

**Capital Region Workforce Partnership
Consortium Meeting
AGENDA**

April 19, 2024 9:30 a.m. – 11:00 a.m.

Virginia Career Works Richmond West Center
Meeting Room 100
4914 Radford Avenue
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		Vacant	
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 February 16, 2024 Meeting.....Page 1 9:35 a.m.
- IV. Review of Spending to Budget 9:40 a.m.
- V. Budget Modification – Eqqus Workforce Solutions Contract.....Page 4 9:50 a.m.
Action Item
- VI. Discussion of Local Department of Social Services Representation on Workforce Development Board.....Page 9 10:05 a.m.
- VII. “Know your local labor market?” 10:15 a.m.
- VIII. Youth Events Report 10:45 a.m.
- IX. Adjournment 11:00 a.m.

**Capital Region Workforce Partnership
Consortium Meeting
Minutes for February 16, 2024**

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

Guests attendees: Ms. Danielle Bailey and Ms. Millie Richards, EquusWorks, Ms. Elizabeth Hays, Ross; and Mr. Dennis Woodard, VEC.

CRWP Staff attendees: Mr. Brian Davis, Executive Director, Ms. Krishawn Monroe, Assistant Director, Mr. Michael Lee and Ms. Carla Cosby.

- I. Welcome and Introductions. Mr. Brian Davis, CRWP Executive Director, announced that CLEO Chair, Mr. James Holland will arrive late. Six (6) new CLEO members were welcomed to the Board. The meeting was called to order.

Brian provided a brief overview of his work history in public service; serving as the CRWP director for 10 years and years of service in Lynchburg and with the State. CLEO members introduced themselves followed by CRWP staff.

- II. Public Comment Period. No persons were present for public comment.
- III. Approval of the Minutes from December 9, 2023 Meeting. The Board approved the minutes as presented. Ms. Dibble and Mr. Moyer abstained.
- IV. “CLEO 101” – An Overview
Mr. Davis provided historical information about the Workforce Innovation and Opportunities Act (WIOA), the State Workforce Board, and the Virginia Community College System (VCCS), the creation of the unified Capital Region Workforce area as well as the state’s newly created agency, the Virginia Workforce Development and Advancement.

Background on the creation of the Capital Region workforce area was provided. The area is comprised of the seven (7) local counties and the City of Richmond. In 2008, Governor Kaine supported the creation of one workforce area covering the counties and the City of Richmond.

Local governments were then required to create an agreement on how their duties would be carried out. The agreement became effective in 2015. Continuation of the Consortium is dependent on performance.

Capital Region Workforce Development Board members are appointed by the CLEOs. Member majority must be business members. Once a board member is seated, they must be renewed.

Annually at the Board's June meeting, fiscal items are considered; the budget, contracts, etc. Member attendance is important to act on these items.

Funding July 1 through June 30 is supported from locality contributions. Requests are forwarded annually to localities for their share. At the October CLEO meeting, local contribution amounts are set based on proportionate share from each area by number of customers.

Rent revenue, funds on hand, etc. contribute to the budget as well. The three funding streams are supported by the contributions; adult, dislocated worker, and youth. The budget is \$6.1 million.

The CLEO Board appoints the Capital Region Workforce Development Board (CRWDB) members. Members have term limits. The CRWDB presents their budget to the CLEOs for adoption. Budget modifications over \$50,000 require CLEO approval. The CLEOs also award contracts.

Partner agencies are housed in each workforce center. All partners must have agreements outlining their service delivery. Services are provided to support adults and dislocated workers.

There are two youth programs in place; in-school and out-of-school. Support services are in place to address various barriers such as mental health, homelessness, etc.

Ms. Krishawn Monroe shared highlights of the youth Bossin' Up event. The event brought together young people with young entrepreneurs as well as seasoned business owners to share opportunities to being your own boss.

Ms. Monroe is also working on a regional summer employment project with Richmond's Mayor's Youth Summit.

