items they oversaw or administered in FY16 and FY 17, to date;

It is the role of the Employment Services committee to:

- Increase access points to employment and training programs and services
- Ensure the District training is aligned with business needs
- Create a tool that allows WIC to measure training providers by the skills they deliver and industry needs
- Ensure the delivery of world class business services

To date, the Employment Services committee has launched an evidence-based outcome driven review of innovative effective practices for diversifying and increasing access points at both virtual and physical locations. They have researched the process for creating a survey for establishing criteria and standards and access through partnerships with community groups. The committee has also reviewed and discussed data to identify the needs of disenfranchised Wards and the District as a whole.

b. A list of their membership;

- Darryl Wiggins, DigiDoc, Inc. (Chair)
- Solomon Keene, Hotel Association of Washington (Co-Chair)
- Odie A. Donald II, DOES
- Elizabeth DeBarros, DC Building Industry Association
- Norbert Klusmann, Sheet Metal Workers' Local 100
- James Moore, IMPAQ International
- Andy Reese, DDS
- Laura Zeilinger, DHS
- Korey Gray, DC Water

c. A list of meeting dates in FY16 and FY17 to date;

This committee was established in September 2016. The committee met on the following dates:

- November 3, 2016
- November 29, 2016
- January 12, 2017

d. A list of planned meeting dates for FY17;

- March 27, 2017
- May 5, 2017
- July 20, 2017
- September 21, 2017
- November 9, 2017

g. A description of the process by which their membership was selected;

According to the June 2, 2016 Mayor's Order (Re-Establishment - Workforce Investment Council), The Chairperson (of the WIC), with guidance from the Executive Committee, may establish such other committees, subcommittees, and task forces as he or she deems appropriate to perform the functions of the WIC. The WIC Board Chair is also responsible for establishing the makeup of each committee.

h. A description of the process for any non-WIC Board members to be a part of these groups for any that have non-WIC Board members.

Non-WIC Board members may attend these meetings in a presenter's capacity or to make recommendations as subject matter experts, but only WIC Board members are allowed to vote on any ultimate outcomes or decisions brought forth in discussion.

Youth Committee

- a. A descriptions of their role and the issues or items they oversaw or administered in FY16 and FY 17, to date;

The Youth Committee is responsible for providing information to the WIC relating to the provision of services to youth and for assisting in the planning, operational, and other issues relating to the provision of services to youth.

- b. A list of their membership;

- Stacy Smith, Hyatt (Chair)
- Antwayne Ford, Enlighten, Inc. (Co-Chair)
- Ben Murphy, Community Foundation
- Dayvie Paschall, Skanska
- Robin Anderson, Giant Foods
- Stephen Courtien, Community Hub for Construction Employment
- Angela Franco, GWHCC
- Laurie Wingate, Raise DC

- c. A list of meeting dates in FY16 and FY17 to date;

This committee was established in September 2016. The committee met on the following dates:

- November 17, 2016

- d. A list of planned meeting dates for FY17;

- March 1, 2017
- The committee has not finalized the remaining meeting dates for FY17.

- i. A description of the process by which their membership was selected;

According to the June 2, 2016 Mayor's Order (Re-Establishment - Workforce Investment Council), The Chairperson (of the WIC), with guidance from the Executive Committee, may establish such other committees, subcommittees, and task forces as he or she deems appropriate to perform the functions of the WIC. The WIC Board Chair is also responsible for establishing the makeup of each committee.

- j. A description of the process for any non-WIC Board members to be a part of these groups for any that have non-WIC Board members.

Non-WIC Board members may attend these meetings in a presenter's capacity or to make recommendations as subject matter experts, but only WIC Board members are allowed to vote on any ultimate outcomes or decisions brought forth in discussion.

