



**Alexandria/Arlington Regional Workforce Council
Quarterly Meeting**

Agenda

**September 17, 2026
8:30 am to 9:30 am**

**Arlington Department of Human Services
2100 Washington Blvd., LL Auditorium
Arlington, VA 22204**

Welcome Message

Stacey Butler

Public Comment Period

David Remick

- 2 minutes per public comment

Executive Director Update & Consent Agenda

David Remick

- Consent Agenda
- H.R.1 Update
- ALX Forward/Amazon Update
- December Topic: How are companies using AI?

Labor Market Update

Marisa Hayes

Adjourn/Networking

Stacey Butler

UPCOMING MEETINGS

Meeting	Date	Time	Location
Executive Committee Meeting	December 4, 2026	8:30am – 9:30am	Virtual
Regional Workforce Council Meeting	December 17, 2026	8:30am – 9:30am	Virtual
Executive Committee Meeting	March 5, 2027	8:30am – 9:30am	In-Person
Regional Workforce Council Meeting	March 25, 2027	8:30am – 9:30am	In-Person
Executive Committee Meeting	June 4, 2027	8:30am – 9:30am	Virtual
Regional Workforce Council Meeting	June 24, 2027	8:30am – 9:30am	Virtual



ALEXANDRIA/ARLINGTON
REGIONAL WORKFORCE COUNCIL

Consent Agenda Notes

- June 25, 2026 Meeting Minutes – Recommendation: Approval
- September 4, 2026 Executive Committee Meeting Minutes – Recommendation: Approval
- One-Stop Operator Quarterly Report – For Your Information Only
- PY26 WIOA Budget – For Your Information Only
- WIOA Funding Transfer Request: Due to the increased demand for training funds to serve WIOA Adult customers, the Executive Director is requesting the transfer of up to \$379,626.00 in funds between the PY26 WIOA Dislocated Worker program and the PY26 WIOA Adult program. The Council needs to approve this request for the State WIOA Administrator to authorize the funding transfer. – Recommendation: Approval
- Council By-Law Updates: The By-Laws were updated to reflect current policy requirements, clarify operational procedures, and incorporate administrative and technical revisions. – Recommendation: Approval
- Local WIOA Policies: Recommending approval for the following Local WIOA Policy changes –
 - WIOA Self-Sufficiency Policy: Policy has been updated with newly published federal guidelines.
 - Policy Governing Virtual Meetings and Remote Participation in Meetings: No changes to this policy. This policy is required to be re-approved annually.
 - AI Acceptable Use Policy: This policy sets the conditions under which artificial intelligence (AI) tools may be used by WIOA staff. It defines which tools are approved, how new tools and agents are requested and registered, what may and may not be done with participant information, and what happens when the rules are not followed.

Consent Agenda Begins

June 25, 2026 Meeting Minutes



**MEETING MINUTES OF THE HYBRID
ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL**

June 25, 2026

The **ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL** convened its meeting virtually, with an in-person option for the public, at **8:30am** on **June 25, 2026**.

ATTENDANCE

Nelson	Aguilar
Betel	Aklilu
Kate	Bates
Lisa	Bauer
Brandon	Bedford
Dottie	Brown
Stacey	Butler
James	Egenrieder
Annette	Haggray
Alberto	Marino
Marian	Marquez
Rolando	Montoya
Erik	Pages
Carmen	Sanders
Tyler	Schreffler
Brian	Stout
Fernando	Torrez
Monica	West
Elizabeth	Yoder

STAFF: David Remick

MOTIONS & ACTIONS/VOTES

No individuals provided public comment.

March 26, 2026 Regional Workforce Council Meeting Minutes was approved.

- The Council unanimously supported the motion 19-0.

Meeting adjourned at **9:30am**.

A live recording of this meeting can be found [here](#).

**September 4, 2026 Executive Committee Meeting
Minutes**



**MEETING MINUTES OF THE HYBRID
ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL'S
EXECUTIVE COMMITTEE MEETING**

September 4, 2026

The **ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL** convened its meeting in person at **8:30am** on **September 4, 2026**, at the Arlington Department of Human Services' Conference Room A (2100 Washington Blvd, Arlington, VA 22204).

ATTENDANCE

Stacey	Butler	Present-In-Person
William	Lopez	Present-In-Person
Alberto	Marino	Present-In-Person
Sean	Steele	Present-In-Person
Monica	West	Present-In-Person

STAFF

Alamelu Dev (In-Person), David Remick (In-Person)

MOTIONS & ACTIONS/VOTES

September 4, 2026 Regional Workforce Council Meeting Packet/Consent Agenda was reviewed and approved.

- The Executive Committee unanimously supported the motion 5-0.

Meeting adjourned at **9:25am**.

One-Stop Operator Quarterly Report

Performance Dashboard for September 2026

Business Engagement Activity

	FY 2026			FY 2027 (YTD)		
	Alexandria	Arlington	Region	Alexandria	Arlington	Region
Total Employers Served	204	900	1,104	Will be reported in December 2026		
Total Local Employers Served	147	555	702	Will be reported in December 2026		
Total Non-Local Employers Served	57	345	402	Will be reported in December 2026		
New Local Employers Served	46	121	167	Will be reported in December 2026		
New Non-Local Employers Served	21	56	77	Will be reported in December 2026		
Total Employers Participating in Recruitment Fairs	NA	81	81	Will be reported in December 2026		
Business Customers Retention						
Total Employers Served - Total New Employers Served	137	723	860	Will be reported in July 2027		
Total Employers Served Previous Year	219	1,304	1,523	Will be reported in July 2027		
Retention Rate	63%	55%	56%	Will be reported in July 2027		
Employer Penetration Rate						
Total Local Employers Served	147	555	702	Will be reported in July 2027		
Number of Establishments (Source: QCEW)	6,321	9,551	15,872	Will be reported in July 2027		
Penetration Rate	2.3%	5.8%	4.4%	Will be reported in July 2027		
Employer Satisfaction Rate	100%	100%	100%	Will be reported in July 2027		

