



Meeting Agenda for June 12, 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 – 5 minutes (Chairman Maurer)
- II. Public Comment – 5 minutes
- III. Minutes from March 13, 2025 Meeting – 5 minutesPage 1

Manage (Action Items) – 30 minutes

- IV. Preliminary Budget for PY25/FY256.....Page 3
- V. Contract Renewals.....Page 7
 - 1. Equus Works (Adult/Dislocated Worker/Business Services)Page 9
 - 2. Equus Works (One Stop Operator)Page 10
 - 3. Ross Workforce Solutions (Out-of-school youth region-wide)Page 11
 - 5. Charles City County Governments (In-school youth).....Page 12
- VI. Governance Committee Updates.....Page 13
- VII. Staff Updates (Time Permitting)
- VIII. Adjourn

Next meeting: September 11, 2025 – Virginia Career Works Henrico Center, 121 Cedar Fork Road.



Minutes for March 13, 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		
Edwards, Scott			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 Alt. Annette Mayo	X		
Maurer, Ilene	X							
Stamper, Eric	X			Labor, Apprenticeship & CBOs (5)				
White, Amanda	X				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	
					Holt, Elizabeth	X		
Total Attending	9	1	2		Total Attending	11	1	2

Attending: Equus staff: Ms. Danielle Bailey, Mr. Roberto Ford, Ms. Denisha Wilson. Virginia Works staff: VA Works, Mr. Quinton Phelps, and Ms. Elizabeth Hays, Ross. CRWP Staff present: Mr. Brian Davis, Ms. Krishawn Monroe, Ms. Carla Cosby, and Mr. Mychael Lee.

- I. Call to Order and Welcome –Chairman Ilene Maurer to order at 3:00 p.m.
- II. Public Comment. No persons were present for public comment. New Equus employee, Mr. Quinton Phelps, was introduced as their new Business Solutions Coordinator.
- III. Minutes from December 13, 2024. The minutes were approved with correction; Ms. Dale Batten was present at the December 13, 2024 meeting. Ms. Danielle Gilbert moved to approve the minutes with correction; Mr. Thomas Hayden seconded the motion. The motion carried.
- IV. A. A Local Plan Draft Approval

An overview of the plan was presented. Mr. Davis stated that every local Board must have a plan in place. The State adopted policy to issue guidance for the new plan. The State's new plan was released in September 2024. The Plan term is 2024 through 2028.

Mr. Davis shared information from the December Joint CLEO/CRWDB Board meeting. Ms. Chris Chmura, Chmura Analytics, provided local labor market information focusing on supply and demand and Mr. John Martin, President and CEO, Southeastern Institute of Research (S.I.R.) facilitated discussion of mission, vision, and purpose on the region's economic and workforce development landscape.

If the draft Plan is approved, it will post for public comment for 30 days. After which, the CLEOs will consider adopting the draft Plan at its April 18th meeting and forward to the State.

Suggested Plan edits – Mr. Beno Rubin suggested changing the mission from we deliver to 'to' deliver. Mr. John Easter suggested changing #4 advocacy. Brian noted that the Board's action is to endorse the draft; incorporating any changes. Mr. John Easter moved to accept the Plan with corrections; Ms. Kelly King Horne seconded the motion. The motion carried.

B. Eligible Training Provider Program Approvals

1. CHW Strength
2. OceanPointe Dental Assisting Academy

In order for a program to be approved, the training must lead to certification or credential and the program must be approved by a local workforce board in Virginia. Once the program is approved, it is an option for staff to use in placing customers into training. The State now approves renewals; they make the determination if a program remains on the list.

Two programs are presented for consideration. Ocean Pointe Dental assisting program and CHW Strength Certification Community Health Worker Program. Both programs are recommended for approval based on review of required criteria was included in the packet and reviewed by staff. Ms. Dale Batten moved to approve both eligible training providers; Ms. Danielle Gilbert seconded the motion. The motion carried.

V. Partner Spotlight – Reynolds Community College: Dr. Beno Rubin, Associate Vice President of Academic Affairs

Dr. Rubin presented information on how Reynolds College uses federal Carl Perkins Post-Secondary Perkins funding to support student education. He Identified some benefits of the what types of services are delivered and also reviewed performance results. A copy of presentation may be available on request.

