

Capital Region Workforce Partnership
OCTOBER 17, 2025 MEETING AGENDA
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. Steve McClung , Powhatan	William Hagy
Vice Chairman - Hon. John Moyer , New Kent	Rodney Hathaway
Hon. Ryan Patterson , Charles City	Miranda Venable
Hon. Jim Ingle , Chesterfield	Dr. James Worsley
Hon. Jonathan Christy , Goochland	Josh Gillespie
Hon. Michael Herzberg , Hanover	Ann Glave
Hon. Jody Rogish , Henrico	Monica Smith-Callahan
Hon. Kenya Gibson , Richmond	Amy Popovich

I. **Welcome and Introductions** (*The Honorable Steve McClung, Chairman*) 9:30 a.m.

II. **Public Comment Period** 9:40 a.m.
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 not preregister. Comments shall be limited to 3 minutes.

III. **Action Items:** 9:45 a.m.

- A. Approval of June 20, 2025 MinutesPage 1
- B. FY27 Locality Contribution Request LevelsPage 4
- C. Local Workforce Board Member AppointmentPage 6

IV. **Information/Discussion Items** 10:20 a.m.

- A. Workforce Center ConsiderationsPage 8
- B. Workforce Board Updates
- C. Staff Updates

V. **Adjournment** 11:00 a.m.

Capital Region Workforce Partnership, CLEO Meeting

Minutes for June 20, 2025

Consortium Members	Alternates		
Vice-Chairman - Hon. Steve McClung , Powhatan	-	Vacant	-
Hon. Ryan Patterson , Charles City	x	LaToya Johnson-Davis	
Hon. Jim Ingle , Chesterfield	x	Dr. James Worsley	x
Hon. Jonathan Christy , Goochland	-	Josh Gillespie	-
Hon. Michael Herzberg , Hanover	-	Ann Glave	x
Hon. Jody Rogish , Henrico	x	Monica Smith-Callahan	-
Hon. John Moyer , New Kent	x	Rodney Hathaway	-
Hon. Kenya Gibson , Richmond	-	Shunda Giles (Interim)	-

CRWP Staff/Guests Attending: Mr. Brian Davis, Ms. Krishawn Monroe, Ms. Carla Cosby, and Mr. Mychael Lee. CRWDB Chair, Ms. Ilene Maurer. Guests: Ms. Danielle Bailey, Mr. Roberto Ford, Mr. Quinton Phelps, Ms. Annette Mayo and Ms. Lizzie Hays.

I. Welcome and Introductions. The meeting was called to order at 9:32 a.m. by The Honorable John Moyer, sitting in for Mr. McClung. Ms. Ann Glave, Hanover CLEO alternate was welcomed to the Board.

II. Public Comment Period. No public comments were presented.

III. Approval of Minutes. April 18, 2025. The motion to approve the minutes was made by Hon. Patterson and seconded by Ms. Glave.

B. Approval of the Preliminary Budget for PY25/FY26

Mr. Davis provided US Department of Labor funding information; recently passed federal budget was level funded. Virginia received a 10% reduction in adult and dislocated worker funding and 11% reduction in youth funding. However, the Capital Region is set to receive a 6% increase based on formula factors in the allocation methodology. Funding continues through June 30 of next year. While carry forward amounts will be lower than last year, the overall budget situation appears favorable.

Honorable John Moyer called for questions to approve the preliminary budget. Mr. Rogish made the motion to approve the preliminary budget; seconded by Mr. Ingle. The motion carried.

C. Renewal of Service Provider Contracts for PY25/FY26

Mr. Davis noted that per Henrico County purchasing guidelines, when a request for proposal is issued, up to 4 renewals can be done; at the end of the 5th year, the contract must be rebid. The Board is recommending all service providers be renewed.

1. Equus. The Board endorsed approving Equus' contracts for both adult and dislocated worker and (\$1,860,000) one-stop operator (\$300,000) as presented.
2. Out of school youth. Ross contract is approved for \$891,600.
3. In-out of school youth contract \$145,000, this is a slight increase.

4. A Peace of Mind is not seeking renewal. Charles City will work to assist in closing out services under that contract..