American Job Center Activity

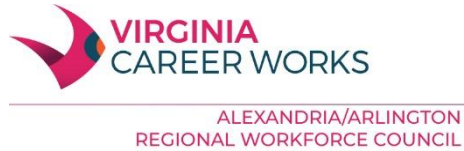
	Q4 (April-June 2026)			FY 2026 YTD (Q1-Q4)		
	Alexandria	Arlington	Region	Alexandria	Arlington	Region
Career Services Customer Satisfaction Results	95%	100%	98%	90%	90%	90%
Total One-Stop Center Visitors (duplicated)	2,604	1,090	3,694	9,991	4,213	14,204
Total One-Stop Center Visitors (unduplicated)	1,844	565	2,409	6,411	2,374	8,785
Total Inbound Calls to the Center	542	540	1,082	2,720	2,383	5,103
Total Workshop/Webinar Participants	186	202	202	186	762	948
Total Skill-up Virtual Platform Users	31	31	62	118	144	262

WIOA Activity

	Q4 (April-June 2026)			FY 2026 YTD (Q1-Q4)		
	Alexandria	Arlington	Region	Alexandria	Arlington	Region
Total New Participants	7	19	26	54	81	135
New WIOA Title I Adult Participants	4	16	20	39	62	101
New WIOA Title I Dislocated Workers Participants	2	3	5	4	16	20
New WIOA Title I Youth Participants	1	0	1	11	3	14
Total Active Participants	61	54	115	110	127	237
Active WIOA Title I Adult Participants	42	44	86	78	100	178
Active WIOA Title I Dislocated Workers Participants	4	7	11	9	23	32
Active WIOA Title I Youth Participants	15	3	18	23	4	27

	FY 2026 YTD (Q1-Q4)			FY 2026 Goals
	Alexandria	Arlington	Region	
Adult Program				
Employment 2nd Quarter after Exit (#)	50 out of 64	7 out of 19	57 out of 83	
Employment 2nd Quarter after Exit (%)	78.1%	36.8%	68.7%	83.0%
Employment 4th Quarter after Exit (#)	49 out of 71	25 out of 42	74 out of 113	
Employment 4th Quarter after Exit (%)	69.0%	59.5%	65.5%	77.2%
Credential Attainment Rate (#)	34 out of 50	6 out of 18	40 out of 68	
Credential Attainment Rate (%)	68.0%	33.3%	58.8%	75.0%
Median Earnings 2nd Quarter after Exit	\$7,338	\$6,093	\$7,171	\$8,000
Measurable Skill Gains (#)	28 out of 43	35 out of 50	63 out of 93	
Measurable Skill Gains (%)	65.1%	70.0%	67.7%	75.0%
Dislocated Worker Program				
Employment 2nd Quarter after Exit (#)	5 out of 5	0 out of 1	5 out of 6	
Employment 2nd Quarter after Exit (%)	100.0%	no cohort	83.3%	86.0%
Employment 4th Quarter after Exit (#)	4 out of 5	2 out of 5	6 out of 10	
Employment 4th Quarter after Exit (%)	80.0%	40.0%	60.0%	85.0%
Credential Attainment Rate (#)	2 out of 5	1 out of 5	3 out of 10	
Credential Attainment Rate (%)	40.0%	20.0%	30.0%	74.0%
Median Earnings 2nd Quarter after Exit	\$18,853	n/a	\$18,853	\$10,000
Measurable Skill Gains (#)	4 out of 5	13 out of 16	17 out of 21	
Measurable Skill Gains (%)	80.0%	81.3%	81.0%	72.0%
Youth				
Employment 2nd Quarter after Exit (#)	27 out of 33	n/a	27 out of 33	
Employment 2nd Quarter after Exit (%)	81.8%	n/a	81.8%	85.0%
Employment 4th Quarter after Exit (#)	18 out of 25	n/a	18 out of 25	
Employment 4th Quarter after Exit (%)	72.0%	n/a	72.0%	88.0%
Credential Attainment Rate (#)	7 out of 8	n/a	7 out of 8	
Credential Attainment Rate (%)	87.5%	n/a	87.5%	68.5%
Median Earnings 2nd Quarter after Exit	\$7,010	n/a	\$7,010	\$4,700
Measurable Skill Gains (#)	8 out of 15	n/a	8 out of 15	
Measurable Skill Gains (%)	53.3%	n/a	53.3%	68.0%

PY26 WIOA Budget



May 28, 2026

Ms. Katrina Ashmore
 Chief of Workforce Development
 Department of Community & Human Services
 City of Alexandria Government
 4850 Mark Center Dr., Suite 600
 Alexandria, VA 22311

Ms. Natasha Minocha
 EID Administrative Officer
 Department of Human Services
 Arlington County Government
 2100 Washington Boulevard, First Floor
 Arlington, VA 22204

RE: PY26/FY27 WIOA Formula Funding Levels

Ms. Ashmore & Ms. Minocha:

Below, please find the PY26/FY27 WIOA Formula Funding Allocations for the Alexandria Workforce Development Center and the Arlington Employment Center (Alexandria/Arlington's Virginia Works Centers – American Job Centers):

