

# Capital Region Workforce Partnership MEETING AGENDA

**October 18, 2024 9:30 a.m. – 11:00 a.m.**

Virginia Career Works Richmond West Center  
4914 Radford Avenue, Room 100  
Richmond, VA 23230

Consortium Members		Alternates	
Chairman – Hon. James Holland, Chesterfield		Dr. James Worsley	
Vice-Chairman - Hon. Steve McClung, Powhatan		Bret Schardein	
Hon. Ryan Patterson, Charles City		LaToya Johnson-Davis	
Hon. Jonathan Christy, Goochland		Josh Gillespie	
Hon. Sue Dibble, Hanover		James Taylor	
Hon. Daniel Schmitt, Henrico		Monica Smith-Callahan	
Hon. John Moyer, New Kent		Rodney Hathaway	
Hon. Ann Frances Lambert, Richmond		Hon. Kristen Nye	

- I. Welcome and Introductions 9:30 a.m.
- II. Public Comment Period  
Individuals may preregister prior to the start of the meeting to speak, to speak to matters not already on the agenda, or may speak if so designated by the Chairman if they did no preregister. Comments shall be limited to 3 minutes.
- III. Approval of the Minutes from June 21, 2024 Meeting .....Page 1 9:35 a.m.
- IV. **Action Item:** Locality Contribution Levels for FY26 .....Page 4 9:40 a.m.
- V. **Information Items:** 10:10 a.m.
  - A. Workforce Center Certification Process .....Page 6
  - B. Henrico Center Considerations.....Page 7
  - C. Director’s Report
  - D. Youth Programs Spotlight
- VI. Adjournment 11:00 a.m.

Next meeting – Friday, December 13, 2024, 930 am (Joint session with Workforce Development Board). Deep Run Recreation Center, 9900 Ridgefield Parkway, West End

## Capital Region Workforce Partnership Meeting Minutes for June 21, 2024

Consortium Members			Alternates		
	Present	Absent		Present	Absent
<b>Chairman – Hon. James Holland, Chesterfield</b>	<b>x</b>		Dr. James Worsley	<b>x</b>	
<b>Vice-Chairman - Hon. Steve McClung, Powhatan</b>		<b>x</b>	Bret Schardein		<b>x</b>
<b>Hon. Ryan Patterson, Charles City</b>		<b>x</b>	LaToya Johnson-Davis	<b>x</b>	
<b>Hon. Jonathan Christy, Goochland</b>		<b>x</b>	Josh Gillespie	<b>x</b>	
<b>Hon. Sue Dibble, Hanover</b>		<b>x</b>	James Taylor	<b>x</b>	
<b>Hon. Daniel Schmitt, Henrico</b>	<b>x</b>		Monica Smith-Callahan		<b>x</b>
<b>Hon. John Moyer, New Kent</b>	<b>x</b>		Rodney Hathaway		<b>x</b>
<b>Hon. Ann Frances Lambert, Richmond</b>	<b>x</b>		Hon. Kristen Nye		<b>x</b>

Guests attending: Equus staff: Mr. Gerald Lett, Mr. David Leonard, Mr. Roberto Ford, and Ms. Denisha Wilson. Ms. Elizabeth Hayes, Ross Works. Staff attending: Mr. Brian Davis, Ms. Krishawn Monroe, Dr. Mychael Lee, and Ms. Carla Cosby.

- I. Welcome and Introductions. Mr. Holland called the meeting to order at 9:30 a.m. Members and guests were welcomed.
- II. Public Comment Period. There were no persons present for the public comment.
- III. Approval of the Minutes from April 19, 2024 Meeting Mr. Holland moved to approve the minutes as presented; Mr. Schmitt seconded the motion. The motion carried.
- IV. Preliminary Budget for PY24/FY25 **Action Item**  
 Mr. Davis provided a brief overview of the preliminary budget. Local area numbers were received on June 5<sup>th</sup>. Each year, the prior year carry forward amount is estimated as contractors have yet to close out. Money carried forward must be used in the 2<sup>nd</sup> year. The total revenue stream is comprised of adult, dislocated worker, and youth funds. Ten percent of these funds can be used for administrative purposes. The new year allocation of \$4,408,881.62 represents a 9% reduction from the prior year. The state's allocation was reduced by 10%. By state law, no local area is allowed to receive less than 90% of the relative share of what they received in the previous year. Overall, local areas are down \$2.4 million. The state has the ability to make all local areas whole if they elected to do so.  
 The Finance Committee reviewed and approved the preliminary budget before referring it to the full Board for action. If approved, the budget is effective July 1st. Total expenses are planned at \$5.9 million, with estimated revenue of \$6,661,881.62.  
 In reference to Board staff salary reduction from prior year, Mr. Davis noted that no Board staff is being let go. A vacant position is being retained. The position held by the fiscal manager is being maintained in the budget. The position is retained in case the current staff person decides to retire. Mr. Taylor asked about the three vacant positions. Brian stated that the salary of 2 vacant positions would be redistributed. Henrico County gave staff a 6% raise; all 7 CRWP staff received the raise.  
 Mr. Holland called for questions and comments. Ms. Krishawn Monroe noted there are some cuts in out-of-school youth program funding. The contract is reduced by \$150,000.