Mr. Davis noted that approval of the contracts can be done in a single block or four separate motions. Honorable John Moyer called for questions to renew the four contracts; Mr. Rogish made the motion to approve the 4 contracts; Mr. Patterson seconded the motion. The motion carried.

The CLEO expressed interest in having the contractors deliver presentations at a future meeting.

D. Workforce Board Member Appointments/Board Certification

Federal law requires the workforce boards be re-certified every two years and the current certification cycle ends June 30, 2025. Mr. Davis stated that members are appointed to staggered terms. To meet certification requirements, Boards must consist of 51% business sector members. The remaining members are comprised of representatives from community organizations, labor, etc.

The CLEOS approved submitting the 30 member roster, 16 business seats and 14 non-business seats to the State.

Mr. Moyer called for the motion to approve the slate of members; Mr. Patterson made the motion to approve the slate of members as presented; Mr. Rogish seconded the motion; the motion carried.

IV. Information/Discussion Items

- A. August Meeting Cancelled. It was agreed that the CLEO would not hold a meeting in August.
- B. Workforce Board Updates. Ms. Ilene Maurer, CRWDB Chair, provided an update on establishing the Board's nonprofit and acquiring charitable funding with other funding streams. Application for IRS tax-exempt status has been made. The plan is to have the new foundation board in place this summer to start preplanning, fund-raising, and developing framework.
Ms. Maurer added that two new committees have been formed; Programs and Operations and Continuous Improvement. Also, due to a vacancy, a CLEO representative or their alternate is needed on the Finance Committee.

C. Staff Updates

- A \$100,000 competitive grant was awarded to the Board to support work-based learning activities such as on-the-job training and incumbent worker training. \$60,000 will be placed in the adult contract budget, and \$40,000 in the out-of-school youth contract.
- Rent Reduction. The Cedar Fork center landlord offered a considerable rental rate reduction as part of the lease renewal. Henrico Community Corrections is adding 600

square feet of space to their agreement and the state Department of Veterans Services is adding space as well.

- Molena Healthcare layoff notice. Few positions in their business office. State's Rapid Response coordinator will meet with them.
- Supply & Demand information on employment/unemployment/jobs and workforce center foot traffic was presented.

V. There being no further business, Mr. Ingle moved to adjourn the meeting at 10:38 a.m.; seconded by Mr. Patterson.

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Agenda Item III.B.

**Capital Region Workforce Partnership Consortium of Local Elected Officials (CLEO)
Agenda Item Summary –Local Contribution Levels for Fiscal Year Starting July 1, 2026*****What is it?***

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.

What do CLEO Members Need to Know?

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.

Based on the program year that closed on June 30, 2025, staff has prepared the attached funding levels for consideration using the approved methodology, found at Attachment 1.

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.

What do CLEO Members Need to Do?

Consider the funding options presented as the base for jurisdictional requests.

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

Jurisdiction	FY25 Center Visitors/Share	Prior Year Counts
Charles City	102 / 0.48%	140
Chesterfield	3,841 / 18%	6,077
Goochland	121 / 0.57%	143
Hanover	872 / 4%	989
Henrico	9,168 / 44%	10,368
New Kent	172 / 0.82%	259
Powhatan	130 / 0.62%	215
Richmond	6,543 / 31%	8,756
Region Subtotal	20,949	26,947
Residents from Outside the Region	1,118	1,625
Total	22,067	28,572

Proposed budget :

\$188,513 - Direct-to-customer services (job seeker or business) and costs that directly support services

\$61,487 - Portion of CRWP Staff Salary and Benefits in Q1

\$10,000 - Start up cost for non-profit Capital Region Workforce Foundation that will fund raise for workforce services (insurance premium, website, contract services and promotional materials)

