



Category - Business Members (Total Members 15)	Member	Present		Excused	Category (Total Members 14)	Member	Present		Excused
		Yes	No				Yes	No	
	Auchmoody, William	X			Community College (1)	Rubin, Beno			X
	Bice, Sarah	X							
	Blount, Siyani	X							
	Bray, Beth			X	Economic Development (2)	Robinson, Chance	X		
	Dick, Robert	X				Shreve, Tina	X		
	Easter, John	X			Education (2) Adult Ed.	Elmore, Jeffrey	X		
	Edwards, Scott	X				Roerink, Justin Alt. Megan Hendrick	X		
	Franklin, Robert			X	CTE				
	Gilbert, Danielle			X		Woodard, Dennis Alt. Annette Mayo	X		
	Harris, Drexel		X		Employment Service (1)-				
	Hayden, Thomas			X					
	Maurer, Ilene	X			Labor, Apprenticeship & CBOs (5)	Battle, Kevin			X
	Portillo, Jesus		X			Conner, Maynard	X		
	Stamper, Eric		X			Horne, Kelly King	X		
	White, Amanda		X			Spicer, Gregg	X		
						Strite, Amy	X		
					Vocational Rehabilitation (1)	Batten, Dale	X		
					Social Services (2)	Grable, Suzanne			X
						Holt, Elizabeth	X		
	Total Attending	7	4	4		Total Attending	12	0	2

Guests: Atlantic Outreach Group, Ms. Cynthia M Terl, Ms. Kheila Jones, and Ms. Liz Dyer. Epic Personnel, Ms. Valeria Galban and Mr. Carlos Molina; and Chesterfield Food Bank, Ms. Jackie Miller.

Equus Staff: Ms. Alma Jean Hill, Ms. Lynn Hamilton, Mr. Roberto Ford, Mr. David Leonard, and Ms. Denisha Wilson.
Ross Staff: Ms. Lizzie Hayes, Ross. CRWP Staff: Mr. Brian Davis, Ms. Krishawn Monroe, Ms. Carla Cosby, Dr. Mychael Lee.

- I. Call to Order – Chairman Maurer called the meeting to order at 3:04 p.m.
- II. Welcome New Members – New members were welcomed to the Board.
Ms. Sarah Bice, Owner, Sarah Bice and Associates, Ms. Suzanne Grable, Director of New Kent Department of Social Services (unable to attend), Ms. Elizabeth Holt, Director of Charles City Department of Social

Services and Mr. Chance Robinson, Economic Development Coordinator, Goochland County

III. Public Comment – No public comments were offered.

IV. Minutes from June 13, 2024 Meeting. Mr. William Auchmoody moved to accept the minutes as presented; Mr. John Easter second the motion. The motion carried.

Celebrate – 20 minutes

V. **Employer Champion Awards in Conjunction with national Workforce Development Month 2024.** Three employers are being recognized.

1) **Best in class for Work-based learning – The Atlantic Outreach Group.** *Hired 11 certified recovery residence advisors.* Accepting were Ms. Cynthia M Terl, Program Director; Ms. Kheila Jones, Executive Director and Ms. Liz Dyer, Residential Apprenticeship Coordinator.

2) **Best in Class for Recruitment and Hiring - Epic Personnel.** Present to accept were recruiters Ms. Valeria Galban and Mr. Carlos Molina.

3) **Best in class for youth work experience – Chesterfield Food Bank.** Present to accept were Ms. Jackie Miller, Human Resources Executive Assistant.

VI. **Manage (Action Items)**

A. Funds Transfer Request (PY23 Dislocated Worker to Adult)

Funds are allocated to three program streams; adult, dislocated worker, and youth. Depending on need, adult and dislocated worker funds can be moved between lines

Due to historically low unemployment numbers, there are challenges in finding people that meet dislocated worker eligibility, creating more demand on the adult program. In previous years, more transfers were needed to meet needs. Today, an estimated \$500,000 is needed to serve adults. Funds will be recaptured by the state if the transfer is not made and funds remain unspent. An estimated \$500,000 will be moved to support the adult program. This transfer is only impacting old money. Mr. William Auchmoody moved to approve the transfer dislocated worker funds to the adult program, Ms. Tina Shreve seconded the motion. The motion carried.

Mr. John Easter asked if dislocated workers can be enrolled in the adult program. Brian responded, yes. They can be enrolled as an adult, 18 or older, eligible to work, and/or register for selective service.

B. Policy Revisions

1. Supportive Services. Adults, dislocated workers, or youth participants can receive supportive services to assist with basic needs during their enrollment in program activities. A policy must be in place in order to provide supportive services. The policy provides case managers latitude to determine supportive service needs on an individual basis. During state monitoring, it was noted that some language could be clarified around allowable transportation assistance. There is also an amendment to add personal care products as an allowance for youth.