Implementation Committee

- a. A descriptions of their role and the issues or items they oversaw or administered in FY16 and FY 17, to date;

The WIC Executive Committee charged the Implementation Committee with monitoring, evaluating, and reporting on the effectiveness of the One-Stop system in the District of Columbia in order to assist the Executive Committee in delivering and maintaining a successful One-Stop service delivery system (as defined by WIOA section 678.620, the DC Unified State Plan, and the DC Workforce Investment Council Board). Through this evaluation the committee will:

- Evaluate the District's current OSO model and opportunities and requirements of WIOA
- Review a variety of OSO models from around the nation
- Identify best practices that could be incorporated into the District's OSO model
- Evaluate the quality and impact of various functions of DC's One-Stop service delivery
- Provide recommendations to the Executive Committee regarding OSO functions

- b. A list of their membership;

- Joe Andronaco, Access Green (chair)
- Ana Harvey, Department of Small and Local Business Development
- Cedric Hendricks, CSOSA
- Adrienne Todman, DC Housing Authority
- Charles Thornton, DC Office of Human Right
- Joslyn Williams, AFL-CIO (retired)
- Marrulus Williams, Limbic Systems
- David Hall, Revolution
- Raj Aggarwal, Think Local First
- Charles Jones, Department of Employment Services
- Judy Berman, DC Appleseed
- Molly Bauch, Accenture

- c. A list of meeting dates in FY16 and FY17 to date;

- September 28, 2016
- January 11, 2017
- February 21, 2017

- d. A list of planned meeting dates for FY17;

- March 1, 2017
- May 23, 2017

- July 18, 2017
- September 19, 2017

e. A description of the process by which their membership was selected;

Some members were appointed by the Mayor, and others were identified by WIC administrative staff based on their experience and expertise in workforce development or business.

f. A description of the process for any non-WIC Board members to be a part of these groups for any that have non-WIC Board members.

While the committee is at capacity at this current time, WIC staff will work with partners and community stakeholders to identify future participants as necessary. Community members are free to express interest in participating in WIC activities by contacting staff or attending a public meeting.

WIOA Working Groups Include:

Funding and Procurement WIOA Working Group

a. A descriptions of their role and the issues or items they oversaw or administered in FY16 and FY 17, to date;

This working group reviews relevant WIOA regulations and guidance and provides input on the One-Stop Operator role and procurement process, One-Stop system funding, procurement of service providers to meet District needs and align with WIOA, leveraging resources between local and federal dollars, and contract and resource sharing.

b. A list of their membership;

- Jerry Johnson, UDC-Community College
- Dena Hasan, Department of Human Services
- Jaime Coronado, Department on Disability Services
- Ramon Perez-Goizueta, Department of Employment Services
- Michelle Johnson, Office of the State Superintendent of Education
- Jerome Johnson, Office of Contracting and Procurement
- Ebony Brown, Community Representative
- Korey Gray, WIC Board Member

c. A list of meeting dates in FY16 and FY17 to date;

- May 12, 2016
- June 10, 2016
- July 28, 2016
- February 15, 2017

d. A list of planned meeting dates for FY17;*

- April 18, 2017
- June 20, 2017
- August 22, 2017
- October 17, 2017
- December 19, 2017

*Tentative/Subject to Change

e. A description of the process by which their membership was selected;

Agency leads were asked to identify appropriate members of their staff to participate. WIC Board members and community members were selected by the WIC administrative staff based on their experience and areas of interest.

f. A description of the process for any non-WIC Board members to be a part of these groups for any that have non-WIC Board members.

Each WIOA working group includes one community member. While the groups are at capacity at this current time, WIC staff will work with partners and community stakeholders to identify future community participants as necessary. Community members are free to express interest in participating in WIC activities by contacting staff or attending a public meeting.

Data Integration and Performance WIOA Working Group

a. A descriptions of their role and the issues or items they oversaw or administered in FY16 and FY 17, to date;

This working group reviews relevant WIOA regulations and guidance and provides input on workforce data integration, performance management, District specific performance metrics, and research and evaluation around labor market information to inform policy decisions.

b. A list of their membership;

- Angela Carey, UDC-Community College
- Wan-ok Kim, Department of Human Services
- Marlene Jones-Kinney, Department on Disability Services
- Saikou Diallo, Department of Employment Services
- Michelle Johnson, Office of the State Superintendent of Education
- Adam Albanese, Department of Employment Services
- Brandon Daniels, Office of the City Administrator
- James Moore, WIC Board Member
- Antwanye Ford, WIC Board Member

c. A list of meeting dates in FY16 and FY17 to date;

