



**Agenda for August 26, 2025 Joint Meeting of the  
Capital Region Workforce Development Board Executive Committee and  
Capital Region Workforce Foundation**

Virginia Career Works Richmond West Center  
4914 Radford Avenue, Room 100  
Richmond, VA 23230  
12:00 pm – 1:30 pm

**Capital Region Workforce Development Board Executive Committee**

- I. Call to Order and Welcome - Chairman Ilene Maurer
- II. Public Comment
- III. Minutes from the January 12, 2024 Meeting ...Page 1
- IV. Transfer of PY24 Dislocated Worker Funds to Support Adult Program Activities ....Page 3
- V. Executive Committee Adjourns

**Capital Region Workforce Foundation**

- I. Call to Order –Ilene Maurer, President
- II. Affirmation of Officers Identified in Lieu of an Organizational Meeting .....Page 6
- III. Review of Organizational Items
- IV. Adoption of Initial Budget
- V. Awareness and Outreach Strategy
  - a. How do we let the community know the Foundation exists?
  - b. Will there be specific fundraising priorities identified to target outreach?
- VI. Foundation Adjourns



## Executive Committee Minutes January 12, 2024

Present
Ilene Maurer, Chair
William Auchmoody
John Easter
Danielle Gilbert
Drexel Harris
Tina Shreve
Eric Stamper (virtual)

Staff: Mr. Brian Davis, Executive Director, Ms. Krishawn Monroe, Assistant Director, and Ms. Carla Cosby

- I. Welcome and Introductions Chair Maurer called the meeting to order at 8:35 am.
- II. Public Comments. No public comments were offered.
- III. Minutes from August 16, 2023. Ms. Tina Shreve moved to accept the minutes as presented; Mr. Drexel Harris seconded the motion. The motion carried.
- IV. Dislocated Worker Funds Transfer (Action Item). Mr. Davis stated that action is needed to transfer funds between programs. PY22 funds must be spent by June 30. A transfer request of \$300,000 dislocated worker funds to the adult line is needed so that the funds are not recaptured and customer demand can be met. These funds will be spent by June 30. Mr. William Auchmoody moved to approve the fund transfer request, Mr. Drexel Harris seconded the motion. The motion carried.
- V. Mid-year review of In-School Youth Contracts (Potential Action)
 

Ms. Krishawn Monroe provided a brief overview of Peace of Minds performance and noted that their contract award was decreased to \$220,000. The total number of enrolled in-school youth is 65.

Ms. Monroe noted that WIOA performance numbers are not yet available. Henrico and Hanover schools were contacted to participate. It was anticipated that 10-15 students may be enrolled. Hanover opted to wait. Follow-up with the Henrico school's counselor is scheduled. The decision is made to consider other opportunities to recruit students outside of school. i.e. church youth ministries, Chesterfield YMCA, etc.

Efforts continue to connect with Richmond Public Schools. Participants served must meet barrier requirement, i.e. foster care, homeless, etc. The Hispanic community has also been contacted.

Charles City County Government. This is a government to government contract to serve 15 in-school and out of school youth. Ms. Latoya Johnson-Davis has worked diligently. Thus far, staff salary reimbursement and enrollment of 8 in-school youth is completed. No out-of-school students were enrolled. Performance numbers are not yet available.

Ms. Johnson-Davis is 7months in the contract. Efforts are being made to get more businesses onboard. The goal is to enroll 15 students. There are currently 7 in-school youth on the waiting list. Mr. Davis added that the contract was released to the 8 jurisdictions but there were no other responses. The decision was made to offer to the smaller counties.

VI. Review of and Comment on State Workforce Board Draft Policy Relative to “Key Performance Indicators” (Action Item)

Mr. Davis shared that a Performance Committee meeting was held at the state. The state board is a public body.

The Executive Committee is asked to consider whether or not to endorse the draft letter in response to the draft policy advanced by the VWDB Performance Committee to be entered into the public record as part of the VWDB deliberations.

Mr. Davis reviewed the measures. Noted points include –

- 60 programs including WIOA will be evaluated under new system.
- This action will not replace policy adopted November 22. A new policy is presented for adoption. There are now three different sets of metrics
- State board meets March 28<sup>th</sup>; other areas are having discussions
- Anthony Reedy will serve as dedicated staff to Board

If sending letter, committee endorses verbiage of letter. Unanimous consensus is to endorse letter to be read at their next committee meeting. Chair Maurer will sign on behalf of Executive Committee. Letter will be sent to Ms. Anthony Reedy, Ms. Nicole Overly, and ex-officio member of the Performance Committee.

VII. Director's Notes

- WIOA legislation at the federal level technically expired in 2019. There are currently different House and Senate versions for reauthorization under review. Two bills. House Bill 544 and SB436 would increase training spending requirement from 40%-50%. If this provision were to pass, it is likely that consideration of closing at least one center may have to be factored to offset the requirement. There is underutilized space at the centers that could absorb relocation of staff.
- A recent Board committee recommended to renew the Chesterfield Center rather than relocate. New programming will focus on the Hispanic community and manufacturing as ways to boost visitor counts to the center.

