



Agenda for Annual Joint Session - December 12, 2025

**Advanced Career Education Center at Hermitage
8350 Hermitage High Boulevard, Henrico, VA 23228**

Networking Breakfast at 8:30 a.m. - Meeting starts at 9:30 a.m.

- I. Welcome and Call to Order - The Honorable Steve McClung and Ilene Maurer
- II. Public Comment Period
- III. Approval of Elected Official Consortium Minutes from Oct. 17, 2025 Meeting and Approval of Workforce Board Minutes from Sept. 11, 2025 Meeting

Connect

- IV. Panel Discussion: Hiring Today – Woes and Wins (9:45 a.m.)

Moderator – Ilene Maurer, Rhudy and Co.; Shawn Avery, President and CEO, Hampton Roads Workforce Council; Elizabeth Kincaid, CEO of RVA Hospitality; Morgan Romeo, Executive Director, Greater Roanoke Workforce Development Board; Shauna Worsley, Senior Manager of Production Support, Philip Morris USA

Advance

- V. Elected Official Action Items (10:20 a.m.)
 - A. Workforce Board Nominations
- VI. Joint Action Items for Both Bodies (10:25 a.m.)
 - A. Amendments to PY25 Budget
- VII. Workforce Board Action Items (10:35 a.m.)
 - A. Revisions to Governance Policy #120; Adoption of new Attendance Policy #127
 - B. Election of At-Large Member to Executive Committee

Inform

- VIII. Updates: Programs and Operations Committee and Staff (10:45 am)
- IX. Adjourn – 11:00 a.m.

Capital Region Workforce Partnership
Minutes for October 17, 2025

Consortium Members		Alternates	
Chairman – Hon. Steve McClung, Powhatan	x	William Hagy	-
Vice Chairman – Hon. John Moyer, New Kent	x	Rodney Hathaway	x
Hon. Ryan Patterson, Charles City	x	Miranda Venable	-
Hon. Jim Ingle, Chesterfield	-	Dr. James Worsley	x
Hon. Jonathan Christy, Goochland	x	Josh Gillespie	x
Hon. Michael Herzberg, Hanover	x	Ann Glave	-
Hon. Jody Rogish, Henrico	x	Monica Smith-Callahan	-
Hon. Kenya Gibson, Richmond	-	Amy Popovich	x

Guests Attending:

Mr. Drexel Harris, Brightpoint Community College/CRWDB Vice Chair

Staff Attending:

Mr. Brian Davis, Ms. Krishawn Monroe, Dr. Mychael Lee, Ms. Carla Cosby, and Ms. Alice Bowyer

Other Guests:

Ms. Lizzie Hays, Ross; Equus Staff; Ms. Danielle Bailey; Mr. Roberto Ford; and Ms. Denisha Wilson

I. Welcome and Introductions

The Honorable Steve McClung, Chairman

Chairman McClung called the meeting to order. In memory of the Honorable James Holland, a moment of silence was held, followed by a video presentation highlighting his various community engagements. His funeral will be held on Saturday, October 22, 2025. Dr. Worsley thanked staff for the memorial presentation.

II. Public Comment Period

No public comment was received.

III. Action Items

A. Approval of June 20, 2025 Minutes. Mr. Rogish made a motion to accept the minutes as presented. Mr. Hathaway seconded the motion. The motion carried.

B. FY27 Locality Contribution Request Levels

Mr. Davis provided the methodology for the non-departmental funding request. The CLEO Board agrees on the requested amounts from the localities; however, each locality's governing body determines whether it will provide the full amount.

Information on the number of businesses served, customer enrollments, center visits, job fairs, employer events, and service counts was presented. A map depicting visitor distribution by location was also reviewed.

Mr. Davis explained that prior to 2014, no methodology existed for determining funding requests. DecideSmart assisted in developing a process and rationale, which involved calculating proportional shares based on the number of enrolled individuals by year and locality. The methodology only considers enrolled participants.

Two options; Options A (\$260,000 budget) and B (\$250,000 budget), were presented for consideration. These include direct services for customers and a portion of staff salary/benefits.

Additionally, \$10,000 in startup funds is requested for the Workforce Foundation. Costs include insurance, staffing support (with nonprofit experience), marketing, and promotions. Non-federal funds could be used, as some activities may not fit under federal regulations. The Foundation will raise funds to supplement government allocations. A request to the state for fundraising approval has been submitted, and the Foundation's first meeting was held in August.