- May 10, 2016
- June 10, 2016
- August 3, 2016
- February 17, 2017

d. A list of planned meeting dates for FY17;*

- April 28, 2017
 - June 19, 2017
 - August 18, 2017
 - October 20, 2017
 - December 8, 2017
- *Tentative/Subject to Change

e. A description of the process by which their membership was selected;

Agency leads were asked to identify appropriate members of their staff to participate. WIC Board members and community members were selected by the WIC administrative staff based on their experience and areas of interest.

f. A description of the process for any non-WIC Board members to be a part of these groups for any that have non-WIC Board members.

Each WIOA working group includes one community member. While the groups are at capacity at this current time, WIC staff will work with partners and community stakeholders to identify future community participants as necessary. Community members are free to express interest in participating in WIC activities by contacting staff or attending a public meeting.

System Integration WIOA Working Group

a. A descriptions of their role and the issues or items they oversaw or administered in FY16 and FY 17, to date;

This working group reviews relevant WIOA regulations and guidance and provides input on One-Stop partner integration, unified business services, ensuring access to all DC residents, coordinated service delivery, alignment of youth services.

b. A list of their membership;

- Tamitha Christian, Department of Human Services
- Andrew Reese, Department on Disability Services
- Monica West, Department of Employment Services
- Kilin Boardman-Schroyer, Office of the State Superintendent of Education
- Thomas Penny, Marriott (WIC Board Member)
- Alicia John, Assistive Technology Program for the District of Columbia

c. A list of meeting dates in FY16 and FY17 to date;

- May 4, 2016
- June 13, 2016
- August 4, 2016
- February 16, 2017

d. A list of planned meeting dates for FY17;*

- April 18, 2017
- June 20, 2017
- August 22, 2017
- October 17, 2017
- December 19, 2017

*Tentative/Subject to Change

g. A description of the process by which their membership was selected;

Agency leads were asked to identify appropriate members of their staff to participate. WIC Board members and community members were selected by the WIC administrative staff based on their experience and areas of interest.

h. A description of the process for any non-WIC Board members to be a part of these groups for any that have non-WIC Board members.

Each WIOA working group includes one community member. While the groups are at capacity at this current time, WIC staff will work with partners and community stakeholders to identify future community participants as necessary. Community members are free to express interest in participating in WIC activities by contacting staff or attending a public meeting.

Additional WIC-Led Groups:

Career Pathways Task Force

a. A descriptions of their role and the issues or items they oversaw or administered in FY16 and FY 17, to date;

The Task Force finalized the Career Pathways Strategic Plan and released it in October 2015. The Task Force continues to meet to oversee implementation items including the development of Career Pathways Community of Practice, design of grants supported through the Innovation Fund, District sector strategies, coordination of career pathways and WIOA implementation, and development of career pathways related tools and research.

b. A list of their membership;

- Allison Kokkoros, Carlos Rosario International Public Charter School
- Darren Woodruff, DC Public Charter School Board
- Eric Riley, DC Public Library
- Vacant, DC Public Schools
- Odie Donald, Department of Employment Services
- Andrew Reese, Department on Disability Services
- Tamitha Christian, Department of Human Services
- Taneka Miller, Deputy Mayor for Education
- Anne Robinson, Office of Councilmember Grosso
- Antoinette Mitchell, Office of the State Superintendent of Education
- Alexis Roberson, OIC of Washington
- Emily Price, SOME
- Tony Summers, UDC-Community College
- Diane Pabich, Workforce Investment Council

c. A list of meeting dates in FY16 and FY17 to date;

- March 14, 2016
- May 9, 2016
- July 25, 2016
- September 12, 2016
- February 2, 2017

d. A list of planned meeting dates for FY17;

- May 11, 2017
- August 10, 2017

e. A description of the process by which their membership was selected;

The Mayor's order identifies the composition of the membership.

f. A description of the process for any non-WIC Board members to be a part of these groups for any that have non-WIC Board members.

Career Pathways Task Force meetings are open to the public. The public is encouraged to attend and offer comments during the public comment period.