VI. Assistant CRWP Director Krishawn Monroe provided information on the upcoming Teen Summit event March 22, 2024 at the Richmond Convention Centre. Members were encouraged to volunteer.

VII. Adjourn. There being no further business, the meeting adjourned at 4:40 p.m.

Agenda Item IV.

Capital Region Workforce Development Board Agenda Item Summary – Preliminary Budget for the Program/Fiscal Year Starting July 1, 2025	
What is it?	
<p>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. We are about to enter PY 25, which is also FY 26. Local Workforce Development Boards (WDBs) are required to have a budget developed and endorsed for review and approval by the consortium of local elected officials (CLEO) prior to July 1 of each year.</p>	
What do Board Members Need to Know?	
<p>The primary basis of the local WIOA budget is federal adult, dislocated worker and youth program funds allocated by the US Department of Labor and passed through the Commonwealth of Virginia. Allocations are typically released in April or May, following a formula established in law based on unemployment, excess unemployment and poverty. Once state funding levels are released, each state in turn applies the same federal to determine local allocations among the 14 workforce areas in Virginia. 15% of each funding stream is retained by the state, and an additional 25% of dislocated worker funds are held for what are known as rapid response activities to support mass layoffs or closures.</p>	
<p>Timing: The state allocations were not released by DOL until May 17, 2025. The state technically has up to 30 days to determine and release the local funding amounts. This means it is most likely that we will not know our new-year funding levels until after the WDB meets on June 12, 2025. (The CLEO meets on June 20, 2025 so there may be certainty by that time). Typically, each year's budget has been able to be developed using actual new year funding amounts, and using estimates for only the carry-forward money that may be available after current-year close out.</p> <p>In this year, the Finance Committee endorsed a budget based on estimates for both carry-forward and new year funding levels.</p>	
<p>Reductions:</p> <p>In December of 2024, the DOL issued planning estimates for WIOA advising states to anticipate a 10% reduction for the year starting 7/1/25. Factoring that, WDB staff started working on an initial budget with an 11% reduction, in part because an initial budget is required to be on file with Henrico County as the federal grant recipient by April of each year.</p> <p>The actual state allocations released on May 18, 2025 after Congressional appropriations resulted in actual 10% reductions for Virginia in adult and dislocated worker funds, and 11% in youth.</p> <p>So the assumption of an 11% reduction across the board appears a sound level for the Finance Committee and WDB to work with as an initial base. In addition to new year reductions, staff is estimating less carry-forward funds being available. Factors for reduced carry-forward include:</p> <ul style="list-style-type: none"> - Trends over 4 years of disproportionate enrollment and spending to support adults as opposed to dislocated workers. - On the youth side, a trend for additional spending year-over-year since COVID when a decision was made to fund in-school efforts in addition to just out-of-school. This has been compounded by a state administrative requirement to accelerate the spending thresholds for work experience activities at a rate faster than the federal law requires. 	

Proposed Budget Framework:

For purposes of setting a preliminary budget for the new year, staff is estimating a total revenue of **\$5,140,808**, which is down 23% overall from the prior year. The estimated amount of new federal funding is **\$3,931,956** (11% reduction) and \$747,084 carry-forward (56% reduction). On the non-federal side, there is more certainty, and levels are listed as **\$461,768** for the new year with \$114,425 carried from the current year.

Expenses are initially suggested at **\$4,841,233**, which would leave a reserve balance of \$299,575. (Over half of which is in non-federal funds). Of note, despite revenue projected to be down 23% overall, staff has been able to minimize reductions in the adult/dislocated worker and one stop operator contracts to 13% and 14% respectively. This is largely because of the ability to transfer funds between the adult and dislocated worker streams.

Two vacant positions that had been budgeted at the Board level have been eliminated to shift those dollars to services. (One vacancy is retained for a full-time fiscal manager in the event that the current hourly incumbent elects to retire in the fiscal year).

Unfortunately, the youth funding picture does not afford the flexibility found between adult and dislocated worker funds, and this coming year will have to serve as the “reset” that had been predicted. (Of note, one of the current-in-school youth providers voluntarily opted to not seek a renewal of a contract currently set at \$199,000. That factor explains the noted 58% reduction in the in-school youth line).

