



Meeting Agenda for September 11, 2025 - 3:00 p.m. to 4:30 p.m.

Virginia Career Works Henrico Center
121 Cedar Fork Road
Henrico, VA 23223

- I. Call to Order – Vice-Chairman Harris
- II. Introduction of New Members – 10 minutes
- III. Public Comment – 5 minutes
- IV. Minutes from June 12, 2025 Meeting – 5 minutesPage 1

Connect – 30 minutes

- V. A regional plan for economic mobility: RVA RisingPage 4
Kimberly Russell, Chief Marketing Officer, Community Foundation for a greater Richmond and Martha Shickle, Executive Director, Plan RVA

Advance – 30 minutes

- VI. FY25 Year-in-review: The people and the numbers

Manage – 10 minutes

- VII. Eligible Training Provider Program Applications – Richmond Adult Technical CenterPage 5
- VIII. Executive Committee and Staff Updates (Time Permitting)
- IX. Adjourn

Next meeting: December 12, 2025 –Joint Session with the Elected Officials - Location TBD.



Meeting Minutes for June 12, 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							
Dick, Robert	X							
Easter, John	X			Economic Development (2)	Robinson, Chance	X		
Franklin, Robert	X				Shreve, Tina	X		
Gilbert, Danielle			X	Education (2) Adult Ed.	Elmore, Jeffrey	X		
Harris, Drexel			X	CTE	Roerink, Justin	X		
Hayden, Thomas	X							
Maurer, Ilene	X			Employment Service (1)-	Woodard, Dennis Alt. Annette Mayo	X		
Stamper, Eric			X					
White, Amanda			X	Labor, Apprenticeship & CBOs (5)	Battle, Kevin	X		
					Conner, Maynard	X		
					Horne, Kelly King	X		
					Spicer, Gregg	X		
					Strite, Amy	X		
				Vocational Rehabilitation (1)	Batten, Dale		X	
				Social Services (2)	Grable, Suzanne			X
Total Attending	7	0	5		Holt, Elizabeth	X		
					Total Attending	11	1	2

- I. Call to Order.
 - a. Chair Maurer called the meeting to order at 3:03 p.m..
- II. Public Comment – No public comments were presented.
- III. Minutes from March 13, 2025 Meeting. Motion made and seconded by Ms. Kelly King Horne and Mr. John Easter.
- IV. Manage (Action Items)

Mr. Davis presented information on federal funding and legislative matters, both known and unknown. It is known that Virginia will receive a 10% reduction in adult funds and an 11%

reduction in youth funds. Make America Skilled Again is proposed by the Administration to replace WIOA. Formula details are not available.

While the state allocation for the year that starts July 1, 2025 is known, the state has yet to release local area allocations.

Based on conservative estimates by staff on both carryforward funds and reduced new funding levels, the Finance Committee has recommended the budget that was included in the meeting packet.

- Estimated new revenue \$5.1 million; last year \$6.6.
- Equus – 13% reduction; was \$2.8 million, this year \$1.8 million. Ross Contract for out-of-school youth also reduced to \$851,600 from \$1.2 million. Both contractors will not have to eliminate any staff.
- Workforce center rent renegotiated at Cedar Fork from \$19.45 square foot to \$15.82
- Henrico IT support costs reduced
- Two Board-level vacant staff positions eliminated – funds moved to contracts

After discussion of the budget plan, Mr. Trey Hayden moved to approve the budget as presented and advance the budget to the CLEOs for adoption; Ms. Kelly King Horne seconded the motion. The motion carried.

V. Contract Renewals

1. Adult/Dislocated Worker and Business Services. Equus has held the contract since 2012. Under Henrico procurement, 4 annual renewals are permitted; so this is the last available renewal before a re-bid is required for the year that will start July 1, 2026. Recommended amount for award - \$1,800,000.
2. One-Stop Operator Equus. This is a staff-based contract. The lead operator manages operations for the three centers, coordinates services, develops business plans, operating procedures, etc. Navigators are assigned to each center under the manager, Roberto Ford. Funding is reduced to \$300,000 from \$350,000 current. The Richmond West Center navigator recently retired. Arrangements are being made with the SPAN Center for a senior employment participant to be placed as a Navigator rather than hire a full-time replacement.
3. Out-of-School Youth/Ross. One renewal year available. Funding \$851,600; this is a reduction from \$1.2 million.
4. Charles City \$125,000 funding for in and out of school youth; as well as follow up with A Peace of Mind participants.