Ms. Popovich asked whether all categories are considered "enrolled customers." Mr. Davis clarified that "enrolled" refers to individuals who have been determined eligible for participation in at least one program and receive individualized services.

Mr. Herzberg inquired whether the decreases in both the budget and service numbers were expected to persist. Mr. Davis noted that visitor counts fluctuate and are difficult to project, which may affect budget planning.

Mr. Davis stated that Option A represents a proportionate share adjusted to the most recent year's service numbers, and that Richmond's allocation increased slightly this year. Option B would be level-funding to the current year using the prior allocations, but is still proportional.

A motion to adopt funding Option A failed on a roll call vote 16-14, using the weighted votes allotted per the Consortium Agreement.

Motion: Ms. Amy Popovich made a motion to adopt Option B – Locality Contribution Request Model.

Second: Mr. Herzberg seconded the motion.

Result: The motion carried.

Locality	Federal Allocation (Based on unemployment, excess unemployment, and poverty)	Weighted Votes	Vote
Charles City	\$9,891	1	Aye
Chesterfield	\$843,783	5	Aye
Goochland	\$24,522	1	Aye
Hanover	\$479,342	3	Aye
Henrico	\$1,042,619	6	Nay
New Kent	\$22,956	1	Aye
Powhatan	\$38,836	1	Aye
Richmond	\$2,221,103	12	Aye

Yea – 24 | Nays – 6 | Motion Passed

C. Local Workforce Board Member Appointment. The workforce board is comprised of a majority from the business sector along with non-business members. The current membership is 16 business and 14 nonbusiness. Mr. Siyani Blount currently works for LEGOS as a talent acquisition manager. The company will eventually employ about 1,700 people in the region. Mr. Blount, is a former Altria employee and CRWDB member. With the upcoming retirement of Mr. John Easter, the membership roster would stay at 30. Mr. Gillespie moved to approve the nomination of Mr. Siyani Blount, Mr. Moyer seconded the motion. The motion carried.

II. Information Discussion Items

- Workforce Center Considerations. Workforce center facilities must be rented with federal funds; they cannot be owned. The three workforce centers are –
 - Henrico Center -comprehensive center – 21,000 sq. ft.
 - Chesterfield Center - affiliate center – 11,00 sq. ft.
 - Richmond West Center - affiliate center – 8,500 sq. ft.

The current annual rent obligation for the centers is \$660,000. Historical information was provided around how three centers evolved. There were two centers initially, one north of the river and one south of the river. After the City of Richmond joined, an additional center was added to accommodate the City residents.

The initial intent of brick and mortar was to centralize required federally-funded workforce programs; creating easier access to those services to customers. However, only 3 federally funded programs out of 16 are required to be in the centers. Absent mandates from the federal government or state, it is entirely voluntary for most of the partners. Currently, there are a only few non-required partners in the Centers.

In light of uncertain federal funding in the future, advances in technology and the shifts in how people conduct business, the Board's Programs and Operations Committee will be conducting analysis of center locations and make recommendations on consolidations or closing of centers in the coming months.

Mr. Harris commented that Henrico may be best to keep based on visit counts and accessibility to those that need it most. Ms. Monroe shared that the committee will look at various methodologies i.e. geography, cost, utilization, etc. Cost has to be negotiated. If centers are consolidated, there must be consideration to which center can accommodate staff as well; although some partners may allow their staff to telework and underutilized spaces could be converted to work stations.

Dr. Worsley shared that the old Matoaca Middle School may be a site consideration for Chesterfield.

Ms. Monroe shared that the team will start to meet monthly to consider the different variables. The plan is to present recommendations in March. Henrico County attorneys would need to be consulted to determine how best to terminate any lease if that is a decision that is ultimately made. Henrico and Chesterfield leases were recently renegotiated. It was noted that some costs would still be incurred if donated spaces were to be used in the future.

B. Workforce Board Updates. Mr. Drexel Harris shared that IRS approval was received to create the nonprofit board. The first meeting was held in August 2025. The Board is comprised of the Workforce Board's Executive Committee, and Mr. Brandon Hinton, representing Henrico County as the federal grant recipient and fiscal agent.

