

Capital Region Workforce Partnership
FEBRUARY 20, 2026 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		Will Hagy	
Vice Chairman - Hon. John Moyer , New Kent		Rodney Hathaway	
Hon. Ryan Patterson , Charles City		Vacant	
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** 9:32 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 no preregister. Comments shall be limited to 3 minutes.
- III. **Connecting with Customers** 9:35 a.m.
- IV. **Connecting with Resources: InternshipsVA** 10:05 am
Hannah Overby, Regional Internship Manager, Talent and Workforce Strategy
Virginia Economic Development Partnership
- V. **Action Items:** 10:30 a.m.
 - A. Election of Chairman/ Vice-Chairman Considerations
 - B. Approval of Minutes from December 12, 2025
 - C. Workforce Board Member Reappointment Consideration
- VI. **Information/Discussion Items** 10:45 a.m.
 - A. Workforce Center Evaluation Updates
 - B. April 17, 2026 Meeting Location Change – Chesterfield?
 - C. Staff Updates (Time Permitting)
- VII. **Adjournment** 11:00 a.m.

**Capital Region Workforce Partnership Elected Officials (CLEO) Consortium
Agenda Item Summary – Chairman Election and Vice-Chairman Considerations**

What is it?

The consortium of chief local elected officials (CLEO), like most public bodies operating as a board, has officers to serve in an official capacity.

The current consortium agreement (bylaws) provide for two officers; a chairman and vice-chairman. Officer terms are defined as one year or until a successor is elected.

What do CLEO Members Need to Know?

Steve McClung (Powhatan) was elected Chairman on April 18, 2025. At this time, Mr. McClung has indicated a need to step down as Chairman.

The current Vice-Chairman is John Moyer from New Kent, who was elected to that office on April 18, 2025. He has indicated a willingness and interest in standing for election as Chairman. This would also be a logical succession in leadership while also providing some continuity.

What do CLEO Members Need to Do?

Consider the following:

- Election of John Moyer, New Kent as Chairman (Action Item)
- Formation of a nominating committee to seek a candidate or candidates interested in standing for election as Vice-Chairman at the April 17, 2026 meeting.
- *Alternatively a Vice-Chairman could also be nominated from the floor and elected today.*



**Capital Region Workforce Partnership & Capital Region Workforce Development Board
Meeting Minutes - Annual Joint Session –December 12, 2025**

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

Capital Region Workforce Development Board

Members (15)	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							
Farthing, Adrienne	X			Economic Development (2)	Robinson, Chance	X		
Franklin, Robert	X				Shreve, Tina	X		
Gilbert, Danielle	X			Education (2) Adult Ed. CTE	Elmore, Jeffrey	X		
Harris, Drexel	X				Roerink, Justin	X		
Hayden, Thomas		X		Employment Service (1)-				
Kincaid, Elizabeth	X				Woodard, Dennis	X		
Maurer, Ilene	X							
Stamper, Eric	X							
White, Amanda		X		Labor, Apprenticeship & CBOs (5)				
Worsley, Shauna	X				Battle, Kevin		X	
Yates, John		X			Conner, Maynard		X	
					Horne, Kelly King	X		
					Spicer, Gregg	X		
					Strite, Amy	X		
				Vocational Rehabilitation (1)	Sherrina Sewell for Batten, Dale	X		
				Social Services (2)	Grable, Suzanne		X	
					Holt, Elizabeth			X
Total Attending	13	2	0		Total Attending	10	3	1

CRWDB Staff: Mr. Brian Davis, Ms. Krishawn Monroe, Mr. Mychael Lee, and Ms. Carla Cosby
Equs Staff: Ms. Danielle Bailey, Mr. Roberto Ford, Ms. Denisha Wilson, and Mr. Quinton Phelps.
Ross Staff: Ms. Elizabeth Hays.

Other Guests: Mr. Shawn Avery, CEO, Hampton Roads Workforce Council, Ms. Morgan Romeo, Executive Director, Greater Roanoke Workforce Development Board, and Ms. Jackie Davis, Executive Director, Bay Consortium Workforce Development Board.