<u>NAME</u>	<u>Adult</u>	<u>Youth</u>	<u>Dislocated Worker</u>	<u>Total Allocation</u>
Alexandria/Arlington	\$379,626.00	\$365,014.00	\$381,674.00	\$1,126,314.00
ARLINGTON CO.	\$220,688.14	\$0	\$199,719.19	\$420,407.33
Admin (10% to RWC)	\$22,068.81	\$0	\$19,971.92	\$42,040.73
Programmatic (90%)	\$198,619.33	\$0	\$179,747.27	\$378,366.60
Personnel	\$119,171.60	\$0	\$107,848.36	\$227,019.96
Training	\$79,447.73	\$0	\$71,898.91	\$151,346.64
Min Served Goal	18	0	16	
ALEXANDRIA CITY	\$158,937.86	\$365,014.00	\$181,954.81	\$705,906.67
Admin (10% to RWC)	\$15,893.79	\$36,501.40	\$18,195.48	\$70,590.67

Programmatic (90%)	\$143,044.07	\$328,512.60	\$163,759.33	\$635,316.00
Personnel	\$85,826.44	\$197,107.56	\$98,255.60	\$381,189.60
Training/WEX	\$57,217.63	\$131,405.04	\$65,503.73	\$254,126.40
Min Served Goal	13	22	15	
<u>RWC BUDGET</u>				\$112,631.40
OPERATOR				\$21,240.00
WIOA VENDOR				\$42,040.73
JOBSEQ				\$10,025.00
SKILLUP				\$6,500.00
TRAVEL, JOB FAIRS, MEMBERSHIPS, MISC.				\$32,825.67

All WIOA funding should be spent in accordance with Federal Uniform Administrative Requirements CFR 200.24 and 200.330 (a). Please note that TEGL 12-23 (attached to email) describes the methodology that Virginia currently uses, which is the sub-state allocations statutory formulas, outlined in Attachment C, on pages 34-36.

Virginia Works will issue the Notice of Obligation (NOO) documents to the Regional Workforce Council once the state receives their NOO from the Department of Labor Employment and Training Administration (DOLETA). Should you have any questions, please contact me at dremick@arlingtonva.us.

Thank you for developing our regional workforce!

Sincerely,



David Remick
Executive Director

CC: S. Butler, Alexandria/Arlington Regional Workforce Council Chair

Council By-Law Updates



BY-LAWS

ARTICLE I NAME OF THE BODY

The name of the body, for which the By-laws pertain, is the Alexandria/Arlington Regional Workforce Council, hereinafter referred to as the “Regional Workforce Council.” Where a conflict arises between these By-laws and any applicable law, rule, or regulations, such law rule, or regulation shall control.

ARTICLE II PURPOSE

The Regional Workforce Council was established by joint agreement between the Alexandria City Council and the Arlington County Board, in accordance with the Workforce Innovation and Opportunity Act of 2014, (Public Law 113-128), hereinafter referred to as “WIOA”, and in accordance with policies established by the Commonwealth of Virginia. It is the purpose of the Regional Workforce Council to work in partnership with the Chief Local Elected Officials of the City of Alexandria and Arlington County to provide guidance and to coordinate and conduct oversight with respect to activities of the Alexandria/Arlington Workforce Development Consortium and its local public workforce system.

The Regional Workforce Council serves as a strategic convener to promote and broker effective relationships between the City of Alexandria~~City and;~~ Arlington County, Virginia, and their economic, education, and workforce partners. The Regional Workforce Council shall maintain strategic and strong relationships with business organizations, chambers of commerce, labor and trade associations, education providers, and others as needed or required. The Regional Workforce Council is authorized to conduct such activities as it deems necessary to carry on the WIOA programs and to assist in the development of the local plan.

The responsibilities of the Regional Workforce Council are set forth in the Agreement between the Chief Local Elected Officials of the City of Alexandria and Arlington County and the Local Workforce Development Board. The Regional Workforce Council, serving as the Local Workforce Development Board for the City of Alexandria

and Arlington County, may exercise all powers authorized by law in the manner provided therein.

ARTICLE III MEMBERSHIP

Members of the Regional Workforce Council are appointed by the Chief Local Elected Officials of the City of Alexandria and the Arlington County Board. Membership will be comprised of thirty-four members and in the following composition: each jurisdiction will be responsible for appointing nine private sector members and three workforce representatives which must include labor organizations and representatives of apprenticeship programs, and may also include community-based organizations. Membership will also include a representative from each jurisdiction for each of the following institutions mandated for presence by WIOA including secondary educational providers, economic development agencies, and human services partners. Membership will include one regional representative for each of the following entities; an ex-offender employment services provider, post-secondary educational provider, a vocational rehabilitation agency, and ~~the~~ Virginia Employment Commission Works.

Nominations to the Regional Workforce Council must be submitted to the appropriate Chief Local Elected Official in either the City of Alexandria or Arlington County, as determined by Regional Workforce Council assigned staff. Nominations may be made from a variety of sources, including business organizations, local educational entities, and local labor organizations. Nominations shall be sought in accordance with applicable policies of the Commonwealth of Virginia. Appointments to the Regional Workforce Council will be made by the Chief Local Elected Official of each jurisdiction. Regional Workforce Council member appointments will be for three-year terms. Term limits may be staggered at the discretion of the Chief Local Elected Officials to ensure that only a portion of membership expires at a given time. Members may be reappointed to successive terms without limitation.

Resignation by a Regional Workforce Council member shall be submitted to ~~the the~~ Regional Workforce Council ~~assigned staff~~ Chairperson and the Chief Local Elected Official, whichever was the appointing body. The position will then be filled for the remainder of the term, according to policies established by the Commonwealth of Virginia.