- Notice of obligation has been received. The outgoing administration gave a \$60,000 grant to each of the 14 workforce areas.
- State monitoring. No fiscal or administrative findings.
- Business Solutions Team. New project – Serving Up Success, project with CRWDB member Liz Kincaid, owner of RVA Hospitality. Hires homeless individuals. Also, working with Homeward.
- Total funds on hand \$3,244,952. \$1.8 million in bank.
- Current year spending to budget. To date spent 21%. To minimize shutdown impacts, some items paid before October.
- August 2025. Unemployment current rate 3.7. Number of unemployed 23,394. Online postings 46,000. 1.9-1 ratio. Potential increase to center visits, impacts to older workers and SNAP benefit recipients

Mr. Moyer posed question about federal worker who took buyout. Response, they cannot enroll as dislocated worker but can enroll as an adult.

There being no further business meeting, the meeting adjourned at 11:00 a.m.

Capital Region Workforce Partnership
Meeting Minutes for September 11, 2025

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							
Davis, Elizabeth	X							
Dick, Robert		X						
Easter, John	X			Economic Development (2)	Robinson, Chance			X
Farthing, Adrienne	X				Shreve, Tina	X		
Franklin, Robert	X			Education (2) Adult Ed.	Elmore, Jeffrey	X		
Gilbert, Danielle			X	CTE	Roerink, Justin	X		
Harris, Drexel	X							
Hayden, Thomas			X	Employment Service (1)-	Woodard, Dennis	X		
Kincaid, Elizabeth	X							
Maurer, Ilene			X					
Stamper, Eric			X	Labor, Apprenticeship & CBOs (5)	Battle, Kevin	X		
White, Amanda	X				Conner, Maynard	X		
Worsley, Shauna	X				Horne, Kelly King	X		
Yates, John	X				Spicer, Gregg	X		
					Strite, Amy	X		
				Vocational Rehabilitation (1)	Batten, Dale	X		
				Social Services (2)	Grable, Suzanne			X
Total Attending	9	3	4		Holt, Elizabeth			X
					Total Attending	10	0	4

Guests Attending: CLEO Member, Mr. John Moyer; Mr. Rudy Racine and Mr. Michael Dunne, Equus; Ms. Kim Russell, Community Foundation and Ms. Martha Shickle, PlanRVA. Former youth participant Mr. Devyn Reid, Friends; and former adult participant, Ms. Rokeisha Starr. Equus Staff: Ms. Denisha Wilson and Mr. Quinton Phelps. CRWP Staff: Mr. Brian Davis, Mr. Mychael Lee, Ms. Alice Bowyer and Ms. Carla Cosby.

I. Called to Order. Vice Chairman Drexel Harris called the meeting to order at 3:05 p.m.

II. New members were welcomed to the Board.

Other new members recognized were: -

- Elizabeth Davis, Luck Company
- Adrienne Farthing – formerly Mr. Fix It has merged with PJ Fitzpatrick
- Elizabeth Kincaid – RVA Hospitality
- Shauna Worsley – Philip Morris USA
- John Yates – Hospital to Home

Mr. John Easter was recognized for his 15 years of service to the Board. A certificate of recognition and gift were presented to Mr. Easter. Mr. Michael Dunne, Equus Regional Director and Mr. Rudy Racine, Regional Vice President were introduced and welcomed. Mr. John Moyer, New Kent County CLEO member was also in attendance.

III. Public Comment. No one offered public comments.

- IV. Minutes from June 12, 2025 meeting. Ms. Kelly King Horne moved to accept the minutes as presented; Ms. Dale Batten second the motion. The motion carried.
- V. A regional plan for economic mobility: RVA Rising – Ms. Kimberly Russell, Chief Marketing Officer, Community Foundation for a Greater Richmond and Martha Shickle, Executive Director, Plan RVA.

Ms. Russell shared that RVA Rising is not an entity; it is a movement. Its goal is to remove barriers so success is available to everyone. There are 8 "pillar" to advance progress. One area is rewarding work. Information presented included:

- Earnings comparisons to previous generations and households for young adults—earnings are 8% less than previous generations and 4 of 10 households are struggling
- Data and other building tools are used to create dashboards for the region. One objective is to bring data to life. The community needs to think more holistically; focus on strategically using data; program evaluations, scaling, etc.
- Momentum for system is building. Community was surveyed and data is being analyzed.
- Statistics around labor include barrier of transportation.

Mr. Davis added that a focus group for the board led by VCU Public Policy related to RVA Rising is scheduled for next week. Other comments included employability, partnering with schools to discuss curriculum, and including older adults as part of the conversation.