Mr. Davis added that once contractors finalize their closeout, the actual amount of carry-in will be known. Funds may be added to support direct services, etc.

Ms. Lambert asked about the number of events planned for next year. Brian responded, the Inspire Youth-At-Work event in Hanover and three other youth events are planned. The out-of-school youth provider has funds set aside as well for an event. Within the adult service provider's contract, funds are allocated to support Business Services events that occur throughout the year and region-wide. Ms. Lambert asks that event notifications be sent to her as well to support community and business.

Mr. Holland called for a motion for approve the budget, Ms. Lambert moved to approve the budget as presented; Ms. Schmitt seconded the motion. The motion carried.

- V. Consent Agenda Block **Action** - Service Contract Renewals for PY24/FY25
1. Equus Works -Adult/Dislocated Worker/Business Services - \$2,080,000
  2. Equus Works – One Stop Operator - \$350,000
  3. Ross Employment Solutions – Out-of-school youth (region-wide) - \$1,200,000
  4. A Peace of Mind - In-school youth focus for Chesterfield, Hanover, Henrico and Richmond - \$195,000
  5. Charles City County – In-school youth focus for Charles City County - \$105,000

Mr. Holland called for the motion to approve the consent agenda block as presented. Mr. Schmitt moved to approve the consent agenda, Ms. Lambert second the motion. The motion carried.

VI. Local Workforce Board Roster for PY24/FY25 **Action Item**

Mr. Davis noted that the roster represents members appointed by the CLEOs. The Board's composition is set in federal law. The State has a certification cycle. Annually, a group of board member terms expire as noted on Page 12, highlighted in yellow.

The Governance Committee developed a process to identify members that want to remain on the Board and if so, what is it they enjoy about being on the Board, etc. The Board also looked at demographics. An active business representative was sought to replace Mr. Lyons, who had indicated he would be willing to continue serving if needed. Mr. Lyons will be acknowledged for his years of service. New member recommendations are on Pages 11 and 12.

New members approved by the CLEOs are Ms. Sara Bice (business), Ms. Suzanne Grable, New Kent Social Services and Ms. Elizabeth Holt, Charles City County Social Services, and Mr. Chance Robinson, Goochland County Economic Development. The Board's membership would be increased to 29 members.

Mr. Davis noted that the Governance Committee is looking at health care, logistics and manufacturing representation for the Board. Balancing the male to female representation is also important. Mr. Taylor moved to approve the slate of members as presented, Ms. Lambert seconded the motion. The motion carried.

VII. Reports from Workforce Board/Staff

Mr. Davis presented information relative to labor supply and demand data and unemployment.

	April 24	April 23	April 22
Rate	2.4%%	2.5%	2.4%
People	14853	15256	14177
Jobs posted online.	70,800.	72,900.	64,100.

Those not counted are the long term unemployed, underemployed; those that are not looking. The labor force participation rate 66-67%.

Hiring events are held year-long. Ms. Monroe is planning a small pilot project with Virginia Commonwealth University. This may provide opportunities for the youth workforce, homeless youth or unstable youth. Ms. Hays, Manager with Ross will work with Ms. Monroe.

Workforce data including center visits, new program enrollments, active program participants, performance, etc. was also presented.

Regarding performance, Ms. Lambert asked what is factored in to the credential rate. Brian replied that only certifications recognized by the US Department of Labor are counted, and only those customers receiving a training service activity.