What do Board Members Need to Do?

Consider approval of the budget as endorsed by the Finance Committee for forwarding to the CLEO. The Committee also suggests that any excess funding made available that is not included in estimates be held in the reserve line until the Committee, Board and CLEO can re-assign it.

Proposed PY25/26**Preliminary Budget Endorsed by Finance on 6/5/25**

Description	Total	% Change from Current	Adult	Dislocated Worker	Youth	Administration	Non Federal
Estimated New Revenue	\$ 4,393,724	-0.11	\$ 1,230,727	\$ 976,022	\$ 1,367,756	\$ 357,451	\$ 461,768
Projected Carry-in	\$ 747,084	-0.56		\$ 531,777		\$ 100,882	\$ 114,425
Adult/DW Transfer	\$ -		\$ 450,000	\$ (450,000)	\$ -	\$ -	\$ -
Total Projected Revenue	\$ 5,140,808	-0.23	\$ 1,680,727	\$ 1,057,799	\$ 1,367,756	\$ 458,333	\$ 576,193
Expenses							
Board/Staff Salary and Fringe	\$ 835,786	0.03	\$ 289,764	\$ 133,735	\$ 230,326	\$ 130,133	\$ 51,828
Board/Operations	\$ 70,000	-0.5				\$ 50,000	\$ 20,000
Board/Customer Support	\$ 14,550	New				\$ 9,550	\$ 5,000
Workforce Center/Operations	\$ 108,000	0.35				\$ 98,000	\$ 10,000
Workforce Center/Rent	\$ 667,657	-0.11	\$ 140,083	\$ 25,864	\$ 118,972	\$ 70,775	\$ 311,963
Special Events	\$ 20,000	-0.75					\$ 20,000
Service Contracts							
Adult/DW	\$ 1,800,000	-0.13	\$ 1,440,000	\$ 360,000			
One Stop Operator	\$ 300,000	-0.14	\$ 172,785	\$ 37,215	\$ 40,000	\$ 50,000	
Youth (Out-of-school)	\$ 851,600	-0.29			\$ 851,600		
Youth (In School)	\$ 125,000	-0.58			\$ 125,000		
Enhanced Cleaning	\$ 4,140	-0.45				\$ 4,140	
IT Support	\$ 44,500	-0.11				\$ 44,500	
Total	\$ 4,841,233	-0.18	\$ 2,042,632	\$ 556,814	\$ 1,365,898	\$ 457,098	\$ 418,791
Balances	\$ 299,575	-0.58	\$ (361,905)	\$ 500,985	\$ 1,858	\$ 1,235	\$ 157,402
			\$ -	\$ 139,080			
					<i>Post-transfer</i>		

Contractor Name:	Arbor E&T LLC dba Equus Workforce Solutions Louisville, KY Local One Stop Manager: Mr. Roberto Ford
Contract Period:	July 1, 2025 – June 30, 2026
Total Contract Award	Not to exceed \$300,000
Special Budget Provisions	25% cap in first quarter
Summary of Types of Work	<ul style="list-style-type: none"> • Develop and administer Business Plan that covers uniform operations and service delivery in all centers, as well as standard operating procedures. • Lead efforts to achieve and maintain workforce center certification • Convene regular meetings of workforce system partners to achieve greater coordination and integration of services • Develop and manage customer satisfaction system • Work with Henrico County Facilities Manager on technology and maintenance issues. • Serve as local area “brand ambassador” for the Virginia Career Works and manage and update all customer-facing sections of the www.vcwcitizen.com website. • Develop outreach materials promoting system and center services • Develop and execute a plan of professional staff development and partner cross-training for all system and center staff. • Coordinate virtual service delivery platforms • Assist or serve as equal opportunity officer • Oversee overall customer experience and resource room. • Employ Navigators in each center to manage customer reception, flow and basic career services assistance.
Performance	Equus will be evaluated at least twice during the contract year in December and April on its performance against the scope of work. Documented deficiencies in executing duties may result in deductions to the profit line.

Agenda Item V.

Capital Region Workforce Development Board
Agenda Item Summary
Contract Renewals

What is it?

The Workforce Innovation and Opportunity Act (WIOA) requires local boards, with agreement of the chief local elected officials (CLEO), to identify eligible providers of services by awarding contracts. At this time, staff recommends renewal of the service contracts identified below.