VI. FY25 Year in Review

- 1. Adult Participant success story: Ms. Rokeisha works as an apartment maintenance manager and is in the 4th level of HVAC training. She shared her experience with Equus and her enthusiasm for the program support leading to a better job.
- 2. Youth participant success story: Mr. Reid was enrolled and participated in work experience with Friends Association. He enrolled in the teaching program at Brightpoint Community College and is now a pre-school teacher's aide working with 4-year old children.
- 3. Mr. Davis presented a year-end program and fiscal data
 - 22,000 people visited the 3 centers over the last year
 - 819 people were enrolled
 - 463 businesses were served

A review of contractor service numbers was provided:

- Equus – 480 active individuals
- Ross, Charles City and Piece of Mind – 371 versus 317. The reduction is comparable to the funding reduction.

Direct spending per person averages \$3,600.

VII. Eligible Training Provider Applications – Richmond Adult Technical Center

In order for participants to receive occupational skills training by this Board or by other 13 boards in Virginia; the provider and their programs must be approved.

Richmond Adult Technical Center is a currently-approved provider seeking approval for 12 new programs. Cost of the programs alone cannot be a factor for approval. The programs have been vetted to ensure they meet minimum meet state requirements and support in-demand occupations. Once a program is on the state's list, it does not mean WIOA clients will be referred, and programs must meet new annual renewal criteria to remain to the list after the first year.

Mr. Kevin Battle made the motion to add the new programs to the training provider list; Ms. Dale Batten seconded the motion. The motion carried.

VIII. Executive Committee and Staff Updates

Action by the Executive Committee was needed to more timely transfer \$300,00 of dislocated worker funds to the adult program to support the continued demand for services.

Also, as this is John Easter's last official meeting. An at-large seat is now vacant on the Executive Committee. An election can be held at the December meeting to fill seat. The Executive Committee only meets to act when needed. It can act on the full Board's behalf. They also serve as the board of director for the 501c3 nonprofit organization. The nonprofit is now fully fledged to raise money. Members were asked to notify Brian if interested in serving.

Mr. Davis noted that this year's joint meeting with the CLEO in December will be more of a business meeting as opposed to past years.

The meeting adjourned at 4:40 p.m.

Agenda Item V.

Capital Region Workforce Partnership Consortium
Agenda Item Summary –
Workforce Board Nominations

What is it?

The Workforce Innovation and Opportunity Act (WIOA) gives the Chief Local Elected Officials (CLEO) authority to appoint the members of the local Workforce Development Board (WDB). The CLEO and WDB serve as the governance bodies with respect to WIOA implementation and services in the region. The Board has certain unique duties, the CLEO has certain unique duties and the two groups collectively share other responsibilities.

The Board composition requirements are as follows:

- Majority (51%) of members from the business sector.
- At least 20% from labor organizations and community-based organizations with evidence of addressing employment needs of people with barriers, with at least one member in this category representing a registered apprenticeship.
- At least one economic development representative.
- One member from the following entities: Virginia Employment Commission, Department for Aging and Rehabilitative Services, Adult Education, a Community College, and Career and Technical Education.
- Optional members can also serve, as long as the business majority and 20% labor/CBO are maintained.

Provisions in the WIOA specify the process for appointment of Board members, with state policy adding Virginia-specific provisions.

What do CLEO Members Need to Know?

The Workforce Board roster currently sits at 29, with 15 business members and 14 non-business members. (This reflects the recent retirement of John Easter from ChamberRVA, who held a business seat).

There are currently two pending nominations to the Board for CLEO consideration. Both were discussed at the Board's Governance Committee meeting on 12/1/25, with recommendations noted below:

- 1) Daniel Durrbeck with Weight Pack, a business in Powhatan County. The company designs, manufactures and assembles highly precise net weight fillers, filler/capper lines, and customized systems for the packaging industry.

The nomination was advanced by the Powhatan County Economic Development Office. Beth Bray, a business member from Moslow Wood Products in Powhatan, recently resigned from the Board so Powhatan currently has no representation.

The Governance Committee recommends appointment. If the appointment is made, the Board would return to 30 members with 16 business and 14 non-business seats.

2) David Brame, Dean of Instruction at Bryant and Stratton College which has a campus in Chesterfield County. Mr. Brame submitted a self-nomination as an educational entity.