VIII. Adjourn. There being no other business, Chair Maurer thanked everyone for attending.

## Agenda Item IV.

**Capital Region Workforce Development Board (WDB) Executive Committee  
Agenda Item Summary –Fund Transfer Request*****What is it?***

In each fiscal year, federal Workforce Innovation and Opportunity Act (WIOA) funds are made available to local workforce boards in three funding streams: adult, dislocated worker and youth. The funds are available for the year they are received and the following year. Any funds not spent by the end of the second year are recaptured by the state. Funds can only be used to serve those enrolled under the program where eligibility is established. Expenses can only be charged to funding stream for which eligibility was established.

***What do Members Need to Know?***

PY 24 funds were made available to the WDB effective July 1, 2024 and the availability expires June 30, 2025. The award amount for adult funds was \$1,561,903, with \$1,144,449 in dislocated worker. As of June 30, 2024, all adult funds (100% of award) had been spent. By comparison, only \$322,645 in dislocated worker funds had been spent, or 28% of the award. Estimating from recent contractor spending, staff projects that a transfer of \$300,000 from the remaining \$707,359 dislocated worker dollars to the adult program would allow the remaining funds to be spent and therefore not recaptured, while also supporting adult customer needs. (In other words, leaving the funds as they remain, it is unlikely that the dislocated worker dollars would be spent and therefore recaptured after June 30, 2026).

The attached analysis would be submitted to the state if the Board authorizes the transfer request is attached.

***What do Members Need to Do?***

Consider a motion to authorize staff to submit a transfer request to reallocate \$300,000 in PY24 Dislocated Worker funds to be used for the Adult program.



The Capital Region Workforce Development Board (WDB) – Local Area 9 is requesting a transfer of \$300,000 in PY24 dislocated worker funds to support adult program expenditures. The information below conforms to state administrative requirements per VWL #16-02, change 2.

<b>Date:</b>	August 26 2025
<b>WIOA Program and Year Affected</b>	PY 2024 Dislocated Worker funds
<b>Amount of Requested Transfer</b>	\$300,000 to PY 2024 Adult Program

**A detailed analysis indicating the anticipated impact to the program from which funds are being moved and to the program which will receive the funds, including at least “three-year” trend analysis.**

<i>Data Support: Expenditures</i>	Adult	Dislocated Workers
<b>PY20</b>	\$1,235,168.10	\$1,079,227.80
<b>PY21</b>	\$1,439,446.50	\$1,141,691.40  <u>(Note: \$475,000 of this amount was for adult expenses after a transfer, which makes net DW spending \$666,691, or 26% of the total spent)</u>
<b>PY22</b>	\$1,616,390.10	\$1,041,084.90  <u>(Note: \$300,000 of this amount was for adult expenses after a transfer, which makes net DW spending \$741,084.90)</u>
<b>PY23</b>	\$1,598,477.40	\$985,999.50  <u>(Note: \$500,000 of this amount was for adult expenses after a transfer, which makes net DW spending \$485,999.50)</u>
<b>PY24</b>	\$1,405,712.70	\$321,644.58  <u>(Note: \$101,868.55 of this amount was for adult expenses after a transfer, which makes net DW spending \$220,776.03)</u>

**Participant Data:**

	New Enrollments				Total Active			
	Adult	DW	Total	% DW	Adult	DW	Total	% DW
PY24	259	42	301	<u>14%</u>	413	73	486	<u>15%</u>
PY23	306	65	371	<u>18%</u>	428	109	537	<u>20%</u>
PY22	264	94	358	<u>26%</u>	403	126	529	<u>24%</u>
PY21	230	56	286	<u>20%</u>	337	113	450	<u>25%</u>
PY20	131	77	208	<u>37%</u>	188	127	315	<u>40%</u>



***Narrative on benefit to adult program and impact to dislocated worker program***

As of the PY24 year-end contractor invoices, there were \$0 in PY24 adult funds remaining. While \$700,000 remains in PY24 dislocated worker funding after the PY24 close out, the trend data above is sufficient enough to justify a transfer of a portion of those funds to meet the current enrollment characteristics that weigh disproportionately to adult customers. As evidenced, historical trends show that adult program enrollments have exceeded that of dislocated workers year after year going back at least 5 years. Prior to PY20, new and active dislocated worker enrollments hovered at about 40% of the total served which was more manageable in terms of balancing spending between programs. But in each of the successive years since, dislocated workers steadily dropped, and in PY24 stood at 14% of new enrollments and 15% of the active caseload. Because spending is dictated by enrollments, it is logical that we would have a need to transfer.

Since the economic recovery following the early days of the COVID pandemic when unemployment reached approximately 11% in the region, our unemployment rate has hovered at or below the 3% rate which most economists consider "full employment". By and large, our region has not experienced mass-layoff events. Posted jobs continue to exceed the number of people counted in the official unemployment rate. In addition, there has yet to be an effective method established by state agencies administering Unemployment Compensation or the associated Reemployment Services and Eligibility Assessment program to refer those who would be eligible as dislocated workers.