Mr. William Auchmoody moved to approve the contract renewals as presented; Ms. Tina Shreve seconded the motion. The motion carried.

VI. Governance Committee Update. Ms. Maurer noted that the Board is certified for two years. Terms may be staggered. Each year a portion of the Board members' terms expire. The membership roster was reviewed. New members were identified. It was noted that the majority of members must be from the business sector. The two working committees will be slightly modified to Continuous Improvement and Programs and Operations. The other current committees to remain are: Executive, Governance, and Finance. Recruitment for committee members will start July 1.

VII. Staff Updates

- The local plan, which includes updated vision, mission and goal was approved at the CLEO's March meeting. It will be on the State Workforce Board's upcoming meeting agenda for approval.
- Henrico Center renewal. If signed early, rent reduction can be realized for 18 months instead of 12. Henrico Community Corrections is leasing 600 additional square feet. Veterans Services is picking up additional office.
- Molina Healthcare; management healthcare provider under Medicaid, laid off employees throughout the state. Mr. Mark Brickey, Rapid Response Coordinator, is following up on impacts in this area.
- Center Visits, Supply and Demand data, unemployment numbers, measurable skills gain, quarterly performance, etc. were reviewed

VIII. There being no further business. The meeting adjourned at 4:25 p.m..

Agenda Items V. and VI.

Capital Region Workforce Development Board
Agenda Item Summaries
(Both items are informational and for discussion; no actions)

Item V. – RVA Rising Presentation

RVA Rising is described by its framers as a group of non-profit organizations, businesses, regional institutions, civic leaders and everyday citizens who are working together to ensure that all people—regardless of race, ethnicity, background, or geographical location—have the chance to succeed.

A policy framework is envisioned to be developed using the following approach:

- Listening to local voices and getting as many diverse perspectives as possible.
- Encouraging the community to provide input, identify solutions, and actively participate.
- Putting politics and misperceptions aside.
- Breaking uncomfortable silences and moving past old grievances.
- Establishing accountability to sustain these efforts over time.

Action plans will be developed in support of the following “pillars”:

- Inclusive Neighborhoods
- Rewarding Work
- Quality Education
- Access to Good Healthcare
- Responsive Governance

At the meeting, leaders from two of the principal partner entities, the Community Foundation for a greater Richmond and PlanRVA, will be present to provide an overview of the effort in general, and share some detail around the rewarding work pillar as the most likely area where the Workforce Board and its resources might intersect. There will also be an opportunity for question and answer discussion.

Item VI. FY25 Year-in-review

As part of national Workforce Development Month, this portion of the agenda will consist of two components:

- Program participants will be on hand to share in their own words their experiences with Board-funded programs. (Both the out-of-school youth and adult/dislocated worker service providers have been asked to arrange for participants to share their stories).
- Staff will then provide a detailed overview of participant and service counts, spending and a demand-side snapshot of the economy relative to work which will be at a greater depth than is typically provided in overview at most quarterly meetings.

Agenda Item VI.