The WIOA and State Policy define what specific entities meet the education category as far as required composition. Those entities are a community college, the regional recipient of Adult Education funds provided under Title II of the WIOA and a secondary school division's Career and Technical Education representative. Bryant and Stratton does not meet any of those criteria, and because it is organized as a non-profit, cannot hold a business seat. The only category that would apply would be "Optional/Other". Such members are possible if the CLEO determines appropriate. When an Optional member is appointed, it does not "count" toward required composition and also can either create the need to appoint additional members to keep composition requirements in check, or it can narrow the margins.

There are currently no Optional members on the Board, and there is precedent to not make such appointments for the reasons described above. **The Governance Committee recommends that rather than a Board appointment, Mr. Brame be offered the opportunity to serve on one of Board's working committees. (Current options are Continuous Improvement, Finance or Programs and Operations).** Committee membership is open to non-Board members as a way to pull in and expand community engagement and expertise from beyond Board membership. If appointed, there would be 31 members, with 16 business and 15 non-business. That would reduce the margin of the business majority and if one business member stepped down the Board composition would be out of compliance until a replacement was found and could be appointed by the CLEO.

What do CLEO Members Need to Do?

Consider the recommendations advanced by the Workforce Board Governance Committee as described above.

Agenda Item VI.

**Capital Region Workforce Partnership Consortium of Local Elected Officials (CLEO) and Workforce Board
Agenda Item Summary – Modifications to the PY25 Budget**

What is it?

The Workforce Innovation and Opportunity Act (WIOA) establishes an annual operating period called a Program Year (PY), which runs July 1 to June 30 of the following year. (The PY is identified by the year in which it starts, as opposed to a Fiscal Year being identified by the year in which it ends. The CLEO annually adopts a budget based on a recommendation from the Workforce Board. The current budget was adopted on June 20, 2025, based on estimated revenue of \$6,014,667 and expenses of \$4,941,233. (Leaving \$1,073,434 un-budgeted in reserve).

What do Members Need to Know?

Revenue Adjustments:

At the time of budget adoption, the revenue was estimated as is always the case because the actual amount of prior-year money is not yet known because contracts are not closed out when a new budget is needed.

The estimated amount of carry-in funds was \$747,084. The actual amount is now known to be \$960,042, creating an additional amount of \$212,958. Also, actual new-year federal funds awarded decreased slightly by \$22,671.

In addition, a new state grant was recently awarded in the amount of \$60,000 to support employer-led training activities such as on-the-job training and incumbent worker training.

Combined, **these adjustments total \$250,287**, for a total new revenue amount of **\$6,264,954**.

Recommended Expense Adjustments:

- 1) An increase of \$17,000 in non-federal funds in support of Teen Summit RVA, to be held in March of 2026 at the Greater Richmond Convention Center. This would be reflected in the Special Event line item for a new amount of \$37,000.
- 2) An additional \$60,000 for the Adult/Dislocated Worker contract line to allocate the new state grant of the same amount for Equus Workforce Solutions to carry out the grant-funded activities.
- 3) An additional \$51,200 in youth funds for the Out-of-School Youth contract line, which would increase the contract budget from \$891,600 to \$982,800. (An increase of \$40,000 was administratively approved in July). \$26,000 of the new amount would be used to make one staff position "whole" for the full year, and \$20,000 would be used to afford occupational skills training for 7 additional youth in CDL and healthcare. (Along with corresponding 10% indirect rates). The contractor request is attached.

Summary of Modifications (full detail attached):

New revenue: \$6,264,954, up from \$6,014,667 = +\$250,287

New Expenses: \$5,109,433, up from \$4,941,233 = +\$168,200

New Reserve: \$1,155,521, up from \$1,073,434 = +82,087

What do Members Need to Do?

Consider approval of the budget modifications as summarized above and reviewed by the Finance Committee.

