



**Governance Committee Meeting**

**June 2, 2025 – 830 am**

**Virginia Career Works Richmond West, 4914 Radford Ave, Suite 102, Richmond 23230**

- I. Welcome and Call to Order (Chairman Maurer)
- II. Public Comment Period
- III. Approval of the Minutes from May 31, 2024 meeting
- IV. Board Roster Discussion (Current and New Members)
- V. Committee Structure
- VI. Other matters
- VII. Adjourn



**Governance Committee Meeting**  
**Minutes for May 31, 2024**

Members Present: Ms. Ilene Maurer, Mr. Drexel Harris, Mr. Dale Batten, Ms. Beth Bray, and Mr. Scott Edwards. Staff Present: Mr. Brian Davis and Ms. Carla Cosby.

- I. Welcome and Introductions. Chairman Maurer called the meeting order at 8:30 am. New member Ms. Beth Bray shared information about her company.
- II. Public Comment Period. No public comments were offered.
- III. Approval of the Minutes from April 16, 2024 meeting. Mr. Drexel Harris moved to approve the minutes as presented; Ms. Dale Batten seconded the motion. The motion carried.
- IV. Recommended Board Roster for CLEO Consideration. Mr. Davis noted that this meeting is convened to address the Board roster. The workforce board composition rotates as required by federal law. Fifty-one percent of member representation must be from the business sector. Other requirements include organized labor, registered apprenticeship, as well as community-based organizations, etc. Other representatives include adult education, Wagner-Peyser/VEC, DARS, economic development, post-secondary education, and secondary career education.

The WIOA legislation in 2015 originally presented an opportunity for Board to refresh itself. Then in 2020, the Board developed a new strategic plan; which included goals and strategies to look not just externally, but internally at the health of the Board. This committee was born out of that goal. A policy around attendance was developed. Member terms are staggered. Mr. Davis added that demographics of the Board have also been discussed as a consideration in membership to strive to have the board look like the community it serves.

- V. Discussion of New Member Recruitment. Two new member applications will be forwarded to the CLEOs for approval; Ms. Sara Bice, Sara Bice & Associates Real Estate, LLC and Ms. Suzanne Grable – New Kent Social Services. Mr. Davis added that Ms. Elizabeth Holt, Charles City Social Services can be added. The ratio of

business to non-business would be maintained. Adding a business or economic development representative from Goochland is a consideration.

Neither Dr. Jung or Mr. Lyons membership will be renewed having not responded to a request for interest. Mr. Lyons served on the Board for many years and chaired the Finance Committee at times. He will be recognized for his service.

Members noted that adding more women, representatives from the Hispanic community, social service agency, and a representative from Charles City would be beneficial to the Board. The addition of logistics or trades representative will be considered. Ms. Dale Batten moved to approve the roster; Mr. Drexel Harris seconded the motion. The motion carried. Further discussion to include requirement to serve/not serve on a committee.

VI. Other matters. Formation of nonprofit. Mr. Davis met with Henrico County Manager, Mr. John Vithoulkas about creating a nonprofit foundation. Henrico County could have a seat on board. Comingling of private and public funds will not be pursued. Board staff will help with the startup. The nonprofit would ultimately get a 1099. If they have the financial resources, they can hire a staff person. Henrico County's attorney office is contacting a firm to do work. Approval to setup the foundation has been received.

- Funding on the federal side; information not yet available. State allocations were released May 8<sup>th</sup>. State has 30 days to get numbers out to local areas.
- Due to shift with new state agency, as it gets closer to new fiscal transition; may be shut down of old money and new money. New agency to start July 1. Henrico County will likely back the department and make funds available to pay bills if needed during a transition.

VII. Adjourn. There being no further business, Mr. Drexel Harris moved to adjourn the meeting, Ms. Dale Batten seconded the motion. The motion carried.

**Governance Committee Meeting for 6/2/25**  
**Board Roster for Discussion to Advance to CLEO for Certification (to be advanced to CLEO)**

**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)

Scott Edwards, PARI (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 in past year: Siyani Blount, Beth Bray, 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 at 9; need 6 to comply.

**B. General Board Composition and Demographics (Based on recommended roster)**

Total Count	28		Notes
Business (Must be 51%)	15	54%	Same
Labor/Apprenticeship/CBO (Must be 20%)	9	32%	Same
	<i>Board</i>	<i>Regional % of Population</i>	
<b>Male</b>	<b>15 (54%)</b>	48%	Down from 63%
<b>Female</b>	<b>13 (46%)</b>	52%	Up from 37%
<b>White</b>	<b>18 (64%)</b>	62%	Same
<b>Black</b>	<b>8 (29%)</b>	29%	Up from 26%
<b>Asian</b>	<b>1 (4%)</b>	4%	Same
<b>Other</b>	<b>0</b>	5%	Same
<b>Hispanic</b>	<b>1 (4%)</b>	5%	Down from 7%

**C. Considerations**

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

**Governance Committee Meeting for 6/2/25**  
**New Committee Structure Discussion**

**Current Standing Committee Structure:**

1. Executive
2. Finance
3. Governance
4. Alignment and Outcomes
5. Equity and Access

**Discussion:**

Of the five current committees, two have struggled with “finding a place” in the work of the Board. The original intent after the adoption of the Board’s “Vision 2024” plan was to align working committees to the four goals of the document. Execution of the notion for committees to “self-select” activities or projects to advance the Committee’s assigned goals were often difficult to discern, and when put in practice, there was most often overlap between the two committees leading to confusion and often halting efforts.

**Recommendations:**

- 1) Staff is recommending that Executive, Finance and Governance be retained in their current form.
- 2) Staff is further recommending that:
  - a. Alignment and Outcomes and Equity and Access be officially “retired”.
  - b. Two new committees be created:

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.

Quality Assurance and Continuous Improvement: This committee would focus on performance, metrics, customer satisfaction, employee feedback and more systemic policy matters such as employer engagement. (Eligible training provider applications could go to this group 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 policies based on the subject matter, or jointly work on something through a subgroup if there was overlap. Both committees may also have need to “step into” outreach and awareness.

- 3) When the “new” board resets after July 1, 2025, membership can be polled/encouraged to select from one of the two new committees or Finance.
- 4) There is also a vacancy on the Governance Committee with Beth Bray’s resignation from the Board.