Questions were asked regarding the percentage of customers that access this service and the dollar amount spent. Ms. Krishawn Monroe estimated that 90% of customers receive the service and \$42,000 has been spent. This does not include youth work experience. Ms. Dale Batten moved to accept the supportive service policy revisions as presented; Mr. Scott Edwards seconded the motion. The motion carried.

2. Priority of Service

Every federally funded training program provides priority of service for veterans. The adult program has an additional priority of service, for low income or basic skills deficient participants. Local areas are required to have a policy to identify how its applied and how it serves adults. A new element of this policy is that at least 51% of enrolled adults meet one of the priority categories, then compliance is met. Federal government would like to see 75% enrollment but it is not a requirement; our goal is 55% - we have achieved 60%.

Ms. King Horne asked for clarification to homeless individual reference. Mr. Davis stated that the edits were copied from state policy to best align and meet enrollment goals. Ms. King Horne suggested that the definition reference be corrected to reflect current legislation.

Mr. William Auchmoody made the motion to accept the policy revision, Mr. John Easter seconded the motion. The motion passed.

C. Eligible Training Provider Approvals – Confirmation of Conditional Approvals. Mr. Davis noted that the expiration of certain waivers has been granted for most states. Training providers must be approved by one of the boards in Virginia. Once approved, programs can be accessed by anyone in the state. A separate approval is needed for each program.

The current policy allows staff to do administrative approvals and then have programs confirmed by the Board later. Once approved, the state will manage renewals. After the first approved year, every school must report on every student that attended class. If a provider did not serve any students, performance reporting is still required. Mr. John Easter made the motion to approve the providers, Ms. Dale Batten seconded he motion. The motion passed.

VII. Staff/Committee Reports

- Chesterfield Hispanic population has increased. Manufacturing continues to grow in Chesterfield.
- Richmond West continues to see an increase.
- Unemployment claims are higher at Richmond West than other centers.
- Prior year outcomes
 - Center foot traffic was 28,000
 - New enrollments and active caseloads increased.
 - Business services increased from 726 to 756. This represents growth over the last couple of years. Equus added additional business services staff
- Job fairs/hiring events
 - Customer information is captured in sign-in system; subscribed to service called the Receptionist for sign-in system

- Demographics Page. Additional demographic information will be provided at the next meeting to include homelessness, etc.
- 61% of enrollments have high school diploma or less; 18% have no diploma
- Outcomes. Preliminary 4th quarter data was provided. Numbers should increase. There are no red items, the 3 yellow items represent passing and green is exceeding.

Other Notes

- One stop center certification. Federal regulation requires at least 1 comprehensive center that meets state developed requirements.
- Affiliate 2 centers. If designated, must be certified to same standards. The certification is good for 3 years. A center certification team; comprised of at least 2 board members; Mr. Siyana Blount, Altria; and Ms. Elizabeth Holt from Charles City. Adding a third person; not a board member, is a consideration.
- Local plans are coming due. The state plan, has a 4-year shelf life, was just approved. The Plan has to be approved by March 14 to meet compliance. The last strategic plan was Vision 2024. Will start the strategic planning process. The Strategic Plan does not get approved by the state. The compliance plan is approved by the state, goes to state staff then to the State Workforce Board at its June meeting.
- Monitoring. There was one finding around data entry. Checking documentation was the corrective action. Some staff training addresses the concern. Item is closed.
- Henrico auditing process. Had internal audit. Initial sampling was reviewed. Contracted firm to do sample of sample.
- Website. Recently started procurement process to have site redone.
- The new state workforce agency. Ms. Carrie Roth is retiring tomorrow. Ms. Nicole Overley, Deputy Secretary of Labor will step into new position.

Leases

Cedar Fork's lease is up in November 2025. It is proposed to convene a work group to determine whether to move or stay. An at-a-glance sheet outlining building cost, size, etc. would be developed. Cedar Fork is \$100,000 more than the other 2 centers combined. Determining how much space is needed is the priority.

Chesterfield picked and Richmond West have the capacity to absorb some staff if needed. Another option to consider is whether centers should be placed in Richmond's north/south corridor and if so, consider identifying a space for a smaller footprint; may get space from a partner.

Mr. John Easter, in review of numbers, how much money is being spent to serve people. Brian noted that the number represents people in one quarter based on a certain date. For example, those with a certificate or credential. Mr. Easter asked if the number of those being served and the business service unit available? Is there a survey satisfaction survey response for those persons? Mr. Davis will get survey responses from data. Mr. David Leonard does periodic surveys from businesses as well.

- VIII. There being no further business, the meeting adjourned at 4:23. Ms. Dale Batten moved to adjourn the meeting, Mr. William Auchmoody second the motion. The motion carried.

DRAFT