PY25/FY26 Budget

Modifications for Consideration 12/12/25

Description	Total	Adult	Dislocated Work	Youth	Admin.	Non Federal	State OJT Grant	ELT Grant
New Allocation (corrected)	\$ 5,144,912	\$ 1,549,463	\$ 992,421	\$ 1,672,946	\$ 468,314	\$ 461,768		
Projected Carry-in	\$ 960,042		\$ 707,360		\$ 123,059	\$ 129,623		
Adult/DW Transfer	\$ -	\$ 648,131	\$ (648,131)	\$ -	\$ -	\$ -		
State Grants	\$ 160,000						\$ 100,000	\$ 60,000
Total Projected Revenue	\$ 6,264,954	\$ 2,197,594	\$ 1,051,650	\$ 1,672,946	\$ 591,373	\$ 591,391		
Expenses								
Board/Staff Salary and Fringe	\$ 835,786	\$ 289,764	\$ 133,735	\$ 230,326	\$ 130,133	\$ 51,828		
Board/Operations	\$ 70,000				\$ 50,000	\$ 20,000		
Board/Customer Support	\$ 14,550				\$ 9,550	\$ 5,000		
Workforce Center/Operations	\$ 108,000				\$ 98,000	\$ 10,000		
Workforce Center/Rent	\$ 667,657	\$ 140,083	\$ 25,864	\$ 118,972	\$ 70,775	\$ 311,963		
Special Events	\$ 37,000					\$ 37,000		
Service Contracts								
Adult/DW	\$ 1,920,000	\$ 1,440,000	\$ 360,000				\$ 60,000	\$ 60,000
One Stop Operator	\$ 300,000	\$ 172,785	\$ 37,215	\$ 40,000	\$ 50,000			
Youth (Out-of-school)	\$ 982,800			\$ 942,800			\$ 40,000	
Youth (In School)	\$ 125,000			\$ 125,000				
Enhanced Cleaning	\$ 4,140				\$ 4,140			
IT Support	\$ 44,500				\$ 44,500			
Total	\$ 5,109,433	\$ 2,042,632	\$ 556,814	\$ 1,457,098	\$ 457,098	\$ 435,791	\$ 100,000	\$ 60,000
Reserve Balances	\$ 1,155,521	\$ 154,962	\$ 494,836	\$ 215,848	\$ 134,275	\$ 155,600	\$ -	\$ -

Memo

To: Krishawn Monroe
From: Lynn Fournier
CC: Shawn Brenner, Brenda Motley-Aikens, Sara Achenbach, Elizabeth Hays
Date: October 29, 2025
Re: Ross Additional Funds Request

Ross IES is requesting the following line-item changes out of the Out-of-School Youth Contract OSY-1264-9CS-PY16/PY17 Renewal 3 in accordance with contract requirements.

Please see attached the requested realignment changes and justification.

The Ross Youth Program continues to garner positive interest within our operating area. Now, more than ever, is a need for our youth to obtain the support of our Career Coaches and the services the youth program offers. We continue to have a robust WEX program, and there continues to be a need for occupational training, which provides invaluable opportunities for professional development. There remains a significant demand for occupational training, helping youth acquire the skills and certifications needed to secure sustainable employment. By addressing these needs, the program ensures youth have access to resources that will support their career aspirations and long-term success.

Our 25-26 Youth budget was faced with a significant reduction. To meet original program requirements, one Career Coach was budgeted for only 7 months of the program year and there were reductions made to occupational training compared to prior years.

We are requesting to bridge that gap if funds are available. Within our salary line item, we do have enough to fund the Career Coach position until the end of the year. However, there is a shortage for those corresponding fringe benefits coupled with an increase in health insurance costs, totaling \$26,000. Corresponding 10% of profit and indirect would apply to this cost.

Within Occupational Training, there is a need from current participants in the program to address skill gaps through one of the approved training providers to gain industry-recognized certification, ensuring measurable skills gains within high-demand career pathways for sustainable employment. We anticipate 7 participants entering CDL and medical training for \$20,000.

If you have any questions, you may contact me at (810) 326-1510 or lfournier@rossworks.com.

Thank you in advance for your consideration.

**Capital Region Workforce Development Board
Agenda Item Summary – Policy Revisions**

What is it?

On March 23, 2023, the Board adopted Governance Policy #120, which contains two sections. Part 1 covers virtual meetings and electronic participation in meetings by members and Part 2 covers attendance provisions that were previously included in the by-laws.

What do Board Members Need to Know?

The Code of Virginia requires that public bodies such as the Workforce Board who choose to have all-virtual meetings and electronic participation policy must annually adopt such policy, consistent with the provisions in the Code.

Given the requirement to revisit such a policy annually, staff is recommending that the current Policy #120 be revised to remove the attendance component, which would become stand-alone policy #127.

The attached revisions reflect minor changes to add additional clarity and conformance with State Code changes, such as expanding provisions to cover the standing committees and ensuring the maximum number of virtual meetings are specified. The policy also addresses in what instances all-virtual meetings may be held, and what factors may permit a member to join an in-person meeting by electronic means.