What do Board Members Need to Know?**Adult, Dislocated Worker and Business Services – Equus Workforce Solutions:**

Equus has held this award since 2012. The current contract was initiated in January of 2021 following a competitive procurement process, with the option for up to four annual renewals based upon acceptable performance and available funding. This is the final year that a renewal can be awarded and a new competition must be issued in the Spring of 2026.

In the prior contract year, Equus met or exceeded performance in each of the 10 established outcome measures which relate to customer employment, retention, credential attainment, measurable skill gains and wages, and at the mid-point of this year are only short in adult measurable skills gains. They are on track to meet enrollment targets of 500 enrollments (471 on June 3rd) and 700 businesses (552 as of March 31st), and have also developed multiple customized cohort-based projects and initiatives such as high-value job fairs.

Recommended budget: \$1,800,000

One Stop Operator – Equus Workforce Solutions: Equus initially started serving in this role in August of 2017, and the current contract award was issued July 1, 2022. They would be eligible for one additional renewal after this recommended award subject to continued performance and funding availability. Equus has met all contractual expectations as far as activities and outcomes and ensures for an overall quality "front-door" experience for customers entering centers. **Recommended budget: \$300,000**

Out-of-School – Ross Innovative Employment Solutions:

Ross was initially awarded a contract in 2017 and granted four renewals before a new procurement was issued in 2022, when they were again awarded the contract. This will be the third renewal under that procurement. As a provider they have been responsive to changes, typically meet or exceed enrollment targets and manage performance well. In the most recent fiscal year they exceeded performance rates, and were meeting or exceeding four out of five measures at the mid-point of this year. **Recommended budget: \$851,600**

In and Out of School Youth – Charles City County

This award was first issued under a governmental arrangement in 2022, when the Board and CLEO elected to elected to invest what was possible in smaller in-school youth arrangement in response to the post-COVID world where many students fell behind as a result of online learning and other impacts of a pandemic event.

The award amount was scaled back in the second as the County gained their footing in operating a federal program. A renewal is recommended as a result of the improved enrollment, spending and performance results achieved. Charles City has also agreed to assist in transition of participants carried over from another provider. **Recommended budget: \$125,000**

Note: The fifth provider currently operating a Board youth contract, A Peace of Mind, has indicated they will not be pursuing a renewal. Staff is working with them to ensure a smooth close-out and transition.

What do Board Members Need to Do?

Consider renewals as discussed above and on the attached.

The Consortium of Elected Officials will consider the renewal at their June 20, 2025 meeting.

Contractor Name:	Arbor E&T LLC dba Equus Workforce Solutions Louisville, KY Local Project Director: Mrs. Danielle Bailey	
Contract Period:	July 1, 2025 – June 30, 2026	
Service Target Group:	Eligible Adults over the age of 18; priority for low income and basic skills deficient individuals	Dislocated Workers who have lost their jobs through no fault of their own with supporting documentation
Total Contract Award	Not to exceed \$1,800,000	
Special Budget Provisions	25% cap in first quarter	
Expected Service Levels	450 active participants and 600 businesses	
Services Offered	Equus will provide a variety of employer and jobseeker services to support economic competitiveness for the region and improved skills and earning potential in the region. Based upon assessments and individual needs, jobseekers will receive access to a variety of career services such as comprehensive assessments and testing; counseling and career planning; short-term work readiness training; paid or unpaid work experiences; adult education or GED programs in combination with other training; and access to training services such as tuition assistance to attend a college or technical school; On-the-job training contracts, and registered apprenticeships; as well as supportive service assistance with items like transportation, child care, books, supplies, tools or uniforms. Employer services include recruitment and screening, informational services and accesses to training funds.	
Performance <i>*Metrics may change as a result of state negotiations subsequent to the start of the contract date.</i>	Adult: Entered Employment – 81% Employment Retention – 74% Quarterly Median Earnings - \$7,696 Credential Attainment – 60% Measurable Skills Gains – 68%	Dislocated Worker: Entered Employment – 82% Employment retention – 81% Quarterly Median Earnings - \$9,000 Credential Attainment - 63% Measurable Skills Gains – 68%