The characteristics of the vast majority that are now seeking services do not qualify for the dislocated worker program due to the eligibility requirements. If they may have qualified as a dislocated worker at some point in the past, they have since "lost" the factors that may have made them eligible. That these individuals are not actively participating in the still relatively healthy labor market suggests they may have greater barriers to achieving and retaining employment that leads to self-sufficient wages. Rather than turn these individuals away, they are enrolled as adults. And funding at all levels follows the characteristics of the customer as they present and it is difficult to predict what that will be from year-to-year.

However, based on five years of enrollment and trend analysis, it seems safe to conclude that this transfer request would not negatively benefit dislocated worker needs in the region at present.

<b>Documentation that the transfer decision was approved at a meeting of the Local WDB Development Board:</b>	The matter will be/was considered at the August 26, 2025 Workforce Board Executive Committee meeting. Following adoption of the motion, the Board chair will sign a statement of action verifying such to satisfy state requirements.
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Respectfully,

A handwritten signature in blue ink that reads "Brian K. Davis".

Brian K. Davis, Executive Director

# Capital Region Workforce Foundation

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August 26, 2025 Meeting

## Affirm Initial Officer Selected in Organizational Papers (in lieu of an organizational meeting)

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- **Ilene Maurer, President**
- **Drexel Harris, Vice-President**
- **Bill Auchmoody, Treasurer/Secretary**

# Review of Organizational Items

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# General

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- Articles of Incorporation have been approved by and Foundation is registered with the State Corporation Commission.
- The IRS has issued an Employer Identification Number and determination of tax exempt status as a 501 (c)(3), with public charity status.
- Prior to any fundraising, the Virginia Department of Agriculture and Consumer Services (VDACS) must review initial application and grant approval to raise funds in Virginia. (Application is complete and will be filed once initial budget is approved today).
- Sands Anderson will serve as Registered Agent. (Initial year covered as part of organizational fees. Can be retained thereafter or Foundation may designate someone else).

# Established Purpose (Articles of Incorporation)

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- To support and assist the Capital Region Workforce Development Board or its successor in the development and deployment of activities, initiatives or services that support the WDB's ability to provide employment and training services for the employers and jobseekers in Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, Powhatan and Richmond.

# More from the Articles of Incorporation

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- To accept, aid, support and assist grants, donations and gifts by contributions or otherwise and enter into contracts and memoranda of understanding to conduct its work.
- To pursue staffing support necessary and allowable to support its work.
- To solicit and accept grants and donations from businesses, philanthropic entities or other sources to support purposes or activities of the Foundation.
- To coordinate, collaborate and partner with business, economic development, educational and other for and non-profit entities that share a similar scope and mission to further advance workforce development efforts in the service region.

# More from the Articles of Incorporation: The Board of Directors

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- **The Executive Committee of the Workforce Development Board.**
  - Each WDB Director shall hold their office for as long as they are on the Executive Committee and until their successor takes their seat on the Executive Committee.
- **A representative designated by the County of Henrico**
  - The County representative shall have a 2-year term and until a successor is appointed by the County.
- **Other Directors as may be elected from the business and professional community and other groups consistent with the Foundation's purpose.**
  - At large Directors shall be elected by the Board of Directors for a 2-year term and until that At-large successor is elected

# Bylaws

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- **Fiscal Year is July 1 – June 30**
- **Duties and Powers:**
  - Hold meetings as it thinks proper, with at least an annual meeting.
  - Appoint Committees
  - Set immediate goals and long-range plans
  - Set and revise budget
  - Devise and carry out fundraising plan
  - Procure staff as considered essential
  - Otherwise manage the affairs of the corporation

# More from the Bylaws

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- Annual meetings shall be held to elect officers, schedule the other regular meetings and transact business. Special meetings can be called by the President.
- Public notices not required for meetings, but Directors must be notified no less than 5 day prior to a meeting.
- A quorum is 50% of Directors. No proxy voting allowed.
- Remote participation is permitted and actions may be taken without a meeting if written consents are signed by Directors.
- Committees may have the authority of the Board as established in an authorizing resolution, with noted exceptions.
- Directors receive no compensation for service, but are not prohibited from being reasonably compensated for other services. (Officers may be reimbursed for reasonable expenses).

# Initial Budget for FY26

## Estimated Revenue: \$40,000

Budget Item	Budgeted Amount
Direct workforce and career development services <i>(Any items that directly benefit youth or adult jobseekers, employers or organizations that directly advance work aligned with the Foundation).</i>	\$30,000 (75%)
Start-up and Administrative Costs <i>(Consultants, marketing/ materials, insurance, bank fees etc.).</i>	\$10,000 (25%)

# To Consider/Discuss

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- Non-profit support consultant(s)
- Bank account
- Director's and Officer's Insurance
- Logo
- Website

# Outreach and Awareness: Early-start items

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- Underwriter for start-up costs
- Professionally designed materials
- “Become supporter” option
- “Adopt a \_\_\_\_\_” (Youth, job seeker, small business, entrepreneur etc.).

WHAT  
NEXT!