A Certification Form for Regional Workforce Council appointments is submitted to the Commonwealth of Virginia, as required. The Regional Workforce Council membership will be certified by the Commonwealth of Virginia.

A Regional Workforce Council member must attend at least 75% of the yearly council meetings. Absences may be excused because of personal illness or serious illness of members of the immediate family, death of a family member, unscheduled or unforeseen business trips, and emergency work assignments only. All other absences are recorded as unexcused. A Regional Workforce Council member may be removed for failing to disclose a conflict of interest or otherwise violating the ~~conflict of interest~~conflict-of-interest provision in the By-laws.

ARTICLE IV OFFICERS

The Regional Workforce Council will elect its Chairperson and Vice Chairperson from among its business members. The Chairperson and the Vice Chairperson shall be elected for corresponding two-year terms.

In the absence of the Chairperson, the Vice Chairperson shall preside at meetings and perform such duties as are required by the Regional Workforce Council. In the absence of both officers, the Chairperson shall appoint a Regional Workforce Council member to preside for that specific meeting.

ARTICLE V MEETINGS

The Regional Workforce Council shall meet at the call of the Chairperson. Members shall be advised in advance of the time and place of regular or special meetings. The presence of one-half, plus one of the current membership of the Regional Workforce Council shall constitute a quorum ~~to conduct~~for conducting business. Meetings of the Regional Workforce Council are conducted in an open manner, are held in accessible locations, and with advance notice provided to the general public. Remote participation is outlined in the Remote Participation Policy found within the WIOA Local Policies for the ~~VCW~~-Alexandria City/Arlington County Region manual. All meetings shall be held in accordance with policies set forth by the Commonwealth of Virginia and the Virginia Freedom of Information Act.

ARTICLE VI VOTING

Matters brought before the Regional Workforce Council may be resolved by a simple majority of the members present, provided a quorum is present as described above. Each member of the Regional Workforce Council shall be entitled to one vote, subject only to the reservation in ARTICLE IX, Conflicts of Interest. Members may designate an alternate to attend in their absence and vote on matters if provided a proxy by the member. Both the name of the alternate and the proxy must be recorded

with staff prior to the meeting. The Chairperson shall vote only if needed to break a tie.

ARTICLE VII ATTENDANCE AT MEETINGS

Acceptance of membership on the Regional Workforce Council signifies intent to participate in the activities of the Regional Workforce Council and to attend the meetings of the Regional Workforce Council.

Regional Workforce Council assigned staff shall inform the Regional Workforce Council Chairperson of any instance in which an appointed member is absent without explanation from regularly scheduled meetings of the Regional Workforce Council. The Chairperson may then direct staff to contact that individual to ascertain whether or not he/she intends to participate in future meetings and activities.

ARTICLE VIII COMMITTEES

An Executive Committee shall be ~~initially~~ established, consisting of the Chairperson, Vice Chairperson, and any other member as designated by the Chairperson. At the call of the Chairperson, this committee shall meet when necessary to develop the strategic plan of the Regional Workforce Council and other activities as outlined in WIOA Section 107(b)(4). The Chairperson will make a report on the Executive Committee's decisions at the next full Regional Workforce Council meeting.

Committees and task groups may be established by the Chairperson of the Regional Workforce Council as deemed necessary to perform specific activities outlined in WIOA Section 107(b)(4). The Chairperson of the Regional Workforce Council shall be an "ex-officio" member of all committees. The Regional Workforce Council Chairperson may appoint individuals from inside and outside of the membership of the Regional Workforce Council to serve on any committee at any time. Appointments by the Chairperson must be approved by a majority vote of Regional Workforce Council members present at the next Regional Workforce Council Meeting. The Regional Workforce Council Chairperson may designate the Chairperson of all such committees and the terms of service. The provisions Article V apply to committee meetings.

ARTICLE IX CONFLICT OF INTEREST

All Regional Workforce Council members serve a public interest and trust role and have a clear obligation to conduct all affairs in a manner consistent with this concept. All decisions of the Regional Workforce Council are to be based on promoting the

workforce system, including employers and job seekers of the City of Alexandria and Arlington County. To this end, the Regional Workforce Council will adopt a Conflict of Interest policy consistent with that of the Commonwealth of Virginia, the City of Alexandria, and Arlington County. This policy will be the Alexandria/Arlington Regional Workforce Council Conflict of Interest policy.

ARTICLE X PARLIAMENTARY AUTHORITY

It is the sense of the Regional Workforce Council that meetings shall be conducted in an information atmosphere in order to encourage a free exchange of ideas; however, the rules contained in Robert's Rules of Order shall guide the Regional Workforce Council.

ARTICLE XI AMENDMENT OF THE BY-LAWS

By-laws may be amended at any regular meeting of the Regional Workforce Council by a majority vote of the total membership, provided that there is a quorum of members present, and providing that the amendment has been submitted in writing at the previous regular meeting of the Regional Workforce Council.

ARTICLE XII EFFECTIVE DATE

The By-laws shall become effective as of the date of the adoption by the Regional Workforce Council.