The Governance Committee reviewed both revisions at their 12/1/25 meeting and endorsed adoption of both as presented.

What do Board Members Need to Do?

Consider the following actions:

- 1) Adopt Policy #120 with the revisions as presented and endorsed by the Governance Committee to cover virtual meetings and electronic participation by members, with the removal of Part 2 covering attendance.
- 2) Adopt Policy #127 (Board Member Attendance) as a stand-alone policy.

Index:

Part 1: Virtual Meetings and Related Provisions

Part 2: Member Attendance

Part 1: Virtual Meetings and Related Provisions

References:

Code of Virginia § 2.2-3708.3.

Virginia Board of Workforce Development Policy #20-02

Effective Dates: July 1, 2024 December 12, 2025 – December 12, 2026 (Original adoption March 23, 2023).

Background and Purpose:

The Capital Region Workforce Development Board (WDB) ~~as is~~ a public body subject to Virginia Freedom of Information Act requirements, and seeks to ensure that it conducts business in a manner that is open and transparent to the public. As a result of ongoing advancements in technology and an evolution in the manner in which meetings can be conducted, this policy is intended to outline the manner in which virtual (electronic) meetings may be conducted by the Board or its committees, and when members may participate at in-person meetings through electronic means.

Policy

A. All-Virtual Meetings

Under § 2.2-3708.3 of the Code of Virginia, certain public bodies such as the Workforce Development Board are permitted to conduct all-virtual meetings upon the annual adoption of a local policy that meets Code provisions. As such, by adoption of this policy it is established for the WDB and any of its committees that:

1. The maximum number of virtual meetings in a fiscal calendar year ~~for the Capital Region Board and its committees~~ will not exceed the greater of two or 50% of the total meetings in the year ~~number permissible under current Code of Virginia provisions~~.
2. Reasoning for all-virtual meetings may include local or state emergency declarations,

inclement weather where it is predicted to be unsafe for member travel, or instances where a majority of items on a particular agenda do not require board or committee action.

3. Notice that a meeting will be either in-person or all-virtual must be provided publicly at least three days in advance of the meeting, in accordance with Sect. 2.2-3707 of the Code of Virginia with information on how the public can access the meeting and make comments. Audio access at a minimum is required for all-virtual meetings, audio and visual features are preferred.
4. As with in-person meetings, advance materials must be made available to the public at the same time they are made available to the members, unless exempted by other provisions in Virginia's Freedom of Information Act. In addition, the public must be afforded the opportunity to public comment through electronic means as in an in-person meeting.
5. ~~Board-s~~Staff shall make available to the public and monitor a designated means of communication during the meeting where the public can communicate if the audio or visual transmission fails, and notify the Board of a need to so that the Board or Committee can take a recess if public access is interrupted until public access is restored. Email, text or phone are acceptable means for such communication.
6. If a closed session is held during an all-virtual public meeting, transmission of the meeting to the public must resume before the Board votes to certify the closed meeting as required by subsection D of § 2.2-3712.
7. Minutes of all-virtual public meetings held shall be taken as required by § 2.2-3707 and include the fact that the meeting was held by electronic communication means and the type of electronic communication means by which the meeting was held.
8. If more than two members of the Board participate from the same location, that location must be made known and available to public access.

B. Individual Member Participation in a Meeting by Electronic Means

Under certain circumstances, a Board or Committee member may participate in an in-person meeting electronically, provided a quorum is physically established at the meeting site and one of the following is established through advance request notice to the Chair either directly or by way and copied to staff:

1. The member has a temporary or permanent disability or other medical condition that prevents the member's physical attendance;
2. A medical condition of a member of the member's family requires the member to provide care that prevents the member's physical attendance;
3. The member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting; or
4. The member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. However, the member may not use remote participation due to personal matters more than two meetings per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

If electronic participation is approved, the Board or Committee shall record in its minutes the remote location from which the member or members are participating by general description. (Such locations need not be open to the public, unless two members are at the same location). The justification of electronic participation from the list above must also be included in the minutes.

If remote participation is disapproved because it does not meet policy provisions, the disapproval shall be recorded in the minutes. Approval or disapproval of the request must be included in the minutes of the meeting. If approval is granted, the category for reasoning from the above list shall be recorded in the minutes along with the location of remote participation must also be noted by general description.