Demand Industry Council

a. A descriptions of their role and the issues or items they oversaw or administered in FY16 and FY 17, to date;

Demand Industry Council (DIC) is comprised of representatives from Healthcare, Information Technology, Infrastructure, Hospitality, and Construction sectors that work together to identify district labor market challenges. The DIC's primary focus is on closing industry-specific skills gaps, reducing barriers to employment, creating career

pathways to high quality jobs and aligning education to the Districts workforce needs. The DIC provides strategic advice to assist with program development.

The WIC convenes a series of Demand Industry Council Engagement Sessions. The sessions are business-driven to focus on closing the skills gap and increase the talent pipeline within the high demand industries.

b. A list of their membership

Demand Industry Council (DIC) is open to business representatives from the Healthcare, Information Technology, Infrastructure, Hospitality, and Construction sectors.

c. A list of meeting dates in FY16 and FY17 to date

Previous meetings were referred to as industry engagement meetings and were held on April 5, 2016 and July 21, 2016.

d. A list of planned meeting dates for FY17

- 2nd Quarter Demand Industry Council Engagement Session
- Dates: February 22, 2017 and February 23, 2017
Industries: Healthcare, Hospitality, Construction, Infrastructure, Information Technology, Security and Law
- 3rd Quarter Demand Industry Council Engagement Session
- Date: April 12, 2017
Industries: Healthcare, Hospitality, Construction, Infrastructure, Information Technology, Security and Law
- 4th Quarter Demand Industry Council Engagement Session
- Date: July 25, 2017
Industries: Healthcare, Hospitality, Construction, Infrastructure, Information Technology, Security and Law

e. A description of the process by which their membership was selected

Individuals are selected based on their industry expertise.

f. A description of the process for any non-WIC Board members to be a part of these groups for any that have non-WIC Board members

When forming the groups it was important to ensure that there was representation from each demand industry sector in order to provide input and guidance on programs.



**WORKFORCE INVESTMENT COUNCIL
Quarterly Board Meeting Agenda
Monday, December 14, 2015
8:30 AM – 11:00 AM
Franklin Square North
1100 13th Street, NW
Community Room - Lower Level
Washington, DC 20005**

Pursuant to DC Code § 1-207.42, notice is hereby given to the members of the Workforce Investment Council and general public that the WIC will hold a meeting open to the public on Monday, December 14, 2015 at 9:00 AM at Franklin Square North, 1100 13th Street, NW, Community Room - Lower Level, Washington, DC 20005.

I. Call to Order & Introduction

II. WIOA State Plan Overview and Update - WIC Staff

III. Remarks and Introduction of New WIC Board Chair – Mayor Bowser

IV. Strategic Planning/ Finalizing Vision and Mission - Ose Agho, Thomas P. Miller and Associates

Vote #1 – The WIC approves the final Mission and Vision statements determined by its membership today (and any other guiding principles agreed to if applicable), which shall be shared with the Mayor and inform WIOA State Plan efforts.

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

Vote #2 – The WIC approves the policy update recommended and provided by the WIC staff to ensure continuing compliance with federal law. This policy, along with others, shall be reviewed further by the WIC Executive Committee for updates consistent with WIOA implementation and best practices, and presented to the full WIC Board for approval at a later date.

VI. WIC Committees - Jessica Borza, Thomas P. Miller and Associates and WIC Staff

Vote #3 – The WIC approves the election of eligible Executive Committee members voted on today to serve on this body moving forward. The WIC Executive Committee shall facilitate the formation/ reorganization of additional WIC Board Committees and Subcommittees, and take into account Board feedback from today's meeting in doing so.

VII. Public Comments

This is the time for the public to comment. Members of the Council may not discuss items that are not on the agenda. Therefore, action taken as a result of public comment will be limited to directing staff to study the matter or scheduling the matter for further consideration and decision at a later date.

VIII. Closing Comments and Adjournment

A copy of the agenda and background materials provided to Council members (with the exception of material relating to possible executive sessions) is available for public inspection at the Workforce Investment Council office, 4058 Minnesota Avenue, NE, Washington, DC 20019.