Chairperson, Alexandria/Arlington Regional Workforce Council

Date Adopted

Local WIOA Policy Revisions

WIOA SELF-SUFFICIENCY POLICY FOR ~~2025~~2026

REFERENCES:

- [Workforce Innovation and Opportunity Act of 2014, Section 3 \(36\), Section 134 \(a\) \(3\) \(A\) \(xii\) and Section 134 \(d\) \(1\) \(A\) \(x\)](#)
- [20 Code of Federal Regulations §680.600](#)
[Federal Register, January 15, 2026 – Department of Health and Human Services, Annual Update of the HHS Poverty Guidelines](#)
- [Federal Register, April 22, 2026 – U.S. Department of Labor – Employment and Training Administration Workforce Innovation and Opportunity Act \(WIOA\) 2026 Lower Living Standard Income Level \(LLSIL\)<https://www.federalregister.gov/documents/2024/04/16/2024-07971/workforce-innovation-and-opportunity-act-wioa-2024-lower-living-standard-income-level-llsil>](#)

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DEFINITION OF SELF-SUFFICIENCY:

The term “low-income individual” as an individual who:

- Receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received, assistance through the supplemental nutrition assistance program established under the Food and Nutrition Act of 2008, the program of block grants to States for temporary assistance for needy families program under part A of title IV of the Social Security Act, or the supplemental security income program established under title XVI of the Social Security Act, or State or local income-based public assistance;
- Is in a family with total family income that **does not exceed the higher** of the poverty line **or** 70 percent of the lower living standard income level;
- Is a homeless individual;
- Receives or is eligible to receive a free or reduced-price lunch under the Russell National School Lunch Act;
- Is a foster child on behalf of whom State or local government payments are made; or
- Is an individual with a disability whose own income meets this policy’s income requirement, but who is a member of a family whose income does not meet this policy’s requirement.

Any individual who is considered to be “low income”, as defined above, is eligible to receive WIOA funded training services in Local Workforce Development Area 12, VCW Alexandria/Arlington.

GUIDANCE:

The following guidelines are to be used in determining low-income eligibility. Poverty Guidelines are to be used for the “poverty line.” The 70% Lower Living Standard Income Level appropriate to the applicant’s place of residence should be used to determine eligibility, where appropriate. The 100% of the Lower Level Standard Income Levels are to be applied when determining whether employment leads to self-sufficiency under WIOA Title I programs. The 100% and 150% levels are not to be used to determine “low income” eligibility.

HHS POVERTY GUIDELINES FOR ~~2025~~2026

Metropolitan Statistical	Family Size							
	1	2	3	4	5	6	7	8

WIOA Adult, Dislocated Worker, and Youth Programs in Alexandria City and Arlington County are funded by a grant awarded by the VDWDA through funds awarded by the U.S. Department of Labor’s Employment and Training Administration. All WIOA Title I staff are to follow the policies listed within this document, along with the policies issued by their respective local government employers.

Areas (MSAs)								
48 Contiguous US States and DC	~~15,960~~ ^{+5,650}	~~21,640~~ ^{+2,150}	~~27,320~~ ^{+2,650}	~~33,000~~ ^{+3,150}	~~38,680~~ ^{+3,650}	~~44,360~~ ^{+4,150}	~~50,040~~ ^{+4,650}	~~55,720~~ ^{+5,150}

For family units with more than 8 members, add ~~\$5,680~~ ^{\$5,500} for each additional member.

2025 150% LOWER LIVING STANDARD INCOME LEVEL CHART

Metropolitan Statistical Areas (MSAs)	Family Size					
	1	2	3	4	5	6
Washington-Baltimore, DC/MD/VA/WV	~~31,978~~ ^{+3,302}	~~52,405~~ ^{+5,297}	~~71,931~~ ^{+7,412}	~~88,787~~ ^{+8,912}	~~104,792~~ ^{+10,257}	~~122,551~~ ^{+11,963}

For each family member above 6, add \$17,760.

2025 100% LOWER LIVING STANDARD INCOME LEVEL CHART

Metropolitan Statistical Areas (MSAs)	Family Size					
	1	2	3	4	5	6
Washington-Baltimore, DC/MD/VA/WV	~~21,319~~ ^{+2,868}	~~34,937~~ ^{+3,198}	~~47,954~~ ^{+4,941}	~~59,191~~ ^{+5,941}	~~69,861~~ ^{+6,384}	~~81,701~~ ^{+7,975}

For each family member above 6, add \$11,840.

2025-2026 70% LOWER LIVING STANDARD INCOME LEVEL CHART

Metropolitan Statistical Areas (MSAs)	Family Size					
	1	2	3	4	5	6
Washington-Baltimore, DC/MD/VA/WV	~~(14,923)~~ ^{+4,608}	~~24,456~~ ^{+2,939}	~~33,568~~ ^{+3,859}	~~41,434~~ ^{+4,559}	~~48,903~~ ^{+4,869}	~~57,191~~ ^{+5,982}

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For the values in parentheses, the Poverty level is higher for the corresponding family size. For each family member above 6, add \$8,288.

POLICY GOVERNING VIRTUAL MEETINGS AND REMOTE PARTICIPATION IN MEETINGS

REFERENCE

- Virginia Freedom of Information Act; Virginia Code Section § 2.2-3708.2
- Virginia Freedom of Information Act; Virginia Code Section § 2.2-3708.3.
- Virginia Freedom of Information Act; Virginia Code Section § 2.2-3707.
- Virginia Freedom of Information Act; Virginia Code Section § 2.2-3701.

POLICY

All-Virtual Meetings

Occasions may arise when the Alexandria/Arlington Regional Workforce Council is unable to form a physical quorum to conduct a public meeting. Under certain circumstances, Virginia law permits certain public bodies to hold all-virtual public meetings using electronic means such as telephone or video conferencing, in which no physical quorum is otherwise required. The law limits the instances in which this may occur, prescribes procedures that must be followed when a public body holds an all-virtual public meeting, and requires that a written policy governing such meetings be adopted annually. This Policy, as hereafter set forth, sets forth the procedures under which the Alexandria/Arlington Regional Workforce Council may hold an all-virtual public meeting.

