



## ARLINGTON COUNTY, VIRGINIA

<b>County Board Agenda Item Meeting of September 13, 2008</b>
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**DATE:** September 4, 2008

**SUBJECT:** Arlington County's expression of interest to become a "comprehensive one-stop" workforce development center and required documents regarding the administration of the Workforce Investment Act and the Workforce Investment Board.

**C. M. RECOMMENDATIONS:**

1. Approve and authorize the endorsement of Arlington County's expression of interest to participate in the Commonwealth of Virginia's "comprehensive one-stop" workforce center initiative (Attachment A).
2. Authorize the endorsement of renewal documents from the Commonwealth of Virginia to continue the administration of the Workforce Investment Act program: Workforce Investment Act Grant Agreement Between the Virginia Community College System and Local Workforce Investment Area XII (Attachment B); Workforce Investment Board Nomination Form(s) (Attachment C); and Workforce Investment Board Certification Form (Attachment D).

**ISSUES:** County Board approval is required to execute documents to continue the Workforce Investment Act (WIA) program and the Workforce Investment Board (WIB) and to endorse a statement of interest to participate in the Commonwealth's "comprehensive one-stop" workforce center initiative. No issues have been identified.

**SUMMARY:** There are four administrative items requested for County Board approval:

- A letter of intent to formally express the County's interest in participating in the Commonwealth's new "comprehensive one-stop" workforce initiative (Attachment A). This initiative will transfer two state agency staff to the Arlington Employment Center and will expand workforce services currently available at the Center.
- A financial agreement that is required by the Commonwealth for the County to officially receive and administer federal WIA funds. This is a routine agreement that is renewed every three years.
- The WIB nomination forms that formally endorse WIB appointments previously made by the Arlington County Board.

County Manager: _____
County Attorney: _____
Staff:

- The WIB certification forms that give formal assurance of the WIB membership and that the membership is in accordance with federal guidelines.

**BACKGROUND:** Arlington County began administering the WIA program and the accompanying business-led WIB in 2000. In doing so, the Arlington County Board committed to providing WIA-funded services along with its consortium partner, the City of Alexandria, to area jobs seekers and employers. As the consortium's grant recipient and administrative entity, the Arlington County Board signed administrative documents with the Virginia Employment Commission (VEC), then the lead state agency.

On July 1, 2008, state administration of WIA was transferred to the Virginia Community College System (VCCS). The VCCS is now updating routine administrative documents required for WIA and the financial agreement and WIB nomination and certification forms are a part of this process. For the continuation of the program and the WIB board in Arlington, the Chief Local Elected Official (whom they define as the County Board Chair) is required to renew these documents.

#### **DISCUSSION:**

**Comprehensive One-Stop Initiative** – By providing the Commonwealth with Arlington County's expression of interest in participating in the "comprehensive one-stop" work center initiative, the County can increase its capacity to provide employment assistance. This initiative is part of Governor Kaine's workforce development reform plan and seeks to fully integrate publicly funded workforce services under one roof. In Arlington, federal workforce programs are administered by the Department of Human Services through the Arlington Employment Center. For certain services, however, such as Unemployment Insurance, an Arlington resident must go to a state administered VEC office for assistance. In the proposed comprehensive one-stop model, staff from selected state agencies like the VEC and the Department of Rehabilitative Services would be co-located at the Arlington Employment Center on a full-time basis. Through this model, local funds are leveraged by federal workforce funds for maximum efficiency. The addition of state staff will also assist County staff with burdensome caseloads and will provide clients with more convenient access to a wider array of employment services.

**Financial Agreement** - The Workforce Investment Act requires a financial agreement between the state grantee, the Virginia Community College System (VCCS) and the local grant recipient, Arlington County. The scope of the document is similar to the previous agreement approved by the County Board in 2005. The current document has been reviewed and approved by the County Attorney's office.

**Workforce Investment Board** – The VCCS requires that the Chief Local Elected Official approve Workforce Investment Board members by signing state nomination and certification forms. This requires the endorsement of the nominations of four (4) WIB members appointed by the County Board in October 2006 and the certification of WIB membership and assurance of federal compliance on previously appointed members. The nomination and certification forms are attached.

**FISCAL IMPACT:** The cost associated with the comprehensive one-stop initiative is in-kind for office space and minimal administrative support for state staff. It is anticipated that the in-kind cost will not exceed \$5,000 for the first year. In subsequent years, county staff will examine potential reimbursement from the state for such costs. There is no cost associated with the renewal of the administrative documents.