Methodology to Distribute Contribution Requests

	A	B			C	D
Jurisdiction	WIOA-enrolled Customers Served in Year ending June 30, 2024 (prior year in parenthesis)	WIOA Customers Served as a percentage of Total	FY26 Ask	Variance to Actual Received	Suggested FY27 Ask Option A	Suggested FY27 Ask Option B *
Charles City	27 (21)	3.5%	\$6,300	0	\$ 8,960	\$6,300
Chesterfield	184 (207)	24%	\$61,900	0	\$ 61,440	\$61,900
Goochland	0 (5)	0%	\$2,000	0	\$ 2,000*	\$2,000
Hanover	32 (22)	4.2%	\$6,600	0	\$10,752	\$6,600
Henrico	191 (223)	25%	\$66,700	0	\$64,000	\$66,700
New Kent	4 (6)	0.52%	\$2,000	0	\$ 2,000	\$2,000
Powhatan	7 (5)	0.9%	\$2,000	0	\$ 2,300	\$2,000
Richmond	316 (343)	42%	\$102,500	0	\$107,520	\$102,500
	761 (833)	100%	\$250,000	0	\$260,000	\$250,000

* Option B keeps all localities level to last year; and still in proportion to enrollments. The \$10,000 difference could be cut from salaries.

Note: An additional 57 enrolled customers were from outside region, for a total active enrolled of 818.

Agenda Item III. C.

Capital Region Workforce Partnership Consortium of Local Elected Officials (CLEO)
Agenda Item Summary – Workforce Board Appointment

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 joint 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 Works, 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.

What do CLEO Members Need to Know?

While local WDBs are certified for two-year periods, membership is fluid as individuals may resign. Likewise new members can be appointed at any time if approved by the CLEO at a business meeting.

The WDB was just certified for the period from July 1, 2025 – June 30, 2027. The current roster includes 16 business members and 14 non-business members, for a total of 30 members.

Mr. Siyani Blount has submitted an application for consideration to be appointed to the WDB as a business representative. He serves as the **Talent Acquisition Manager for the LEGO group at their new Chesterfield County operations**, to include the new plant that will open next year and employ 1,700 workers. His appointment would bring the board to 31 members, with a business majority of 17 members, or 55% of the total. The required 20% labor and community-based organization requirement would also be retained at 23% with 7 members satisfying that category. (Note: John Easter from ChamberRVA, who holds a business seat, has announced his retirement effective November 2025, so this appointment will also keep the business majority intact even after Mr. Easter's retirement).

What do CLEO Members Need to Do?

Consider approval of Mr. Blount's appointment to the Board.

Commonwealth of Virginia
Workforce Innovation and Opportunity Act

NOMINATION FORM A

Local Workforce Development Board

1-Name (First, MI, Last) Siyani Blount	2-LWDA # 9	3-Date 10/02/25
4-Street Address 3554 Waverton Drive		13-Nominee Characteristics Gender: Male <input checked="" type="checkbox"/> Female <input type="checkbox"/> Race: White <input type="checkbox"/> Black <input checked="" type="checkbox"/> Hispanic <input type="checkbox"/> Amer. Indian <input type="checkbox"/> Native Alaskan <input type="checkbox"/> Asian <input type="checkbox"/> Pacific Islander <input type="checkbox"/> Other <input type="checkbox"/>
5-City Midlothian	6-County Chesterfield County	
7-State Virginia	8-ZIP 23112	
9-Home Phone (include area code) (757) 879-2026	10-Work Phone (include area code)	
11-FAX	12-E-Mail siyani.blount@lego.com	
15-LWDA Name Capital Region		
16-Labor/ CBO/ Apprenticeship Representative		
Title	Organization	14-Recommended for (see section number)
17-Private Sector (Business) Representative		16- Labor/ CBO/ Apprenticeship <input type="checkbox"/> 17- Private Sector (Business) <input checked="" type="checkbox"/> 18- Title II AELA Provider <input type="checkbox"/> 19- Economic Development <input type="checkbox"/> 20- VEC <input type="checkbox"/> 21- Community College" <input type="checkbox"/> 22- VDARS <input type="checkbox"/> 23- Career & Technical Education <input type="checkbox"/> 24- Optional/ Other <input type="checkbox"/>
Title _____ Business _____ Type of Business _____		Yes <input type="checkbox"/> No <input type="checkbox"/> Minority-Owned Business <input type="checkbox"/> <input type="checkbox"/> Female-Owned Business <input type="checkbox"/> <input type="checkbox"/> Urban <input type="checkbox"/> Suburban <input type="checkbox"/> Rural <input type="checkbox"/> Number of Employees <u>31,000</u>
18- Title II AELA Representative		21-Community College Representative
Title _____ Institution _____		Title _____ Institution _____
19-Economic Development Representative"		22-VDARS Representative
Title _____ Affiliation _____		Title _____
20-VEC Representative		23-Career & Technical Education Representative
Title _____		Title _____ Affiliation _____
25-Nominator <i>I hereby recommend the above-named person for membership on the Local Workforce Development Board.</i>		
10/02/25		
Signature Siyani Blount		Date
Printed/Typed Name & Title of Nominator Siyani Blount/Manager of Talent Acquisition		
Nominator Organization _____		
Phone siyani.blount@lego.com/8046612608		FAX
E-Mail		
Signature of Chief Local Elected Official		Date
26-Action by Chief Local Elected Official Subject to certification required by Section 107 of the Workforce Innovation and Opportunity Act of 2014 and Policy 99-2 (Revised April 16, 2015) of the Virginia Board of Workforce Development, the person nominated herein has been duly appointed to the Local Workforce Development Board by the Chief Elected Officials. Term of Appointment: From _____ To _____		