- I. Welcome and Call to Order - The Honorable Steve McClung and CRWDB Chair Ms. Ilene Maurer. Chair Steve McClung called meeting to order at 9:30 a.m. ACE Event Manager welcomed the Boards and guests to the facility.
- II. Public Comment Period. No public comments were offered.
- III. Approval of Elected Official Consortium Minutes from the October 17, 2025 Meeting. The Honorable Mr. Moyer moved to approve the CLEO minutes as presented, the Honorable Ingle seconded the motion. The motion carried.
Mr. Drexel Harris moved to approve the CRWDB minutes from Sept. 11, 2025; Ms. Danielle Gilbert seconded the motion. The motion carried.

Connect

- IV. Panel Discussion: *Hiring Today – Woes and Wins*
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**
 - A. Workforce Board Nominations
Two nominations were presented for approval. One representative from Powhatan County, Mr. Daniel Durrbeck, Weight Pack, was nominated. Mr. Moyer made the motion to approve Mr. Durrbeck's nomination; Mr. Rogish seconded the motion. The motion carried.
The second nominee, Mr. David Brame, is with Bryant & Stratton College, a nonprofit institution of higher education located in Chesterfield County. The institution cannot be counted in the education or business category; it may be counted in the "other" category. This nomination would increase Board membership. There is also a precedent to not carry optional members for this reason. The option for Mr. Brame to serve on a committee was presented for consideration.
The CLEO opted not to appoint Mr. Brame for the reasoning above. No further action was required. Mr. Brame will be notified that he is encouraged to consider service on one of the Board's committees, as that does not require Board membership.

VI. Joint Action Items for Both Bodies

A. Amendments to PY25 Budget

The budget was adopted in June 2025 based on estimated revenue of \$6,014,667 and expenses of \$4,941,233; leaving \$1,073,434 unbudgeted in reserve.

Mr. Davis reviewed a series of changes recommended for the original budget. Revenue has been increased by \$250,287, to include a new \$60,000 grant. On the expense side, an additional \$17,000 is proposed to be added to the Special Events line, the new \$60,000 grant will be expensed under the Equus Adult contract, and an additional \$51,200 is requested to increase Ross' out-of-school contract to support eight additional youth in training and for a full-time position to be funded throughout the contract year. Mr. William Auchmoody moved to approve the budget amendments as presented; Ms. Ann Glave seconded the motion. The motion carried.

VII. Workforce Board Action Items

A. Revisions to Governance Policy #120 and Adoption of New Attendance Policy #127. The Board adopted provisions for virtual and electronic meetings and attendance in a single policy in 2023. State Code requires that public bodies with electronic meeting policies must revisit them annually. (It was noted the CLEOs have not elected to adopt an electronic meetings policy).

The policy allows the Board and its working committees flexibility to meet virtually for up to 50% of all meetings. Virtual meetings will be recorded, and the public will be notified. If a meeting is all virtual, the meeting link must be made available to the public.

Mr. William Auchmoody made the motion to adopt both policy 120 as revised and 127 on Attendance as presented; Mr. Gregg Spicer seconded the motion.

B. Election of At-Large Member to Executive Committee

When action is required between full Board meetings, the Executive Committee may act on behalf of the full Board. The Committee is comprised of the officers, chairs of any standing committees and two at-large members elected from the membership. The Committee also serves as the Board for the new nonprofit Board.

Mr. John Easter retired from his employment and is no longer on the Board; leaving one at-large seat vacant. Mr. John Yates, Hospital to Home, a new Board member and current Vice Chair of the Continuous Improvement Committee, was considered for election to the Executive Committee. The motion to elect was made by Mr. William Auchmoody and seconded by Mr. Gregg Spicer.

Inform

VIII. Updates: Programs and Operations Committee and Staff

Ms. King Horne serves as Chair. The Committee's focus areas are program policy, service delivery, and compliance issues affecting the budget and workforce centers. An informational report on center utilization and related topics will be provided at the April CLEO meeting.