Contractor Name:	Arbor E&T LLC dba Equus Workforce Solutions Louisville, KY Local One Stop Manager: Mr. Roberto Ford
Contract Period:	July 1, 20255 – June 30, 20266
Total Contract Award	Not to exceed \$300,000
Special Budget Provisions	25% cap in first quarter
Summary of Types of Work	<ul style="list-style-type: none"> • Develop and administer Business Plan that covers uniform operations and service delivery in all centers, as well as standard operating procedures. • Lead efforts to achieve and maintain workforce center certification • Convene regular meetings of workforce system partners to achieve greater coordination and integration of services • Develop and manage customer satisfaction system • Work with Henrico County Facilities Manager on technology and maintenance issues. • Serve as local area “brand ambassador” for the Virginia Career Works and manage and update all customer-facing sections of the www.vcwcapital.com website. • Develop outreach materials promoting system and center services • Develop and execute a plan of professional staff development and partner cross-training for all system and center staff. • Coordinate virtual service delivery platforms • Assist or serve as equal opportunity officer • Oversee overall customer and resource room experiences. • Employ Navigators in each center to manage customer reception, flow and basic career services assistance as needed.
Performance	Equus will be evaluated at least twice during the contract year in December and April on its performance against the scope of work. Documented deficiencies in executing duties may result in deductions to the profit line.

Contractor Name: Corporate Address:	Ross Innovative Employment Solutions Corporation 300 S. Riverside, Suite 1 St. Clair, Michigan, 48079				
Contact Person:	Ms. Shawn Brenner Chief Executive Officer Mrs. Elizabeth Hays Local Program Director				
Program Name	Career Advantage				
Service Target Group:	Out of School Youth Ages 18-24				
Contract Period:	July 1, 2025- June 30, 2026 with 1 renewal remaining				
Amount of Award:	\$851,600				
Participants to be Served:	Enrollment				
	PY24 Estimated Carry over	130			
	Projected New Enrollments	60			
	Total PY25 Enrollment	190			
Contract Performance Standards: (Levels may be adjusted after state negotiations)	Employed 90 days after program exit			79.4%	
	Employed 12 months after program exit			76.1%	
	Quarterly Median Earnings			\$3,500	
	Credential Attainment within 1 year			68.5%	
	Measurable Skills Gain			68.2%	

Typical services to be provided: Tutoring, study skills, and dropout prevention; Alternative education Paid and unpaid work experiences; Occupational skills training; Leadership development; Supportive services (Transportation, child care, work uniforms, tools, etc.); Adult mentoring for 12 months; Follow-up services for 12 months; Comprehensive guidance and counseling; Education offered concurrently with, and in the area context as workforce preparation activities and training; Financial literacy education; Provision of labor market information; Activities that help youth prepare for and transition to post-secondary education and training; Entrepreneurial skills training and follow-up.

Contractor Name::	Charles City County Government		
Contact Person:	Ms. LaToya Johnson-Davis Workforce Director		
Program Name	Career Pathways Program		
Service Target Area:	Charles City In and Out of School Youth		
Contract Period:	July 1, 2025- June 30, 2026		
Amount of Award:	\$125,000		
Number of Participants to be Served:	Target Enrollments	50	Charles City will continue to work with A Peace of Mind participants (36) until they have met their program goals.
	PY24 Carryover	5	
	New Enrollments	5	
	Total PY25 Enrollment	55	
Youth Performance Outcomes	Measures		Negotiated Level (May be adjusted after state negotiations)
	Employed 90 days after program exit		79.4%
	Employed 12 months after program exit		76.1%
	Quarterly Median Earnings		\$3,500
	Credential Attainment within 1 year		68.5%
	Measurable Skills Gain		68.2%

Typical services to be provided: Tutoring, study skills, and dropout prevention; Alternative education Paid and unpaid work experiences; Occupational skills training; Leadership development; Supportive services (Transportation, child care, work uniforms, tools, etc.); Adult mentoring for 12 months; Follow-up services for 12 months; Comprehensive guidance and counseling; Education offered concurrently with, and in the area context as workforce preparation activities and training; Financial literacy education; Provision of labor market information; Activities that help youth prepare for and transition to post-secondary education and training; Entrepreneurial skills training and follow-up.

Agenda Item VI.

