

Capital Region Workforce Partnership MEETING Minutes for October 18, 2024

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

Guests attending: Equus staff: Ms. Danielle Bailey, Mr. Roberto Ford, Mr. David Leonard, Ms. Denisha Wilson.
Virginia Works staff: Mr. Dennis Woodard and Ms. Annette Mayo. Ms. Tshambi Hall, VA Works/JVSG; Ms. LaTasha McIntosh Smith, A Peace of Mind; and Ms. Elizabeth Hays, Ross Career Advantage Program.
Staff attending: Mr. Brian Davis, Ms. Krishawn Monroe, Ms. Carla Cosby, and Mr. Mychael Lee.

- I. Welcome and Introductions
Chair James Holland called the meeting to order. A quorum was present.
- II. Public Comment Period. No persons were present for public comments.
- III. Approval of the Minutes from June 21, 2024 Meeting. Ms. Monica Smith-Callahan moved to approve the minutes as presented; Honorable John Moyer seconded the motion. The motion carried. .
- IV. Action Item: Locality Contribution Levels for FY26.
Mr. Davis provided formula and process historical information to request locality contributions. The current process is based on proportional level of customers served in the prior year. A budget is set for nonfederal funds, local contributions. These funds supplement activities conducted and supported with federal funds, providing more capacity and flexibility.

A locality data table depicting enrollments, prior and current year enrollments, previous year funding requests, and current year funding options was reviewed. Two options were presented for FY2026 approval. The total number is between \$200,000-\$250,000. The number is lower than last year and not all localities were able to contribute at the level requested.

Mr. Holland called for questions. Mr. Moyer asked what would be the justification if a locality wanted to increase funding. Mr. Davis noted that the cost per participant could be provided as a factor; to demonstrate return on investment from the federal funds. There being no further discussion, Ms. Smith-Callahan moved to approve Option A, (\$250,000). Mr. McClung seconded the motion. The motion carried.
- V. Information Items
 - A. Workforce Center Certification
Legislation requires local workforce areas to have at least one comprehensive workforce center. Each comprehensive workforce center must be certified to state quality standards, along with any affiliate centers. Work has begun to meet required benchmarks. The centers

will be reviewed by a certification team comprised of Mr. Siyani Blount, Altria; Ms. Elizabeth Holt, Charles City County Social Services; and Mr. Michael Rogers, CAPUP. The Cedar Fork center will be reviewed on October 24 and the Chesterfield and Richmond West centers in November. Recommendations will be presented for adoption at the joint CLEO Board December meeting. The state will decide to either certify the centers fully or provisionally. Mr. Holland called for questions, there were none.

- B. Henrico Center Considerations. The Henrico center is the oldest center; opening in 2012. The size of the building and rent are factors for relocation. The center's water supply was impacted recently due to issues with the well. The building is 20,000 square feet and the rent for this building is the highest of the centers.

Historical building information was provided. Richmond West and Chesterfield are relocations from other buildings. Chesterfield's square footage decreased from 20,000 square feet to 11,000 and Richmond West 15,000 square feet to 8,300 square feet. Both centers have maintained a functional footprint.

The Henrico Center is the highest visited center. Consideration of receiving a space analysis, identifying staffing levels, etc. is warranted to determine the best size, location, etc. The lease terminates November 2025. A six-month notice to vacate is due by May 2025.

A Relocation Committee has been formed. Members are Mr. Moyer, CLEO New Kent; Ms. Sarah Bice/CRWDB, Sarah Bice & Associates Real Estate, LLC; Mr. Eric Stamper/CRWDB, VA First Financial, and Mr. Jason Smith, Henrico County Economic Development Authority, and a Henrico County Real Property staff person will assist with recommendations to move forward. Other options to acquire a building may include subleasing a center with another organization. The workgroup will present their findings at the March/April meetings.

Mr. McClung asked if an 8-year lease would work. Brian indicated leases are typically 7-10 years and allow for landlord buildout allowances. Mr. Moyer asked if there is the possibility of getting improvements to the current building and leaving rate the same; Brian responded it may be possible.

- C. Directors Report. Mr. Davis presented information on budget, center traffic, activities, etc. A copy of the full report is available upon request.

Ms. Krishawn Monroe shared that the 2024 Teen Summit campaign is beginning. Last year's event was attended by about 400 people. At least 600 are expected to attend the 2025 event.

Ms. Monroe added that youth program providers serve the hardest to serve youth, those with multiple barriers. A professional development series for staff is being developed. The expected roll out is in January.

Youth Program Spotlight

Each youth program provider presented a program overview.

- 1) Ms. Lizzie Hays, Manager of Ross Works, out-of-school youth provider presented data and information about the various program activities, participant activities, and available supportive services available for youth who meet program eligibility.

- 26 participants enrolled in work experience

- Monthly Lunch & Learn events on various topics include tutoring, career options, etc.
- Quarterly youth council meetings
- Two student highlights. Faith, Boss'N Up Event and Noah, electrical apprenticeship.
- Vendor Fair
- Partnership with VCU. Three semester, non-credential certification class for advanced child development. Student receives work experience at a child care center
- Pre-apprenticeship training focuses on students getting a job

Performance and budget information -

- Current quarter, 42 participants closed; number will increase
- Twenty-six starts in the first quarter
- Occupational skills training number close to 20%
- Incentives at 58%
- Supportive services now include food and hygiene
- Performance in the 1st quarter achieved

Upcoming events include an entrepreneurial event, activity with the Boys and Girls Club, Lunch and Learn events, etc. A trivia night, sponsored by partners, may be held as an outreach opportunity.

2) Ms. Latoya Johnson with Charles City County serves as program manager for Inspire Youth program.

- 19 youth enrolled
- Youth participated in a question/answer meet and greet with Senator Tim Kaine
- Project Thrive event. Information and engagement opportunity in areas of dining, financial literacy, or dress for success
- BizTech Fridays provides resume writing
- Credentials. 10 youth received First Aid/CPR credential
- College tours. Students visited Hampton and Virginia Union University. One student received a full scholarship from VSU and one to Fort Union University.
- Performance. 3 seniors are going into follow-up.
- Dreamers Academy summer program has been developed
- Mock Board of Supervisors meeting will be scheduled
- Outstanding youth volunteer was awarded on March 6

3) Ms. LaTasha McIntosh-Smith, CEO, A Piece of Mind Counseling Services, LLC

- 19 in-school participants graduated last year, 17 in the City of Richmond. Five (5) graduates continuing to post-secondary education
- Some students are either employed or seeking employment
- Virtual engagement may be option for students based on poll results
- Activities for year include work experience opportunities, workshops and working within the community. Areas include stress management and self-care activity.
- Transportation is an issue for participants
- Workshops on entrepreneurship, goal setting and motivation will be planned
- Working with Showers of Love Senior Living Facility

VI. Adjournment. There being no further business, the meeting adjourned at 11:00 a.m. The next meeting is a Strategic Planning session on December 13, 2024 at Deep Run Recreation Center.