The Alexandria/Arlington Regional Workforce Council may hold an all-virtual public meeting in which no physical quorum is assembled under the following circumstances:

1. An indication of whether the meeting will be an in-person or all-virtual public meeting is included in the required meeting notice along with a statement notifying the public that the method by which the Alexandria/Arlington Regional Workforce Council chooses to meet shall not be changed unless the Alexandria/Arlington Regional Workforce Council provides a new meeting notice in accordance with the provisions of Va. Code § 2.2-3707; and
2. Public access to the all-virtual public meeting is provided via electronic communication means; and
3. The electronic communication means used allows the public to hear members of the Alexandria/Arlington Regional Workforce Council participating in the all-virtual public meeting and, when audio-visual technology is available, to see members of the Alexandria/Arlington Regional Workforce Council as well. When audio-visual technology is available, a member of the public body shall, for purposes of a quorum, be considered absent from any portion of the meeting during which visual communication with the member is voluntarily disconnected or otherwise fails or during which audio communication involuntarily fails; and
4. A phone number or other live contact information is provided to alert the public body if the audio or video transmission of the meeting provided by the Alexandria/Arlington Regional Workforce Council fails, the Alexandria/Arlington Regional Workforce Council monitors such designated means of communication during the meeting, and the Alexandria/Arlington Regional Workforce Council takes a recess until public access is restored if the transmission fails for the public; and
5. A copy of the proposed agenda and all agenda packets and, unless exempt, all materials furnished to members of the Alexandria/Arlington Regional Workforce Council for a meeting is made available to the

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public in electronic format at the same time that such materials are provided to members of the Alexandria/Arlington Regional Workforce Council; and

6. The public is afforded the opportunity to comment through electronic means, including by way of written comments, at those public meetings when public comment is customarily received; and

7. No more than two members of the Alexandria/Arlington Regional Workforce Council are together in any one remote location unless that remote location is open to the public to physically access it; and

8. If a closed session is held during an all-virtual public meeting, transmission of the meeting to the public resumes before the Alexandria/Arlington Regional Workforce Council votes to certify the closed meeting as required by section D of Va. Code § 2.2-3712.

9. The Alexandria/Arlington Regional Workforce Council does not convene an all-virtual public meeting (i) more than two times per calendar year or 50 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater, or (ii) consecutively with another all-virtual public meeting; and

10. Minutes of all-virtual public meetings held by electronic communication means are taken as required by Va. Code §2.2-3707 and include the fact that the meeting was held by electronic communication means and the type of electronic communication means by which the meeting was held; and

11. This policy shall not be applicable to electronic meetings held during declared states of emergency, which shall be governed by the applicable provisions of the Code of Virginia.

Remote Participation in Meetings

Occasions may arise when a member of the Alexandria/Arlington Regional Workforce Council is unable to be physically present at the meeting. Under certain circumstances, Virginia law permits members to participate in meetings through electronic means such as telephone and video conferencing. The law limits the instances in which this may occur, prescribes procedures that must be followed when a member participates in a meeting through electronic means, and requires that a written policy governing such participation be adopted. This Policy, as hereafter set forth, sets forth the instances when a member may participate in a meeting electronically and the procedures that apply.

Circumstances When Remote Participation Is Permitted

An Alexandria/Arlington Regional Workforce Council member may participate in a meeting through electronic means from a remote location not open to the public under the following circumstances:

1. a. A member shall notify the chair on or before the day of the meeting that such member is unable to attend the meeting due to a personal matter, and shall identify with specificity the nature of the personal matter. The Alexandria/Arlington Regional Workforce Council shall record in its minutes the specific nature of the personal matter and a general description of the remote location from which the member participated.

b. Such participation by the member shall be limited each calendar year to two meetings or 25 percent of the meetings of the Alexandria/Arlington Regional Workforce Council held per calendar year rounded up to the next whole number, whichever is greater.

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2. A member may notify the chair that such member is unable to attend a meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance; or a family member's medical condition that requires the member to provide care for such family member; or the member is a caregiver as defined by VA. CODE § 2.2-3701 who must provide care for a person with a disability at the time the public meeting is being held, thereby preventing the member's physical attendance. The Alexandria/Arlington Regional Workforce Council shall record this fact and the remote location from which the member participated in its minutes.

3. A member may notify the chair that such member is unable to attend a meeting due to the member's principal residence being more than 60 miles from the meeting location identified in the required notice for the meeting. The Alexandria/Arlington Regional Workforce Council shall record this fact and the remote location from which the member participated in its minutes.

4. If a member's participation from a remote location pursuant to any of the reasons stated above is disapproved because such participation would violate the provisions of this Policy, such disapproval shall be recorded in the minutes with specificity.

Procedural Requirements

Participation by a member of the Alexandria/Arlington Regional Workforce Council as authorized above shall be only under the following conditions:

1. A quorum of the Alexandria/Arlington Regional Workforce Council is physically assembled at the primary or central meeting location. For purposes of determining whether a quorum is physically assembled, an individual member of a public body who is a person with a disability as defined in VA. CODE § 51.5-40.1, or who is a caregiver as defined in VA. CODE § 2.2-3701 for a person with a disability, and uses remote participation, counts towards the quorum as if the individual was physically present.

2. The Alexandria/Arlington Regional Workforce Council makes arrangements for the voice of the member who is participating remotely to be heard by all persons at the primary or central meeting location.

3. This Policy shall be applied strictly and uniformly, without exception, to all members and without regard to the identity of the member requesting to participate remotely or the matters that will be considered or voted on at the meeting.