**Dated this 14th day of December,
2015.**

**Workforce Investment Council
Andrew Rogers
Associate Director**

All public members planning on attending must RSVP by Friday, December 11, 2015. Proper identification will be requested at point of entry and all individuals will be escorted to the meeting area. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter. To RSVP and to request any special accommodations, contact Alseta Gholston at alseta.gholston@dc.gov or (202) 671-1384.



**WORKFORCE INVESTMENT COUNCIL
Quarterly Board Meeting Agenda
Monday, February 1, 2016
9:00 AM – 11:00 AM
AFL-CIO
815 16th St. NW
Gompers Room
Washington, DC 20006**

Pursuant to DC Code § 2-571 *et seq.*, notice is hereby given to the members of the Workforce Investment Council and general public that the WIC will hold a meeting open to the public on Monday, February 1, 2016 at 9:00 AM at AFL-CIO, 815 16th St. NW, Gompers Room, Washington, DC 20006.

- I. Call to Order & Introduction- Chairman Andy Shallal**
- II. Remarks and Introduction of New WIC Executive Director – Deputy Mayor Snowden**
- III. Chairman's Remarks**
- IV. Executive Director's Report**
- V. WIOA State Plan Overview and Update – Geoff King**

Vote #1 – The WIC approves the DC State Workforce Development Plan, contingent upon the incorporation of relevant feedback received during the public comment period and final review and approval by the WIC Executive Committee.

VI. Public Comments

This is the time for the public to comment. Members of the Council may not discuss items that are not on the agenda. Therefore, action taken as a result of public comment will be limited to directing staff to study the matter or scheduling the matter for further consideration and decision at a later date.

VII. Closing Comments and Adjournment

A copy of the agenda and background materials provided to Council members (with the exception of material relating to possible executive sessions) is available for public inspection at the Workforce Investment Council office, 4058 Minnesota Avenue, NE, Washington, DC 20019.

Dated this 27th day of January 2016.

**Workforce Investment Council
Odie Donald
Executive Director**

All public members planning on attending must RSVP by Friday, January 29, 2016. Proper identification will be requested at point of entry and all individuals will be escorted to the meeting area. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter. To RSVP and to request any special accommodations, contact Alseta Gholston at alseta.gholston@dc.gov or (202) 671-1384.



WORKFORCE INVESTMENT COUNCIL
Quarterly Board Meeting Agenda
Tuesday, April 12, 2016
9:00 AM – 11:00 AM
AFL-CIO
815 16th St. NW
Gompers Room
Washington, D.C. 20006

Pursuant to DC Code § 2-571 *et seq.*, notice is hereby given to the members of the Workforce Investment Council and general public that the WIC will hold a meeting open to the public on Tuesday, April 12, 2016 at 9:00 AM at AFL-CIO, 815 16th Street, NW, Gompers Room, Washington, D.C. 20006.

- I. Call to Order**
 - a. Vote to approve February 1, 2016 meeting minutes
- II. Chair's Remarks**
 - a. Vote to approve proposed quarterly meeting schedule dates for following year
- III. Executive Director's Report**
- IV. WIOA State Plan Update**
- V. WIOA Implementation**
 - a. Vote to approve updates to WIC's Individual Training Account policy (WIC Policy 2013.008, Change 1)
- VI. Program Spotlight**
- VII. Public Comments**

This is the time for the public to comment. Members of the Council may not discuss items that are not on the agenda. Therefore, action taken as a result of public comment will be limited to directing staff to study the matter or scheduling the matter for further consideration and decision at a later date.
- VIII. Adjournment**

A copy of the agenda and background materials provided to Council members (with the exception of material relating to possible executive sessions) is available for public inspection at the Workforce Investment Council office, 2235 Shannon Place, SE, Washington, DC 20020.

Dated this 6th day of April 2016.

Workforce Investment Council
Odie Donald
Executive Director

All public members planning on attending must RSVP by Friday, April 8, 2016. Proper identification will be requested at point of entry and all individuals will be escorted to the meeting area. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter. To RSVP and to request any special accommodations, contact Alseta Gholston at alseta.gholston@dc.gov or (202) 671-1384.