Agenda Item IV. A.

**Capital Region Workforce Partnership Consortium of Local
Elected Officials (CLEO)**
Agenda Item Summary – Workforce Center Considerations

What is it?

The Workforce Innovation and Opportunity Act of 2014 (WIOA) requires that local workforce areas have at least one comprehensive workforce center to serve as a nexus for customers to access a variety of services either in-person or through electronic means or coordinated referrals. (The technical term in law is “one-stop centers”. Local areas may establish additional centers based on geography, population and funding considerations. Additional centers can either be comprehensive, or affiliate. Center locations and designations are determined by the local areas. A comprehensive designation requires that certain partner programs have a physical presence; while affiliate centers do not have that requirement.

Currently, there are three workforce centers in the Capital Region:

- Henrico at 121 Cedar Fork Road in the east end (Comprehensive)
- Chesterfield at 304 Turner Road on the southside (Affiliate)
- Richmond West at 4914 Radford Avenue in the near west end (Affiliate)

What do CLEO Members Need to Know?Historical Context:

The concept of “one-stop” centers was first established in 1998 under the Workforce Investment Act and continued though when the WIOA was enacted in 2014. The intent was to use bricks and mortar physical locations as a hub for a variety of federally-funded workforce programs and minimize the number of stops that a customer might have to make to access complimentary services. However, execution of the concept has never been enforced to any practical or beneficial extent at either the federal or state levels. At present in Virginia, **only three of 15 federal workforce partner programs in the local area are required to have a full-time presence in centers.** Two other programs are required to have some presence that does not necessarily have to be staff on site. The remaining 10 programs may make services accessible through technology, cross-training of staff that are on site or through referral methods. *In short, local areas are required to build houses that very few partners are actually required to come to.*

Prior to 2008, the Capital Region historically maintained two workforce centers; one north of the river and one south of the river. After the City of Richmond joined the seven surrounding counties a third center location was deemed necessary to accommodate city residents. **The current annual rent obligations total \$660,000 and make up 13% of the total operating budget.**

Paradigm Shift:

The Capital Region was not alone in adhering to federal expectations and establishing “one-stops”. There are currently approximately 50 centers in Virginia and almost 2,300 workforce centers nationwide, collectively known as American Job Centers. However, technological advancements, changes in how society learns and works, the realities of shortcomings in the federal law and reduced funding year-over-year have reached a point where many areas are reevaluating how they deliver and coordinate services.