ARTIFICIAL INTELLIGENCE (AI) ACCEPTABLE USE POLICY

REFERENCE

- U.S. Department of Labor Training and Employment Guidance Letter (TEGL) 03-25 — WIOA Sections 101 and 107, AI literacy funding authority
- U.S. Department of Labor Training and Employment Notice (TEN) 07-25 — AI Literacy Framework
- 2 CFR 200.79, Personally Identifiable Information; 2 CFR 200.82, Protected Personally Identifiable Information
- Code of Virginia § 2.2-3803; § 18.2-186.6
- AARWC Confidentiality & Guidance on the Handling and Protection of Personally Identifiable Information (PII) Policy
- Arlington County DTS AI Acceptable Use Policy; City of Alexandria IT Department AI Acceptable Use Policy
- AARWC SOP 2026-01A: WIOA Case Documentation Agent in Microsoft Copilot — issued separately

DEFINITIONS

- Artificial intelligence (AI): Machine-based systems that, for a given set of human-defined objectives, generate predictions, recommendations, or decisions influencing real or virtual environments by processing data and inputs.
- Generative AI: A subset of AI capable of producing new text, images, spreadsheets, audio, video, or code in response to user prompts.
- Approved AI tool: A platform, license, or embedded AI feature — including Copilot Agents — that has been reviewed and approved by the employing jurisdiction's IT authority (Arlington County DTS or City of Alexandria IT, as applicable) and logged in to that jurisdiction's official AI Register.
- Public or consumer AI tool: A free or consumer-grade generative AI platform — standard ChatGPT, free Gemini, unapproved browser extensions — lacking an enterprise data-protection agreement. Public and consumer AI tools may never be used for any work involving PII and/or PHI.
- Jurisdiction AI Register: The official AI system register maintained by Arlington County DTS or the City of Alexandria IT Department, which is the authoritative record of approved, restricted, and reviewed AI tools for staff employed by or assigned through that jurisdiction. The AARWC does not maintain a separate AI register; approval and registration authority rests with the jurisdictions.
- Restricted use: Any AI application involving sensitive information, a critical business function performed without human oversight, automation coding deployed in production, or system integration with a jurisdiction or partner-agency system. Any new restricted use — including a new custom Copilot Agent or a new third-party AI tool — must go through the AARWC Local System Administrator and the applicable jurisdiction's IT authority before use.
- Local System Administrator: The AARWC staff member designated as the point of contact for AI tool and Copilot Agent requests, responsible for routing requests through internal AARWC director approval and then to the applicable jurisdiction's IT authority for review and registration.

POLICY

This policy sets the conditions under which artificial intelligence tools may be used by WIOA staff. It defines which tools are approved, how new tools and agents are requested and registered, what may and may not be done with participant information, and what happens when the rules are not followed.

This policy supplements, and does not override, the AI acceptable-use policy of a staff member's employing jurisdiction — Arlington County Department of Technology Services (DTS) or the City of Alexandria IT Department. Where a jurisdictional policy is more restrictive, the jurisdictional policy governs.

General use

WIOA staff are prohibited from procuring, downloading, or using any AI software, plug-in, browser extension, or custom Copilot Agent for work purposes without prior approval routed through the Local System Administrator. Staff must access approved AI tools only with official agency-issued enterprise credentials. Personal accounts may not be used to conduct any WIOA business.

Approval process for new tools and agents

Microsoft 365 Copilot, Copilot Premium, the AARWC-developed agents (Case Documentation Agent, Policy Assistant, LMI Assistant), and the Microsoft and jurisdiction pre-approved default agents included in the enterprise tenant are currently approved for use, including advanced or PII-adjacent workflows consistent with this policy's data rules.

Any WIOA staff member who wants to use a different third-party AI tool, wants a new custom Copilot Agent built, or wants an existing AARWC-developed agent expanded must complete the following steps before any use begins.

1. Staff request: The staff member submits the request to the Local System Administrator, describing the intended task, the tool, and any data involved.
2. Executive Director approval: The Local System Administrator obtains approval from the AARWC Executive Director before proceeding.
3. Jurisdictional IT review: The Local System Administrator submits the approved request to the applicable jurisdiction's IT authority — Arlington County DTS or City of Alexandria IT — for security, privacy, and Register review.
4. Registration and authorization: The tool or agent may be used only after the jurisdiction's IT authority approves it and logs it into the Jurisdiction's AI Register. The Local System Administrator communicates the approval and any use conditions to staff.

No staff member may bypass this process, and no AI tool or custom agent may be used for a restricted-use function until steps 1 through 4 are complete.

Acceptable use cases

Approved AI tools may be used for the functions below, provided every requirement in the PII and data restriction rule is followed.

Low-risk general administrative tasks

- Improving the readability, grammar, and formatting of draft reports or internal memos.
- Translating general outreach materials into community languages, provided no client information is included.
- Drafting meeting agendas, training outlines, and outreach templates.
- Summarizing lengthy, publicly available federal regulations, TEGLs, or labor market reports.

Case management and participant support using approved tools only

- Drafting structured case notes using the Case Documentation Agent, from de-identified caseworker input.

- Supporting goal planning and Individual Employment Plan (IEP) drafting using de-identified participant scenarios — barriers, career interests, training goals — with no names, case numbers, or other identifiers included.
- Generating draft career pathway or training-option summaries for a caseworker to review and personalize before sharing with a participant.
- Training participants on how to use AI to customize their resumes for specific job opportunities. It is WIOA staff's responsibility to tell the participant that they should scrub their documents of PII and PHI prior to uploading their documents into AI.