Capital Region Workforce Development Board Agenda Item Summary – Eligible Training Provider Program Applications
<p>What is it?</p> <p>The Workforce Innovation and Opportunity Act (WIOA) requires that in order for training dollars to be invested in support of a customer's service plan for occupational skills advancement, the instruction must be offered through a program listed on Virginia's Eligible Training Provider List. (ETPL). Providers offering multiple programs of training must obtain approval for each program it would like included on the list. At present, applications for initial placement on the list must be vetted through one of Virginia's 14 local workforce boards, with annual renewals subsequently managed by the state.</p>
<p>What do Board Members Need to Know?</p> <p>The Board receiving the application must factor various federal, state and local requirements and determine whether to approve or deny each program. In Virginia, there is a standard application form required for use to ensure a standardized baseline of factors is verified. Once approved, the program(s) can be used statewide in any area, subject to any local policy provisions that may further prescribe training placements.</p> <p>Richmond Adult Technical Center, a component of Richmond Public Schools, is an existing provider of training services that currently has 39 programs on the ETPL. They have made application to add 12 additional programs to the list. Each program is listed on the attached with further detail.</p> <p>The provider has addressed the following minimum elements as an institution:</p> <ul style="list-style-type: none">✓ Grievance and Refund Policies in place✓ Licensed to operate in Virginia and offer instruction in the programs for which it is seeking approval✓ Signed anti-discrimination and suspension/disbarment statements
<p>What do Board Members Need to Do?</p> <p>Review the summary pages attached in consideration of approval or denial of each program submitted by Richmond Adult Technical Center.</p>



Eligible Training Provider Program Applications for Board Consideration Sept. 11, 2025

School	Program	Demand Occupation or Target Industry	Accreditation to Instruct? (Certificate issuer as applicable)	Associated Credential or Certificate	Notes
Richmond Adult Technical Center	Adobe Design Suite	Graphic Design 1-year projected demand – 81 <i>TI - Prof/Sci/Tech</i>	DOE/Adobe Certified Professional (DOE)	Adobe Certified Professional (Visual Design, Graphic Design, Print&Digital Media	\$1,699 14 hours/week, 24 weeks
	Appliance Repair Technician	1-year projected demand – 12 (0.6% growth)	DOE/EPA	Environmental Protection Agency (EPA) Section 608 Technician Certification	\$2,599 14 hours/week, 24 weeks
	Computer Security Technician	Computer User Support 1-year projected demand – 168 <i>TI - Prof/Sci/Tech</i>	DOE/Comp TIA, Network+ +	Comp TIA Security and Network+ +	\$2,599 14 hours/week, 24 weeks
	Computer Technician	Computer User Support 1-year projected demand – 168 <i>TI - Prof/Sci/Tech</i>	DOE/Comp TIA	Comp TIA +	\$2,299 14 hours/week, 24 weeks
	Diesel Technician	1-year projected demand - 111 (0.5% growth)*	Dept. of Education/ASE	Automotive Service Excellence (ASE) Auto Maintenance & Light Repair	\$3,863 14 hours/week, 24 weeks

Richmond Adult Technical Center	Front-end Web Developer	1-year projected demand - 27 (0.5% growth)* <i>TI - Prof/Sci/Tech</i>	DOE/National Workforce Career Association	Front-end Web Developer	\$2,299 14 hours/week, 24 weeks
	Network Technician	1-year projected demand - 44 (0.6% growth)* <i>TI - Prof/Sci/Tech</i>	DOE/Comp TIA	Comp TIA Network+	\$2,299 14 hours/week, 24 weeks
	Personal Care Aide	1-year projected demand - 1,516 (1.9% growth) <i>TI - Healthcare</i>	DOE/National Workforce Career Association	Certified Personal Care Assistant	\$1,299 14 hours/week, 24 weeks
	Project Management Professional	1-year projected demand - 448 (0.7% growth)* <i>TI - Prof/Sci/Tech</i>	DOE/Program Management Institute	Certified Associate in Project Management (CAPM)	\$1,699 14 hours/week, 24 weeks
	Project Management Professional	1-year projected demand - 448 (0.7% growth)* <i>TI - Prof/Sci/Tech</i>	DOE/Program Management Institute	Program Management Specialist (PGMP)	\$1,699 14 hours/week, 24 weeks
	Project Management Specialist*	1-year projected demand - 448 (0.7% growth)* <i>TI - Prof/Sci/Tech</i>	DOE/Program Management Institute	Program Management Specialist (PMP)	\$1,699 14 hours/week, 24 weeks
	Risk Management Professional	1-year projected demand - 28 (0.6% growth)* <i>TI - Finance, Prof/Sci/Tech</i>	DOE/Project Management Institute	Risk Management Professional (RMP)	\$1,699 14 hours/week, 24 weeks

*=Denotes inclusion on Virginia Office of Education Economics (VOEE) High-Demand List