Note: The Board's present bylaws do allow for a member who cannot attend in person to designate an alternate to attend in their absence and grant a proxy vote to that person.

Part 2: Member Attendance

Effective Date: March 23, 2023

Background and Purpose:

The Board considers attendance at meetings a foundational element of membership and one of the most visible manners in which members engage. However, it is recognized that certain circumstances may prevent members from attending every meeting.

Policy:

Because the Board meets only four times in a fiscal year (July to June) and the schedule is set well in advance each year, attendance at meetings is an expectation. Should the need arise for a member to miss a meeting, the following alternates are available:

- 1) A member may request to participate electronically following provisions in Part 1 of this policy document.
- 2) A member may designate an alternate to attend in their absence and grant a proxy vote on their behalf. The alternate must represent the member's organization. Notice of the alternate's name must be provided to staff no later than 24 hours before the start of the meeting.
- 3) In circumstances where a member cannot identify an alternate within 24 hours of the meeting, the member may submit a notice to staff that they are not able to attend. This notice must be received prior to the start of the meeting to count as an excused absence.

More than 2 absences in a fiscal year, regardless of reasoning given the flexibility afforded above, will place a member's term in a review status. The Governance Committee or its successor

Capital Region Workforce Development Board
Workforce Innovation and Opportunity Act
Administrative Policy #127 - Board Member Attendance

Effective Date: July 1, 2024

Background and Purpose:

The Capital Region Workforce Development Board (WDB) as a public body seeks to ensure that it conducts business in a manner that is open and transparent to the public. As a result of ongoing advancements in technology and an evolution in the manner in which meetings can be conducted, this policy is intended to outline the manner in which virtual (electronic) meetings may be conducted by the Board or its committees, and when members may participate through electronic means.

Effective Date: December 12, 2025 (Original Adoption March 23, 2023)

Background and Purpose:

The Board considers attendance at meetings a foundational element of membership and one of the most visible manners in which members engage. However, it is recognized that certain circumstances may prevent members from attending every meeting.

Policy:

~~Because t~~he Board meets only four times in a fiscal year (July to June) and the schedule is set well in advance each year, so that regular attendance at meetings is an expectation can be reasonably expected. Should the need arise for a member to miss a meeting, the following alternates are available:

- 1) A member may request to participate electronically following provisions in Part 1 of this of the Board's Electronic Participation -policy #120.document.
- 2) A member may designate an alternate to attend in their absence and grant a proxy vote on their behalf. The alternate must also represent the member's organization. Notice of the alternate's name must be provided to staff no later than 24 hours before the start of the meeting.
- 3) In circumstances where a member cannot identify an alternate within 24 hours of the meeting, the member may submit a notice to staff that they are not able to attend. This notice must be received prior to the start of the meeting to count as an excused absence.

~~More than 2 absences in a fiscal year~~Missing more than 50% of scheduled meetings, regardless of reasoning given the flexibility afforded above, will place a member's term in a review status. The Governance Committee or its successor will at a minimum review attendance at the end of each member's term as part of recommendations to the elected officials on reappointment.

Capital Region Workforce Development Board Agenda Item Summary – At-Large Executive Committee Member Vacancy	
What is it?	
<p>The Executive Committee of the full Board is the only committee established by name in the bylaws. The Committee is authorized to take actions on behalf of the full Board should such be needed between full quarterly meetings. The committee is also charged with ensuring collaboration among the standing committees and now serves as the Board of Directors for the Capital Region Workforce Foundation, the recently formed 501 (c)(3). Per the by-laws, membership is to consist of the Board's officers, chairs of any standing committees and two at-large members elected from the Board. The majority of committee members are to be from the business sector.</p>	
What do Board Members Need to Know?	
<p>With the recent retirement of John Easter from Chamber RVA, there is now a vacant at-large seat on the Executive Committee. The vacancy was announced at the Sept. 11, 2025 meeting with a request for anyone interested in standing for election to inform staff.</p>	
<p>John Yates, the CEO of Hospital to Home and a business member on the Board, has expressed interest and willingness to serve. Mr. Yates is Vice-Chair of the Continuous Improvement Committee and has also volunteered to assist in the procurement review process for the selection of an adult and dislocated worker service provider. If elected, there would be 7 members, with five from the business sector and two non-business members.</p>	
What do Board Members Need to Do?	
<p>Consider the election of Mr. Yates to the Executive Committee as an at-large member. (Nominations could also be offered from the floor).</p>	