Capital Region Workforce Development Board
Agenda Item Summary - Governance Committee Report

What is it?

The Governance Committee was created following adoption of the Board's "Vision 2024" plan in efforts to have a focus on the internal health of the board and how it functions as opposed to the external-facing components like service delivery. The Committee also reviews and discusses matters relative to organizational operations.

What do Board Members Need to Know?

The Committee met on June 2, 2025 to review the membership roster for review against federal compositions requirements, demographic characteristics and members with term expirations seeking renewal, as well as new appointments. The following slate was endorsed:

Business Seats – 15:

Chair, Ilene Maurer, Rhudy & Co. (W/F)

Vice Chair, Drexel Harris, Drexel's Digital Creations/Community College/Goodwill * (B/M)

Altria, TBD (B/F tentative)

Bill Auchmoody, Partnership Screening (W/M)

Sarah Bice, Sarah Bice & Associates (A/F)

Elizabeth Davis, Luck Companies (W/F)

Robert Dick, SCS Engineers (W/M)

John Easter, ChamberRVA (W/M)

Adrienne Farthing, Mr. Fix It (W/F)

Robert Franklin, Church and Dwight (B/M)

Danielle Gilbert, Manifest In You Consulting, LLC/CBO* (B/F)

Thomas Hayden, CodeBlue Technology (W/M)

Eric Stamper, Virginia First Financial Services, LLC (B/M)

Amanda White, Qualdoc (W/F)

Resigned: Siyani Blount, Beth Bray, Scott Edwards, Jesus Portillo

Non-Business – 13:

Dale Batten, VA Department for Aging and Rehabilitative Services (B/F)

Kevin Battle, Boilermakers Local #45** (W/M)

Maynard E. Conner, Iron Works Local #28* (W/M)

Jeffrey Elmore, Capital Region Adult Education (WM)

Suzanne Grable, New Kent Social Services (H/F)

Elizabeth Holt, Charles City Social Services (B/F)

Kelly King Horne, Homeward* (W/F)

Justin Roerink, Hanover County Career and Technical Education (W/M)

Dr. Beno Rubin, Reynolds Community College (W/M)

Tina Shreve, Chesterfield County Economic Development (W/F)

S. Gregg Spicer, Richmond Electricians' JATC** (W/M)

Amy Strite, Senior Connections, Senior Connections* (W/F)

Dennis Woodard, Virginia Employment Commission (B/M)

Key:

Yellow highlight – renewing members

(#) – New

(*) - Counts towards 20% labor/apprenticeship/ community-based representation = 9, need 6

General Board Composition and Demographics (Based on recommended roster)

Total Count	27		Notes
Business (Must be 51%)	14	52%	Same
Labor/Apprenticeship/CBO (Must be 20%)	9	33%	Same
	Board	Regional % of Population	
Male	14 (52%)	48%	Down from 63%
Female	13 (48%)	52%	Up from 37%
White	17 (63%)	62%	Same
Black	8 (30%)	29%	Up from 26%
Asian	1 (4%)	4%	Same
Other	0	5%	Same
Hispanic	1 (4%)	5%	Down from 7%

B. Considerations

1. Target industry representation – missing healthcare, logistics, trades. Can be added later, likely without impacting CBO/Labor/Apprenticeship ratio.
2. Related consideration/question – 2nd Vice Chair from Business membership?

Committee Structure

Governance also reviewed the current list of standing committees and endorsed a plan to “re-set” the structure by replacing Equity and Access and Integration and Alignment as follows:

Programs and Operations: This committee would generally focus on program policies and service delivery, day-to-day operations in the centers, engagement of other community service partners and matters around federal program compliance and efforts to serve targeted populations.

Continuous Improvement: This committee would focus on performance, metrics, customer satisfaction, employee feedback and more systemic policy matters such as employer engagement. (It would include eligible training provider applications as initial application is a quality review subject. How ITAs are used once a program is on the list would fall to Programs and Operations).

Under this arrangement, both committees could develop policy based on the subject matter, or jointly work on something through a subgroup where there was overlap. Both committees may also have need to “step into” outreach and awareness.

Governance also endorses keeping the other committees in place: Executive, Finance and Governance.

What do Board Members Need to Do?

Consider the recommendations of the Governance Committee as recommended.