WORKFORCE INVESTMENT COUNCIL DISTRICT OF COLUMBIA



**WORKFORCE INVESTMENT COUNCIL
Quarterly Board Meeting Agenda
Tuesday, July 12, 2016
9:00 AM – 11:00 AM
AFL-CIO
815 16th St. NW
Gompers Room
Washington, D.C. 20006**

Pursuant to DC Code § 2-571 *et seq.*, notice is hereby given to the members of the Workforce Investment Council and general public that the WIC will hold a meeting open to the public on Tuesday, July 12, 2016 at 9:00 AM at AFL-CIO, 815 16th Street, NW, Gompers Room, Washington, D.C. 20006.

- I. Call to Order**
- II. Swearing in of WIOA Compliant WIC Board**
- III. Chairman's Comments**
- IV. Approval of Minutes {April 12, 2016}**
- V. Executive Director's Report**
- VI. Overview of WIOA Final Regulations**
- VII. DOES Vendor Scorecard Presentation**
- VIII. Public Comments**

This is the time for the public to comment. Members of the Council may not discuss items that are not on the agenda. Therefore, action taken as a result of public comment will be limited to directing staff to study the matter or scheduling the matter for further consideration and decision at a later date.
- IX. Adjournment**

A copy of the agenda and background materials provided to Council members (with the exception of material relating to possible executive sessions) is available for public inspection at the Workforce Investment Council office, 2235 Shannon Place, SE, Suite 3031, Washington, DC 20020.

Dated this 30th day of June 2016.

**Workforce Investment Council
Odie Donald
Executive Director**

All public members planning on attending must RSVP by Friday, July 8, 2016. Proper identification will be requested at point of entry and all individuals will be escorted to the meeting area. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter. To RSVP and to request any special accommodations, contact Alseta Gholston at alseta.gholston@dc.gov or (202) 671-1384.



**WORKFORCE INVESTMENT COUNCIL
QUARTERLY BOARD MEETING
MONDAY, OCTOBER 24, 2016
10:00AM
DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY
815 FLORIDA AVE NW, WASHINGTON, DC 20001**

Pursuant to DC Code § 2-571 *et seq.*, notice is hereby given to the members of the Workforce Investment Council and general public that the WIC will hold a meeting open to the public on Monday, October 24, 2016 at 10:00 AM at the District of Columbia Housing Finance Agency, 815 Florida Ave. NW, Washington, DC 20001.

AGENDA

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|--------------|---|------------------------------------|
| I. | Chairman's Comments | Andy Shallal, Chairman |
| II. | Approval of the July 12, 2016
WIC Board Meeting Minutes
(Voting Item) | Andy Shallal, Chairman |
| III. | The Federal Perspective | Leo Miller, USDOL |
| IV. | Director's Report | Odie Donald II, Executive Director |
| V. | Grantee Programmatic Update
AFL-CIO
DC Central Kitchen | |
| VI. | WIC Strategic Planning Outcomes | Carlos Jimenez, Vice Chairman |
| VII. | Career Pathways Update | Jeanna Fortney, Program Manager |
| VIII. | One-Stop-Operator Procurement Decision
(Voting Item) | Diane Pabich, Associate Director |
| IX. | Public Comment | |

This is the time for the public to comment. Members of the Council may not discuss items that are not on the agenda. Therefore, action taken as a result of public comment



will be limited to directing staff to study the matter or scheduling the matter for further consideration and decision at a later date.

X. Adjourn

A copy of the agenda and background materials provided to Council members (with the exception of material relating to possible executive sessions) is available for public inspection at the Workforce Investment Council office, 2235 Shannon Place, SE, Suite 3031, Washington, DC 20020.

Dated this 11th day of October 2016. **Workforce Investment Council**
Odie Donald, Executive Director

All public members planning on attending must RSVP by Friday, October 21, 2016. Proper identification will be requested at point of entry and all individuals will be escorted to the meeting area. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter. To RSVP and to request any special accommodations, contact Anique Hameed at anique.hameed@dc.gov or (202) 715-2843.