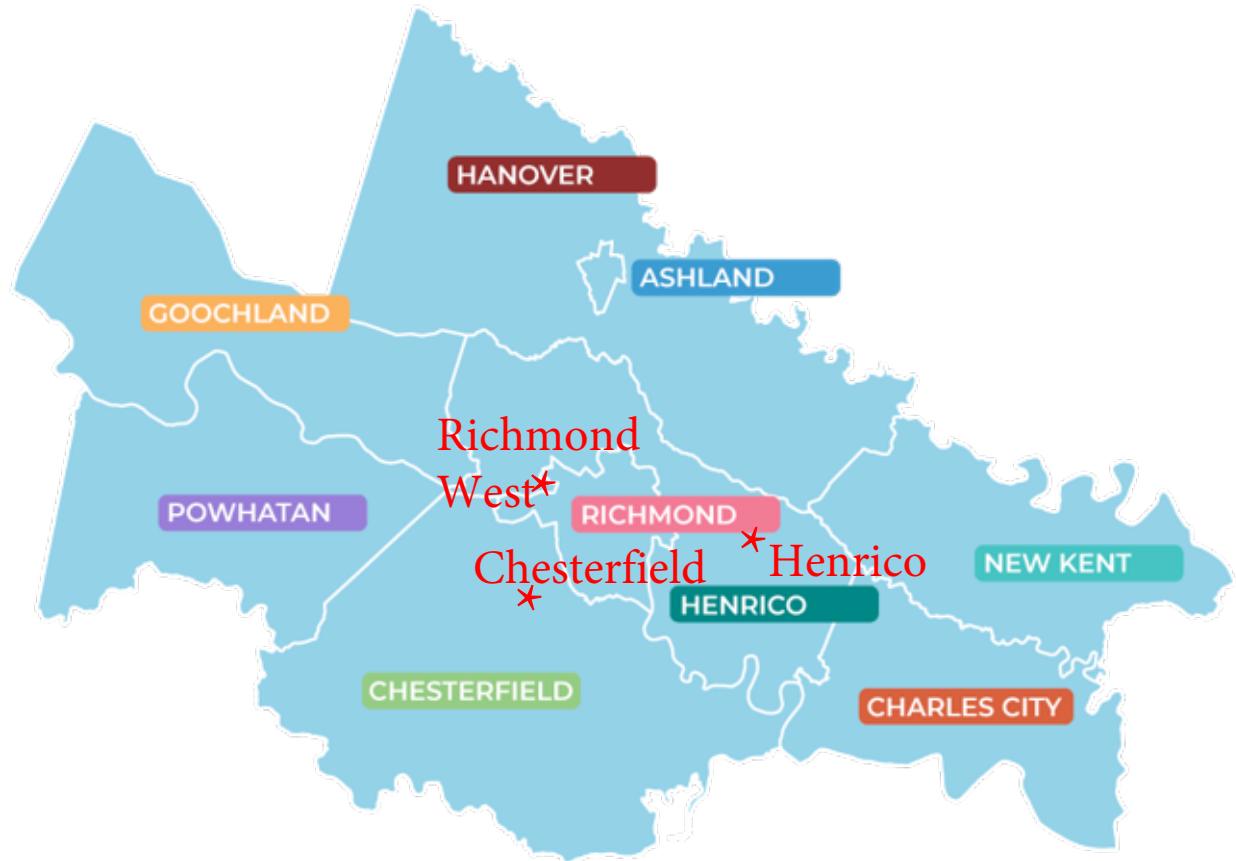
The Workforce Board's Programs and Operations Committee will begin a process to conduct such an evaluation in the Capital Region. There are three attachments that depict the current center locations, some initial data points about the centers and a discussion paper describing in more detail the framework the committee will use for its study.

Attachments:

1. Map
2. Matrix with various data points and statistics about the centers
3. A descriptive paper framing the Programs and Operations Committee's study.

What to CLEO Members

This is an information item only. It is anticipated that committee recommendations will be presented to the CLEO at its December or February meetings. Any initial reaction, thoughts or direction from the CLEOs at this point will be shared with the Committee as they begin their work.