- V. Election of Vice Chairman (Steve McClung, Powhatan). Mr. Moyer moved to approve Mr. McClung as CLEO Vice Chairman, seconded by Ms. Lambert. The motion carried.
- VI. Appointment of Workforce Board Member. The Board considered the nomination of Ms. Beth Bray, Moslow Wood Products of Powhatan County. A motion was made and seconded to approve Ms. Bray's nomination. The motion carried.

- VII. Calendar Year 2024 Meeting Schedule. The CLEOs will meet every other month on the 3rd Friday.
- VIII. Adjournment. The motion was made and seconded to adjourn the meeting.

DRAFT



Agenda Item V.

<p style="text-align: center;">Capital Region Workforce Partnership Consortium of Local Elected Officials (CLEO) Agenda Item Summary –Budget Modification: Equus Workforce Solutions Contract</p>
<p><i>What is it?</i></p> <p>In June of 2023, Equus Workforce Solutions was awarded a contract renewal for the provision of adult, dislocated worker and business services for the period July 1, 2023 – June 30, 2024. The contract budget was set at \$2,000,000, down from \$2,400,000 in the prior year. The split between adult and dislocated worker services was \$1,320,000 adult and \$680,000 dislocated worker, reflecting the recent year-over-year trend towards more adult customers. The split equated to 66% of funds supporting adult services and 34% for dislocated worker services based on best estimates in June of 2023. As the contract year has progressed, the actual ratio is closer to 77% adult and 23% dislocated worker.</p> <p><i>What do CLEO Members Need to Know?</i></p> <p>Board staff held a mid-year contract status meeting with Equus in January of 2024. At that time Equus was asked to perform a budget balance and spending analysis to determine if any budget modifications or additional funds would be needed in order to sustain operations through June 30, 2024. In February of 2024, a contract budget modification request was submitted with the following items:</p> <ol style="list-style-type: none"> 1) In the operational budget, a transfer total of \$84,000 between dislocated worker and adult services to reflect that the actual customer volume is closer to 77% adult and 23% dislocated worker. 2) A transfer of \$70,000 in the on-the-job training line from dislocated worker to adult. 3) A line item adjustment of \$2,000 on the adult side from support services to training related support services. <p>None of these items would require Board or CLEO action and could be adjusted administratively by staff under contract provisions.</p> <p>However, the modification letter also includes a request for \$80,000 in additional funds not already awarded to support new adult individual training accounts (ITAs) through June 30, 2024. Under provisions of the CLEO-Board agreement, new funds in excess of \$50,000 not shown in the adopted CLEO/Board budget cannot be awarded without approval of the bodies.</p> <p>The full Equus request is attached.</p>
<p><i>What do CLEO Members Need to Do?</i></p> <p>Consider approval of the request for \$80,000 in new funds for adult ITAs to add to the current Equus contract budget.</p> <p>The Workforce Development Board considered the request at their March 14, 2024 and has recommended approval. Fiscal staff estimate that the request can be accommodated without negative impact to reserve funds available.</p>



2/28/2024

Brian K. Davis, Executive Director
 Capital Region Workforce Partnership
 4914 Radford Avenue
 Richmond VA 23230

RE: WIOA CONTRACT No. 20-2032-8EMF

Renewal 2

Dear Mr. Davis:

Attached is a snapshot of our current Cost Categories for Adult (AD) and Dislocated Worker (DW) Administrative and Participant Spending with which we would like to request modifications.

WIOA Administrative Budget – EQUUS is requesting modifications that would move an even amount of 84k between Adult (AD) and Dislocated Worker (DW) funding streams. This will result in a 77% / 23% split between AD & DW.