Mr. Holland called for questions, there were none.

Mr. Davis informed the Board that the Deputy Secretary of Labor attended the Board's meeting to provide an update on the new state agency.

VIII. Adjournment. There being no further business the meeting adjourned.

Agenda Item IV.

<p align="center"><b>Capital Region Workforce Partnership CLEO Consortium</b>  <b>Agenda Item Summary –Local Contribution Levels for Fiscal Year Starting July 1, 2025</b></p>
<p><b><i>What is it?</i></b></p> <p>The Capital Region Workforce Partnership benefits each year from financial contributions from the member localities to supplement the partnership’s primary source of funds, the federal Workforce Innovation and Opportunity Act (WIOA). The contributions are voluntary in nature, and while dollar amounts identified in this process are the basis for requests, each jurisdiction determines the amount that will ultimately be provided through their respective local budget process.</p>
<p><b><i>What do CLEO Members Need to Know?</i></b></p> <p>In 2014 following a consultant study and recommendations, the CLEO Consortium approved the use of a standardized approach to determine funding requests each year. It was unanimously agreed that the requests should be based proportionately on the level of active enrolled residents from each jurisdiction in the prior year.</p> <p>Based on the program year that closed on June 30, 2024, staff has prepared the attached funding levels for consideration using the approved methodology, found at Attachment 1.</p> <p>It should be noted that a modified approach has been used in recent years, where a minimum “floor” contribution of \$2,000 has been agreed upon by jurisdictions whose proportional share did not equate to at least \$2,000.</p>
<p><b><i>What do CLEO Members Need to Do?</i></b></p> <p>Consider the funding options presented as the base for jurisdictional requests.</p>

**Total Workforce Center Visits for Universal Services - by Locality of Residence**

<b>Jurisdiction</b>	<b>PY23 Center Visitors</b>	<b>Prior Year Counts</b>
Charles City	140	63
Chesterfield	6,077	4,443
Goochland	143	111
Hanover	989	797
Henrico	10,368	8,969
New Kent	259	175
Powhatan	215	219
Richmond	8,756	8,397
<b>Region Subtotal</b>	<b>26,947</b>	<b>23,174</b>
Residents from Outside the Region	1,625	2,029
<b>Total</b>	<b>28,572</b>	<b>25,2033</b>

**Proposed se of budget and contribution amounts based on enrollments:**

- Workforce Services, support costs and special events
- Personnel costs (1/4 of Director's salary per current agreement; vs. past practice of 100% changed in 2014 when methodology was adopted)

Overall reduction proposed from prior-year ask and awarded amounts.

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>		<b>E</b>
<b>Jurisdiction</b>	<b>WIOA-enrolled Customers Served in Year ending June 30, 2024 (prior year in parenthesis)</b>	<b>WIOA Customers Served as a percentage of Total</b>	<b>Last year's ask</b>	<b>Amount funded by locality action</b>	<b>Suggested FY26 Ask Option A</b>	<b>Suggested FY26 Ask Option B</b>
Charles City	<b>21 (2)</b>	2.5%	\$2,000	\$2,000	<b>\$6,300</b>	<b>\$5,000</b>
Chesterfield	<b>207 (172)</b>	25%	\$70,100	\$43,000	<b>\$61,900</b>	<b>\$49,300</b>
Goochland	<b>5 (5)</b>	0.6%	\$2,100	\$2,100	<b>\$2,000</b>	<b>\$2,000</b>
Hanover	<b>22 (16)</b>	2.6%	\$6,600	\$6,600	<b>\$6,600</b>	<b>\$5,200</b>
Henrico	<b>223 (199)</b>	27%	\$82,100	\$82,100	<b>\$66,700</b>	<b>\$53,000</b>
New Kent	<b>6 (2)</b>	0.7%	\$2,000	\$2,000	<b>\$2,000</b>	<b>\$2,000</b>
Powhatan	<b>5 (1)</b>	0.6%	\$2,000	\$2,000	<b>\$2,000</b>	<b>\$2,000</b>
Richmond	<b>343 (319)</b>	41%	\$133,100	\$132,572	<b>\$102,500</b>	<b>\$81,500</b>
	<b>832 (716)</b>	100%	\$300,000	\$272,372	<b>\$250,000</b>	<b>\$200,000</b>

*Note: An additional 74 enrolled customers were from outside region, for a total active enrolled of 906*

**Capital Region Workforce Partnership Elected Official Consortium  
Agenda Item Summary –Information Items**

***What is it?***

Staff will share information with the elected officials regarding certain activities required by the state triggering local response, the start of some locational analysis of the Henrico workforce center and standard updates relating to operations. Additionally, following up on discussion at the June meeting, there will be a presentation on current youth programming efforts and events.