Low-risk labor market and research support

- Researching and summarizing labor market information, industry trends, and in-demand occupations using the LMI Assistant, Researcher, Analyst, or other approved tools.
- Drafting employer outreach materials, business services talking points, or sector strategy summaries using publicly available data.
- Comparing training provider or credential information from public sources to support ETPL-related research.

AI-produced work shared internally or externally must be attributed as such. Case managers remain fully accountable for reviewing, correcting, and approving all AI-assisted output before it is shared with anyone.

Prohibited AI use cases

AI tools shall never be used to:

- Determine an individual's program eligibility, suitability for services, training approval, or performance rating.
- Formulate or justify hiring, disciplinary, promotion, or termination decisions.
- Generate legal interpretations, contractual commitments, or grant compliance determinations without qualified managerial and legal review.
- Store, type, or manage system passwords, access codes, or network credentials.

PII, PHI, and data restriction rule

No personally identifiable information (PII) or personal health information (PHI), as defined in the Council's Confidentiality & PII Policy, may be entered, uploaded, or discussed in any AI tool — including approved tools — except as expressly permitted under the recording, transcription, and consent section below, or through the Case Documentation Agent's secure workflow described in its standard operating procedure.

Resumes, case-closure summaries, individual employment plans, and barrier evaluations must never be uploaded unscrubbed. All identifiers — names, addresses, Social Security numbers, dates of birth, and specific employer or school names — must be scrubbed from the document before entry into an AI tool, unless the interaction is a jurisdiction-approved, consented recording as described below. Additionally, scenario-based questions must use fully de-identified language: "a dislocated worker from the technology sector," not a named individual and employer.

AI vendors must contractually certify, through each jurisdiction's procurement and IT review process, that data, staff prompts, and participant uploads will never be used to train or refine proprietary models.

Recording, transcription, and consent

Any AI feature that records or transcribes a meeting or session — for example Microsoft Teams Copilot — is subject to jurisdictional IT approval before use. Two categories apply:

- I. Prohibited without exception: AI recording or transcription is never permitted for:
 - HR disputes, performance evaluations, or disciplinary discussions.

- Executive session, procurement, or contract negotiation discussions.
 - Any session where a participant has not provided consent.
2. Permitted with documented client consent and approved tools: WIOA intake sessions, eligibility interviews, and case-management interviews involving PII or PHI may be recorded or transcribed using an approved enterprise AI tool only when all of the following conditions are met:
- Consent: The client has been informed, before the session starts, that the meeting will be transcribed by an AI assistant; has had the purpose of the transcript explained; and has given documented consent, verbal and on the record, to proceed. The client must be offered the option to decline with no impact to their eligibility or services, in which case the caseworker reverts to manual notetaking.
 - Approved tool only: Only an enterprise-licensed, jurisdiction-approved AI tool may be used. Consumer-grade or unapproved transcription tools, ex. free Otter.ai, Fireflies.ai, unvetted browser extensions, etc., remain strictly prohibited, with no exception.
 - Access and retention: The resulting transcript is a confidential case record subject to the Council's Confidentiality & PII Policy, stored only within the secure case file or an access-restricted enterprise location, and retained or purged according to the applicable records retention schedule. The transcript may not be forwarded, copied, or referenced outside the official case file.
 - No model training: The transcript and any PII it contains must never be used by the AI vendor to train, refine, or update a model.
 - Human accountability: WIOA staff remains responsible for reviewing the transcript or any AI-generated summary for accuracy before it is relied upon or entered into the case management system. The AI output does not replace the caseworker's own case note.

For all permitted recordings, consented case sessions and general operational meetings alike, WIOA staff must provide advance written notice of AI use and read a verbal consent script at the start of the meeting, offering an immediate opt-out with no penalty to objecting participants. Participants must verbally reconfirm their consent after the consent script is read by the WIOA staff.

Governance and escalation

The AARWC Executive Director, supported by the Local System Administrator, is responsible for receiving staff requests for new AI tools or custom Copilot Agents, approving them internally, and submitting them to the applicable jurisdiction's IT authority for review and registration. The AARWC does not independently approve or register restricted-use tools; final authority rests with Arlington County DTS or City of Alexandria IT, consistent with each jurisdiction's own AI governance policy.

Existing approved tools

Microsoft 365 Copilot and Copilot Premium; the AARWC-developed Case Documentation Agent, Policy Assistant, and LMI Assistant; and the Microsoft and jurisdiction pre-approved default agents included in the Copilot Premium tenant have already completed jurisdictional review and remain approved for continued use under the conditions of this policy. No re-approval is required for these tools solely because this policy has been adopted. Any expansion of an AARWC-developed agent's system access, data source, or core function requires a new request through the approval process above. Changes to the pre-built Microsoft and jurisdiction agents are governed by Microsoft's and the jurisdiction's own update and review cycles, not by an AARWC-initiated process.

This policy will be reviewed annually by the AARWC Executive Director and the Local System Administrator to reflect changes in jurisdictional IT policy, USDOL guidance, or approved tools.

Training

All WIOA staff must complete AI security and literacy training as a condition of receiving AI tool access. Training must be completed within 30 days of initial notice. AI tool access may not be granted or continued beyond that 30-day window without completed training. All staff will receive annual refresher training.

Violations and enforcement

Uploading PII and/or PHI into an unapproved AI tool, bypassing the approval process for new tools or agents, recording a meeting without consent, or using a non-approved public or consumer AI tool for WIOA business will result in the following corrective action:

- First time: Written warning and mandatory retraining.
- Second time: Suspension of AI platform access and formal HR review.

Depending on the severity of the violation, and/or a repeated violation, disciplinary action will be considered.

Consent Agenda Ends