- AD/DW Staff Salaries
- AD/DW Fringe Benefits
- AD/DW Staff Travel and Professional Development
- AD/DW Communication
- AD/DW Material & Supplies
- AD/DW Participant Outreach
- AD/DW Insurance
- AD/DW Overhead
- AD/DW Indirect
- AD/DW Profit

Spotlight Changes:

1. **AD/DW Overhead** – EQUUS is requesting approval to reallocate funds to cover cost of administrative support for Jean Hill (additional funds requested for utilization of Work Number between now and June 2024).
2. **AD/DW Participant Outreach** – EQUUS is requesting approval to reallocate funds to cover costs of monthly employer events at all three VCW locations, as well as external events at libraries and employer locations.

WIOA Participant Budget – EQUUS is requesting modifications that would move funds in participant training for AD and DW funding lines. The changes we are requesting will take place between the following lines:

- AD Individual Training Account (ITA)
- AD On-the-Job Training (OJT)
- AD Support Services (SSV)

1. **AD ITA:** EQUUS requests a total of \$80,000 to continue providing Individual Training Account funding to job seekers. The balance is currently at 30k, with which we will be using to fund CCWA's training invoice total of \$29,150 for the RRHA apprenticeship training.
2. **AD OJT:** EQUUS requests approval to reallocate (move) a total of \$70,000 from DW OJT to AD OJT to continue providing AD OJT funding to employers. This is a current forecast and does not include all employers we are expecting for Better Together OJTs. Therefore, there may be a 4th modification request if those employers should participate.
3. **AD SSV:** EQUUS is requesting approval to move \$2,000 from Support Service Certification to Support Service Training support. This will leave SSV-Certification with \$2955 to support job seekers with any exam payments between now and the end of the year.
 - a. Training Support will be at \$5000 with the approval of the modification request to continue to support job seekers in training through the end of program year 2023.

I am happy to discuss our request further with you during the time of your determination to approve.
Thank you for your kind attention to this request. If you have any questions, please do not hesitate to contact me.

Sincerely,



Danielle Bailey, Project Director
Equus Workforce Solutions
Cc: Lynn Hamilton, Shaun Spath
Attachment: Budget Spreadsheet

Contract Number: A/DW RFP# 20-2032-8EMF
Approved Budget Modification 02/27/24

Brian K. Davis, Executive Director

Cost Category	Description	AD			DW		
		Original Budget	Approved Modification	Variance	Original Budget	Approved Modification	Variance
101	Personnel Services (Staff Salaries)	\$ 513,181.16	\$ 540,438.47	\$ 27,257.31	\$ 219,934.78	\$ 161,406.93	\$ (58,527.85)
102	Fringe Benefits (Staff Benefits)	\$ 138,958.82	\$ 147,729.34	\$ 8,770.52	\$ 59,553.78	\$ 44,126.90	\$ (15,426.88)
103	Staff Travel and Professional Development	\$ 5,600.00	\$ 13,959.18	\$ 8,359.18	\$ 2,400.00	\$ 4,192.44	\$ 1,792.44
104	Communication	\$ 5,250.00	\$ 5,775.00	\$ 525.00	\$ 2,250.00	\$ 1,725.00	\$ (525.00)
106	Materials and Supplies	\$ 5,600.00	\$ 8,708.32	\$ 3,108.32	\$ 2,400.00	\$ 2,601.24	\$ 201.24
106A	Participant Outreach and Recruitment	\$ -	\$ 3,850.00	\$ 3,850.00	\$ -	\$ 1,150.00	\$ 1,150.00
107	Insurance	\$ 4,200.00	\$ 4,620.00	\$ 420.00	\$ 1,800.00	\$ 1,380.00	\$ (420.00)
110	Direct Participant Cost (other)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
111	Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
112	Overhead	\$ 36,750.00	\$ 55,413.66	\$ 18,663.66	\$ 15,750.00	\$ 16,552.06	\$ 802.06
SUB-TOTAL EXPENSES		\$ 709,539.98	\$ 780,493.97	\$ 70,953.99	\$ 304,088.56	\$ 233,134.57	\$ (70,953.99)
113a	Indirect	\$ 74,005.02	\$ 81,405.53	\$ 7,400.51	\$ 31,716.44	\$ 24,315.93	\$ (7,400.51)
113b	Profit	\$ 56,455.00	\$ 62,100.50	\$ 5,645.50	\$ 24,195.00	\$ 18,549.50	\$ (5,645.50)
TOTAL ADMIN EXPENSES		\$ 840,000.00	\$ 924,000.00	\$ 84,000.00	\$ 360,000.00	\$ 276,000.00	\$ (84,000.00)