***What do CLEO Members Need to Know?***

**A) Workforce Center Certification**

The federal law requires that every workforce area have at least one comprehensive workforce center, and that the comprehensive center be certified to state-established standards every three years. Virginia adds an additional requirement that any affiliate centers in an area also be certified to the state standards. There are three total centers in the Capital Region that must undergo certification review: Henrico (Comprehensive); and Chesterfield and Richmond West (Affiliates). All three centers were successfully certified in the last cycle in 2021.

The Virginia Board of Workforce Development adopted a policy in June of 2024 to frame the certification requirements for the 2024 – 2027 period. While there is no set “deadline”, there is an expectation that the certification process will take 6 months of local work from the effective date of July 1, 2024. Staff has developed a process and timeline that will meet this expectation by December of 2024.

- Compilation of a variety of required documents to begin a desk review process.
- Formation of a Center Certification Team or CCT – The team must include at least three members, one of which must be a workforce board member. The Board is to notify the elected officials of the team composition. **CCT Members: Mr. Siyani Blount, Altria Client Services (Board Member); Mrs. Elizabeth Holt, Charles City County Social Services (Board member); Mr. Michael Rogers, Capital Area Partnership Uplifting People (non-profit community partner).**
- The desk review is now underway by the CCT and once completed, they will conduct on-site reviews of each center, which will include staff interviews. **(Visits scheduled for Oct.24<sup>th</sup> and November 13th).**
- Staff and the CCT team will work together to complete a certification checklist for each center and **forward their recommendations to the elected officials and the workforce board for action at the joint session set for December 13, 2024.** The packets will then be forwarded to the state for review.

**Agenda Item V.**

**B) Henrico Center Location Analysis Work Group**

The Henrico Workforce Center (commonly referred to as Cedar Fork) first opened in 2012, replacing a facility that had operated on Williamsburg Road since the early 1980s. The original lease commenced in September 2012 and was renewed for an 8-year term in 2017. It is set to expire November 10, 2025. The lease requires a 6-month notice of non-renewal, which would be May 2025.

The Henrico Center is now the oldest of the three area centers, with Chesterfield opening in 2016 and Richmond West in 2021. Other key information is in the chart below:

	<b>Henrico</b>	<b>Chesterfield</b>	<b>Richmond West</b>
<b>Lease expiration</b>	November 2025	November 2030	February 2031
<b>Facility Size</b>	20,866 sq. ft.	11,255 sq. ft.	8,369 sq. ft.
<b>Current Rent Rate</b>	\$19.45 / sq. ft.	\$14.93 / sq. ft.	\$17.91 / sq. ft.
<b>Annual Cost</b>	\$405,843	\$168,037	\$149,888

In addition to its size and relative cost in comparison to other centers, the building has recently experienced an increasing volume of maintenance issues that have impacted the ability to operate optimally. As was done in 2023 for the Chesterfield center, staff is recommending a working group of interested parties be formed to discuss and review options to consider in addition to renewal. This may include a recommendation to renew, lease a new location in the east end, or partner with another organization(s) in facility-sharing where we do not hold the lease.

**Recommended work group member:**

- **Consortium Representative, eastern areas – John Moyer, New Kent**
- **Workforce Board Representatives – Sarah Bice, Sarah Bice Real Estate and Eric Stamper, Virginia First Financial**
- **Henrico County- Jason Smith, Henrico County Economic Development Authority**

Tenant partner input will also be sought, as well as Henrico Real Property as leaseholder. The work group would be charged with completing work before the Board's March 2025 meeting and the elected official's April 2025 meeting.

- C) **Director's Report** – Staff will share updates on performance and outcomes, spending and other items of interest to the elected officials.
- D) **Youth Programs Spotlight** – Staff and contracted service providers will share information on program successes and challenges, and updates on planned special events.

***What do CLEO Members Need to Do?***

No action required.