Distances:

Henrico to Richmond West - 10 miles

Richmond West to Chesterfield - 9 miles

Henrico to Chesterfield - 15 miles

Attachment 2

Workforce Centers by the Numbers

	Chesterfield	Henrico	Richmond West
Lease Commencement	2016	2012	2021
Size in s.f.	11,255	20,866	8,369
Current Annual Rent	\$172,238.08	\$330,000	\$152,461
Monthly	\$14,353.17	\$27,500	\$12,705
Current s.f. rate	\$15.30	\$16.52	\$18.20
PY24 Total Visitors – 22,287	4,452	11,195	6,640
Cost Per Visit	\$38.69	\$29.48	\$22.99
Tenants with Subleases	Virginia Works, Dept. of Veterans Services	Virginia Works, Dept. of Veterans Services. Dept. for Aging and Rehabilitative Services, Henrico Community Corrections	Virginia Works, Dept. of Veterans Services
<i>Note: Board and CLEO-contracted service providers occupy space in all three centers</i>			
Total Employees on Site	16	31	12
<i>Historical Annual Visitor Counts</i>			
PY23 – 28,572	7,413	11,593	9,566
PY22 – 25,203	5,464	10,998	8,741
PY21 – 13,323	2,244	8,576	2,503
PY20 – 15,987	4,728	8,430	2,821 <i>Center relocated; was closed 3 months</i>
PY19 – 23,979; All centers closed 3 months March – May of 2020 (COVID)	3,168	13,528	7,283
PY18 – 35,381	5,358	19,264	10,759
PY17 – 40,442	7,970	19,141	13,331
PY16 – 28,777	4,916	13,612	10,249

Strategic Review of Workforce Centers – Maintain, Pivot, or Consolidate

The purpose of this paper is to provide an overview of the proposed strategic review of the region's three workforce centers. This initiative is not just about reducing the number of centers for the sake of savings, but also aligning physical assets with technological advances, future federal priorities and community demand. We want to ensure that every dollar invested in facilities produces return on investment for participants and employers, and that our physical presence functions as a niche anchor—not just a tradition.

The Capital Region Workforce Partnership (CRWP) currently leases three workforce centers: Cedar Fork Road (east end), Turner Road (southside), and Radford Avenue (near west end). Collectively, these leases represent approximately 13 percent of the organization's total operating budget. While these facilities have historically served as essential access points for workforce services, evolving technology, year-over-year federal funding reductions and expectations for future changes, along with local economic trends call for a reassessment of how we deliver services in a more efficient, equitable, and forward-looking manner.

Since 1998, physical centers were meant to play a central role in provision of services to job seekers and employers. However, the anticipated transition under the proposed Make America Skilled Again Act (MASA) and how we learn and work is shifting the system to rethink its service models. This future direction emphasizes measurable results, innovation, and cross-sector integration rather than maintaining traditional brick-and-mortar structures.

Currently, the brick-and-mortar model offers clear benefits: it provides trusted access for vulnerable populations, serves as a visible anchor in local communities, and enhances employer engagement through physical "touch points". Yet, it also presents challenges. Rising lease and utility costs, underutilized space, and limited flexibility to adapt to digital service delivery models all impact the region's ability to maximize return on investment. The question before the Board is not whether to just close centers, but whether each site is strategically positioned to advance CRWP's mission and the region's long-term workforce goals.

The future workforce model will likely combine smaller physical footprints in more locations with enhanced digital tools to reach a broader audience. Co-location with community partners such as libraries, colleges, and housing authorities can create shared service environments while reducing costs. Remaining physical centers would be maintained only where they fulfill a mission-critical function: as equity anchors serving high-need populations, industry hubs aligned with priority sectors, regional coordination anchors, or partnership anchors supporting joint operations with other agencies.

To ensure decisions are evidence-based, the Program and Operations Committee of the Workforce Board will use a structured methodology to evaluate each location. The analysis will consider items such as utilization and traffic patterns, cost per participant, lease sustainability, geographic access, program outcomes, strategic alignment with priorities of efficiency, and the opportunity costs of reinvestment.

The review process will occur in stages over the next three to six months. The Board and elected officials will receive a comprehensive summary with recommendations to guide discussion and decision-making, with implementation of any approved changes beginning in the spring.

This review recognizes that the region's current leasing costs are significant. In Program Year 2026 (July 1, 2025 – June 30, 2026), the three centers combined will cost approximately \$55,000 per month in rent, with CRWP directly funding between 43 and 68 percent of those costs, depending on the building and tenant participation. The remaining share is recovered through subtenant contributions.