Contract Number: RFP# 20-2032-8EMF Renewal #2
 Requested Budget Modification 2/27/24

Brian K. Davis, Executive Director

		AD			DW		
Cost Category	Description	Original Budget	Approved Modification	Variance	Original Budget	Approved Modification	Variance
108a	ITA	\$ 217,920.00	\$ 297,920.00	\$ 80,000.00	\$ 105,280.00	\$ 105,280.00	\$ -
108b	On the Job Training	\$ 123,000.00	\$ 193,000.00	\$ 70,000.00	\$ 88,000.00	\$ 18,000.00	\$ (70,000.00)
108c	Work Experience	\$ 103,720.00	\$ 103,720.00	\$ -	\$ 36,480.00	\$ 36,480.00	\$ -
108f	Incumbent Worker	\$ -	\$ -	\$ -	\$ 70,400.00	\$ 70,400.00	\$ -
108g	Supportive Services	\$ 16,120.00	\$ 18,120.00	\$ 2,000.00	\$ 14,080.00	\$ 14,080.00	\$ -
108h	Certifications/Licenses	\$ 6,720.00	\$ 4,720.00	\$ (2,000.00)	\$ 4,480.00	\$ 4,480.00	\$ -
SUB-TOTAL EXPENSES		\$ 467,480.00	\$ 617,480.00	\$ 150,000.00	\$ 318,720.00	\$ 248,720.00	\$ (70,000.00)
109	Supportive Services (Not Training Related)	\$ 10,280.00	\$ 10,280.00	\$ -	\$ 3,520.00	\$ 3,520.00	\$ -
TOTAL PARTICIPANT EXPENSES		\$ 477,760.00	\$ 627,760.00	\$ 150,000.00	\$ 322,240.00	\$ 252,240.00	\$ (70,000.00)

Agenda Item VI.

<p align="center">Capital Region Workforce Partnership - Consortium of Local Elected Officials (CLEO)</p> <p align="center">Agenda Item Summary</p> <p align="center">Discussion of Local Department of Social Services Representation on the Workforce Development Board</p>
<p><i>What is it?</i></p> <p>As a result of the 2021 Virginia General Assembly session, legislation was enacted to require that Local Workforce Board member composition requirements be expanded to include a representative from a local Department of Social Services (DSS).</p>
<p><i>What do CLEO Members Need to Know?</i></p> <p>The Henrico DSS Director was initially appointed for a term starting in July of 2021 to comply with the new Code provision. The reasoning was the Henrico was the first locality to establish a service presence in one of the area’s workforce centers and sign the Partner Memorandum of Understanding.</p> <p>However, the CLEO discussion at the time was that the DSS representative should rotate among the eight jurisdictions, as each has a DSS office. While not enacted in any formal policy, staff has remained cognizant of this discussion.</p> <p>As a result, after two years, the DSS seat was rotated to Chesterfield County, with the current representative being Kiva Rogers, that office’s director. Part of the consideration was that Chesterfield subsequently established DSS office hours in a local workforce center. Ms. Roger’ term is set to expire June 30, 2024, which would mark two years of service.</p> <p>Looking ahead to the June CLEO meeting when local workforce board member appointments will be an agenda item, staff is recommending discussion of a possible new appointment to fill the DSS seat, considering the following jurisdictions, which presently have no Board representation from any sector:</p> <ul style="list-style-type: none"> - Charles City - Goochland - New Kent
<p><i>What do CLEO Members Need to Do?</i></p> <p>This is a discussion item only; no action is required.</p>