



Capital Region Workforce Partnership
Consortium of Chief Local Elected Officials (CLEOs)
 Meeting Minutes for October 19, 2018

Attendance					
Member	Present	Absent	Alternates	Present	Absent
Hon. William Melton, Chair(Powhatan)	x		Theodore Voorhees		x
Hon. James Holland, Vice Chair (Chesterfield)	x		Sarah Snead	x	
Hon. Gilbert Smith (Charles City)	x		Michelle Johnson		x
Hon. Robert Minnick (Goochland)		x	Todd Kilduff	x	
Hon. Angela Kelly-Wiecek, Chair (Hanover)		x	Jim Taylor		x
Hon. Frank Thornton (Henrico)	x		Brandon Hinton	x	
Hon. Patricia Paige (New Kent)		x	Rodney Hathaway	x	
Hon. Michael Jones (City of Richmond)		x	Valaryee Mitchell <small>(Kelvin Harris)</small>	x	

Attendance lists for the Capital Region Workforce Development Board, staff, and other attendees are available in CRWP Administration Offices. Mr. Anthony Romanello, County of Henrico. Krishawn Monroe, CRWP.

- I. Chairs Welcome. The Honorable William Melton, CLEO Chair called the meeting to order at 9:32 a.m.
- II. Public Comment. No persons were present for public comment.
- III. Approval of the Minutes. Minutes. Mr. Smith moved to accept the minutes as presented, Mr. Hathaway seconded the motion. The motion passed.
- IV. Action Items – Brian Davis
 - A. Local Contributions. Brian reviewed the current level of contributions and various options moving forward including locality’s level of customer services received.

Information was also shared regarding the upcoming due dates to request funds from the localities and those jurisdictions that Brian has typically presented to Board of Supervisors. It was noted that since the City of Richmond prepares a 2 year budget any changes to their level of contribution would have to be amended and a request for additional funds would be submitted.

Ms. Valaryee Mitchell, Richmond, commented that the Board should make the request for the additional funds and she will support the Board’s request to the City. Ms. Sarah Snead,

Chesterfield, requested a breakdown of the outcomes of the youth and adult customers served. This information would aid in review of the impending budget request.

The Board agreed to set a floor of \$2,000 for jurisdictions receiving the least amount of service. Honorable James Holland moved to adopt the locality percentages in Column G; Mr. William Melton seconded the motion. The motion passed.

- B. Youth Contract Budget Amendment. Ross Employment Solutions, the out-of-school youth contractor's current contract is \$1.24 million. The bylaws require contract modifications, in excess of \$50,000, be approved by the CLEO board. The increase in funds is due to a grant awarded to VCCS. The grant does not permit the community college to hire additional staff or to use the funds for supportive services. The state is requiring that individuals be enrolled in one of the workforce programs. In order for Ross to meet the requirements of the grant, a staff person will be placed at the community college to process determinations, etc. Ross' contract can be amended up to \$100,000 to assist the grant. Staff request approval to amend Ross' current year contract and add additional position. The enrollment goal would increase by 224.

Mr. Holland moved to authorize funds to support the contract modification as presented by staff; Ms. Valaryee Mitchell seconded the motion. The motion passed.

- C. Board Member Nomination. Mr. Kilduff will serve as the alternate to Honorable Robert Minnick as well as serve as the replacement member for Mr. Matt Ryan as the economic development representative. Mr. Kilduff's appointment to the workforce board will not increase the size of the board. Mr. Todd Kilduff shared with Board his new, dual roles of administration in Goochland County.

Mr. Holland moved to accept the appointment and nomination of Mr. Kilduff; Mr. Thornton seconded the motion. The motion passed.

V. Discussion Items

- A. Richmond Workforce Center. Three (3) leases are currently in place for the Henrico, Chesterfield and Downtown center locations. The current lease amount is about \$700,000. Square footage, lease term, etc. affect lease amounts. The Richmond lease will terminate in November 2020. The current location has over 15,000 square feet and the rent is \$18.61 a square foot. The square footage cost at Turner Road is \$12.56 and Cedar Fork is \$15.81. Adopting an approach to finding a new location or remain in the city, viable lease options are necessary, and disbursing staff to other agencies that are doing similar services is also an option. Richmond has the second highest volume of 13,000 visitors to Henrico's 19,000. Henrico plans to give at least 6 months' notice of its intent to either terminate or retain the lease.

Richmond's Center for Workforce Innovation has a state grant, \$1.9 million that will expire in three and a half years. The city has 4 service locations; Forest Hill, Huguenot High School, North 25th Street and the Workforce Innovation site at Social Services downtown.

Richmond's Center for Workforce Innovation has received a \$1.9 million state grant. The grant will expire in 3.5 years. The City has 4 service locations; Forest Hill, Huguenot High School, North 25th Street and the Workforce Innovation site at Social Services in downtown.

Other factors impacting the Cary Street location is the unmonitored, unrestricted parking during business hours. Parking is monitored overnight but not during the day. This has now created a dilemma for staff and visitors to the center. The Board suggested that consideration of opportunities to co-locate where other workforce services are being offered, center that is on bus line, available parking, and facility that is in line with budget of other centers. Brian will seek assistance from Henrico Real Property for property options.

- B. Williamsburg Road. The property was purchased with Department of Labor federal funds in 1983. The disposition of the building is dictated by DOL. Proceeds from the sale of the building can only be used for current program purposes and cannot go back to the revenue fund. The final selling price was \$394,625. The Board of Supervisors will appropriate the funds at their December meeting. It is recommended that the greater portion of the funds be used for technology upgrades at the centers. The balance of funds may be used for equipment, furniture, and/or an increase to ResCare's contract to support enrolling about 50 more people. Brian noted that for reporting purposes, these funds will be tracked separately. The shelf life of the funds is not known, awaiting information from DOL.
- C. Director's Report
- Center traffic increased from the previous year, 28,000
 - Adult, dislocated worker, and youth performance is being met
 - Workforce Development Board made a policy revision to its bylaws regarding election of officers. The slate of officers is Chair, Bill Auchmoody; 1st Vice Chair, Paul Junod; and 2nd Vice Chair, April Timmons.
 - Policy revisions
 - Business Services Policy. The Board adopted a tiered service delivery system for employer services. Services are offered dependent on the wages that a business pays and the services are categorized by Bronze, Silver, and Gold.
 - Incumbent Worker Policy Revisions. A cap will be instituted on the number of employees served, total cost spent, and the usage per year. Due to the limited number of ResCare staff, projects are now limited to 20 employees at a time, a \$10,000 cap and companies are limited to no more than 2 trainings in a fiscal year.
 - New Training programs. VCU has two new programs; Project Management Essentials and the PMP Exam.
 - Joint CLEO and CRWDB Meeting will be held on December 14th.

VI. Mr. Melton. Meeting adjourned at 11:05 a.m.