**WORKFORCE INVESTMENT COUNCIL
QUARTERLY BOARD MEETING
MONDAY, JANUARY 23, 2017
10:00AM
DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN SERVICES
64 NEW YORK AVE. NE, WASHINGTON DC, 20002**

Pursuant to DC Code § 2-571 *et seq.*, notice is hereby given to the members of the Workforce Investment Council and general public that the WIC will hold a meeting open to the public on Monday, January 23, 2017 at 10:00 AM at the District of Columbia Department of Human Services, 64 New York Ave. NE, Washington, DC 20002.

AGENDA

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|--------------|---|--|
| I. | Call to Order | |
| II. | Chairman's Comments | Andy Shallal, Chairman |
| III. | Approval of the October 24, 2016
WIC Board Meeting Minutes
(Voting Item) | Andy Shallal, Chairman |
| IV. | Director's Report | Odie Donald II, Executive Director |
| V. | Career Connections Update | Stacy Smith, Youth Committee Chair |
| VI. | Career Pathways Update | Jeanna Fortney, Program Manager |
| VII. | Committee Updates <ul style="list-style-type: none">• Economic & Workforce Alignment<ul style="list-style-type: none">○ ETPL Process/ Policy (Voting Item)• Employment Services• Implementation• Youth | |
| VIII. | Adult Literacy Presentation
(National/ Local Update) | Judy Mortrude, The Center for Law and
Social Policy |



IX. Public Comment

This is the time for the public to comment. Members of the Council may not discuss items that are not on the agenda. Therefore, action taken as a result of public comment will be limited to directing staff to study the matter or scheduling the matter for further consideration and decision at a later date.

X. Adjourn

A copy of the agenda and background materials provided to Council members (with the exception of material relating to possible executive sessions) is available for public inspection at the Workforce Investment Council office, 2235 Shannon Place SE, Suite 3031, Washington DC 20020.

Dated this 9th day of January 2017. **Odie Donald, Executive Director**
Workforce Investment Council

All public members planning on attending must RSVP by Thursday, January 19, 2017. Proper identification will be requested at point of entry and all individuals will be escorted to the meeting area. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter. To RSVP and to request any special accommodations, contact Anique Hameed at anique.hameed@dc.gov or (202) 715-2843.

Workforce Investment Council (DMGEO)

Posn Stat	Posn Nbr	Title	Name	Emplid	Reg/Temp/Term	Hire Date	Fund Code	Vac Stat	Grade	Step	Salary	Fringe Benefit	Total	FTE x Dist %	Appr Year	Agency	Index	PCA	Proj Nbr	Proj Phase
A	00003059	Workforce Investment Council D	Pabich,Diane	00092903	Reg	8/22/2016	0100	F	10	0	133,900.00	24,503.70	158,403.70	0.09	17	EM0	3030L	BUS30		
A	00044775	Workforce Investment Special.	Scott,Lauren	00090199	Term	2/8/2016	0100	F	13	5	91,438.00	16,733.15	108,171.15	0.09	17	EM0	3030L	BUS30		
A	00077085	Workforce Investment Specialis	Broadous-Brown,Rosalyce	00093367	Term	9/19/2016	0100	F	12	10	89,992.00	16,468.54	106,460.54	0.67	17	EM0	3030L	BUS30		
A	00088711	Workforce Investment Specialis	Holmes,Anika	00095577	Term	12/27/2016	0100	F	14	1	95,791.00	17,529.75	113,320.75	0.67	17	EM0	3030L	BUS30		
A	00011413	Workforce Intermediary Officer	VACANT		Reg		0700	V	14	0	95,791.00	17,529.75	113,320.75	0.91	17	EM0	4000I	BUS30	EMOCF7	17
A	00071935	Workforce Investment Special.	VACANT		Term		0700	V	11	3	60,506.00	11,072.60	71,578.60	0.3	17	EM0	4000I	BUS30	EMOCF7	17
A	00085178	Workforce Investment Special.	Fortney,Jeanna	00080149	Term	6/1/2015	0700	F	13	10	104,423.00	19,109.41	123,532.41	1	17	EM0	4000I	BUS30	EMOCF7	17