IX. Adjourn – There being no further business, the meeting was adjourned.

**Capital Region Workforce Partnership Consortium
Agenda Item Summary –
Workforce Board Reappointment Consideration**

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: Department of Workforce Development and Advancement, Department for Aging and Rehabilitative Services, Adult Education, a Community College, and Career and Technical Education.
- The State Code adds local Social Services representation as required. 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?

Adrienne Farthing was appointed to the Board on June 20, 2025, for a term that started July 1, 2025 and is currently set to expire June 30, 2028. At the time of appointment, she was the Director of Talent Acquisition at Mr. Fix It, a company with over 60 employees in Hanover County, as well as having other locations in Virginia. Mr. Fix It was later acquired by a company named PJ Fitzpatrick, which retained the Hanover County operation. She has been active in hiring and training events through the centers and has engaged further through membership on the Continuous Improvement Committee.

On January 26, 2026, Ms. Farthing notified staff that her employment situation had changed and she was no longer with PJ Fitzpatrick, and had moved to a company based in Chesapeake. (Exterior Source/Bath Source). She has expressed interest in remaining on the Board, but the new company has no physical locations within the Capital Region. (There are two employees who live in the region, and they do solicit business opportunities and recruitment from the region).

The federal law and state policy specify that business members should represent a broad range of in-demand occupations and employment opportunities available in the local labor market.

What do CLEO Members Need to Do?

Consider whether to re-appoint Ms. Farthing, or as an alternative, direct staff to suggest that she consider retaining Committee membership without being on the Board as a way to stay engaged in the region. (Committee membership is open to non-members).

NOMINATION FORM

1-Name (First, MI, Last)		2-LWDA #		3-Date	
4-Street Address			13-Nominee Characteristics		
5-City			Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>		
6-County		Race: (more than one may be checked)			
7-State Virginia		White <input type="checkbox"/> Black <input type="checkbox"/> Asian <input type="checkbox"/>			
8-ZIP		Amer. Indian or Native Alaskan <input type="checkbox"/>			
9-Home Phone (include area code)		Native Hawaiian or Pacific Islander <input type="checkbox"/>			
10-Work Phone (include area code)		Ethnicity:			
11-FAX		Hispanic, Latino, or Spanish origin? Yes <input type="checkbox"/> No <input type="checkbox"/>			
12-E-Mail		14-Recommended for (see section number)			
15-LWDA Name		16- Labor/ CBO/ Apprenticeship <input type="checkbox"/>			
16-Labor/ CBO/ Apprenticeship Representative		17- Private Sector (Business) <input type="checkbox"/>			
Title _____ Organization _____		18- Education <input type="checkbox"/>			
Labor <input type="checkbox"/> CBO <input type="checkbox"/> Registered Apprenticeship <input type="checkbox"/>		19- Wagner-Peyser <input type="checkbox"/>			
17-Private Sector (Business) Representative		20- Economic Development <input type="checkbox"/>			
Title _____		21- VDARS/VDBVI <input type="checkbox"/>			
Business _____		22- DSS <input type="checkbox"/>			
Type of Business _____		23- Optional/Other <input type="checkbox"/>			
				Yes No 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 _____	
18-Education Representative			19-Wagner Peyser Representative		
Title _____			Title _____		
Institution _____					
Title II <input type="checkbox"/> Community College <input type="checkbox"/> CIE <input type="checkbox"/>					
20-Economic Development Representative			21-VDARS/VDBVI Representative		
Title _____			Title _____		
			22-DSS Representative		
			Title _____		
24-Nominator			23-Optional/ Other Representative		
I hereby recommend the above-named person for membership on the Local Workforce Development Board.			Title _____		
 Signature _____ Date _____			Agency _____		
Printed/Typed Name & Title of Nominator _____			25-Action by Chief Elected Official		
Nominator Organization _____			Subject to certification required by Section 107 of the Workforce Innovation and Opportunity Act of 2014 and Policy 20-02 of the Virginia Board for Workforce Development, the person nominated herein has been duly appointed to the Local Workforce Development Board by the Chief Elected Officials.		
Phone _____ FAX _____			Term of Appointment: From _____ To _____		
Email _____			Signature of Chief Elected Official _____ Date _____		