

Capital Region Workforce Partnership
APRIL 10, 2026 MEETING AGENDA
9:30 a.m. – 11:00 a.m.

Virginia Career Works Chesterfield Center
304 Turner Road
North Chesterfield, VA 23325

Consortium Members		Alternates	
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. Steve McClung , Powhatan		Will Hagy	
Hon. Kenya Gibson , Richmond		Amy Popovich	

- I. **Welcome and Introductions** *(The Honorable John Moyer,- Chairman)* 9:30 a.m.
- II. **Public Comment Period** 9:35 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. **Action Items:** 9:40 a.m.
- A. Election of Vice-Chairman
 - B. Transfer of Dislocated Worker Funds to Meet Adult Program Demand
 - C. Affirmation of Local Brand Usage in the Capital Region
 - D. Workforce Center Evaluation and Phasing Plan (“Maintain, Pivot, Consolidate”)
- IV. **Information/Discussion Items** 10:30 a.m.
- A. June meeting date
 - B. Board and Staff Updates
- V. **Adjournment** 11:00 a.m.

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

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. The officers must be elected officials and not alternates.

What do CLEO Members Need to Know?

John Moyer (New Kent) was elected Chairman on February 20, 2026, after serving for more than a year as Vice-Chairman and volunteering on more than one special committee or work group during his tenure.

A Vice-Chairman was not elected at the February 20th meeting, so the vacancy still exists.

Mr. Jody Rogish (Henrico) is serving in his second year on the CLEO, and has recently been serving on a committee evaluating workforce center locations. He has indicated a willingness to stand for election as Vice Chairman, for a term to start with the June meeting.

What do CLEO Members Need to Do?

Consider the election of Mr. Rogish to serve as Vice Chairman.

Agenda Item III. B.

**Capital Region Workforce Partnership
Agenda Item Summary: Transfer of Dislocated Worker Funds**

What is it?

The Workforce Innovation and Opportunity Act (WIOA) funds are allocated to local areas each year in three separate funding streams: adult, dislocated worker and youth. The programs funded under each stream carry different eligibility requirements and may only be used to support services and activities attributed to that program. Up to 10% of each funding stream may be set aside for administrative purposes. The federal law grants local areas the flexibility to transfer up to 100% between the adult and dislocated worker streams with state approval, recognizing that program needs may vary locally from year-to-year. (Funds may not be moved into or out of the youth program.)

What do Members Need to Know?

- 1) Funding Levels and Balances** – In each year, federal funds are available to spend in the year awarded and in the following year before any unspent amounts are recaptured. In the current program year (PY25), the local area was awarded **\$1,721,625 in adult funds** and **\$1,102,690 in dislocated worker funds**. For the prior year (PY24), the awards were \$1,561,903 for adult and \$1,144,449 for dislocated worker. As of the March 2026 Cash Payment Schedules filed with the state the following balances were available:

Year	Adult	Dislocated Worker
PY24	0	\$201,985
PY25	\$969,750	\$972,662

Cash balances on file with the state do not factor contractual and other obligations that are budgeted as not available to spend, such as service provider contracts, rent and salaries/benefits.

When factoring such obligations there is a 0 balance of PY24 adults funds unencumbered and \$541,782 dislocated worker funds held in reserve as of March 31, 2025.

- 2) Program Distinctions and Similarities** - The basic eligibility requirements for both adult and dislocated worker are that an individual be 18 or older, eligible to work in the United States, and registered with selective services. Once basic eligibility has been established, for adults, the distinction is that priority must be given to those who are low-income or basic skills deficient. For dislocated workers, the distinction is that it must be documented that the individual lost their job through no fault of their own. (A documented layoff notice, plant closure, verified recipient of unemployment benefits etc.). In both programs, Veterans who also meet either eligibility category receive priority.

Regardless of the program, the services offerings are the same for both programs, and they are delivered by the current service provider, Equus Workforce Solutions.

- 3) Demand for Services:** - Each year that a contract is awarded to a service provider, the associated budget is delineated between adult and dislocated worker funds. The provider then has responsibility for ensuring that enrollments and services are tracked by and charged to the appropriate funding stream. The monthly billing in this fashion allows the Board to meet its requirements for tracking and reporting to the state. Best estimates are used by the Board staff in consultation with the contractor on how to divide the budget at the start of each contract year. The estimates though cannot predict what customers will actually present for services during the year and under what eligibility they may be qualified.

In the current year contract, the budget was split at 80% adult and 20% dislocated worker. In terms of dollars that set the budget at \$1,440,000 adult and \$360,000 dislocated worker.

- 4) **Program Enrollment Trends** -Prior to 2020, the local program demand between adult and dislocated worker, while never even, ran at about 60% adult/40% dislocated worker. For the four most recent full years, the ratio shifted even more to adult and necessitated that fund transfers be utilized in a now ongoing basis. In the last program year, dislocated worker demand drooped to levels equating to less than 20% of customers, and is on track to stay below 20% in this year.
- 5) **Current Situation and Request** - After three quarters of this current program year, the actual ratio of enrollments is 86% adult and 14% dislocated worker.

Factoring contractual obligations, expenditures through March and known expenditures through June 30, 2026 such as rent and staff salaries/benefits, the balances of funding on hand would be: **Adult – \$67,769 and Dislocated Worker - \$603,229** . Based on contractor spending trends in the first three quarters of the year, staff has determined that a transfer of \$400,000 would retain a balance sufficient to meet dislocated worker demand while allowing adult service continuity as well as ensuring no funds would be recaptured at the end of PY26.

What do Members Need to Do?

Consider authorizing staff to request from the state approval for a transfer of up to \$400,000 in PY25 dislocated worker funds for adult program use. Additional analysis in the form required by the state is attached.

The Capital Region Workforce Development Board (WDB) – Local Area 9 is requesting a transfer of \$400,000 in PY25 dislocated worker funds to support adult program expenditures. The information below conforms to state administrative requirements per VWL #16-02, change 2.

Date:	April 28, 2026	
WIOA Program and Year Affected	PY 2025 Dislocated Worker Funds	
Amount of Requested Transfer	\$400,000 to PY 2025 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.		
Data Support: Expenditures	Adult	Dislocated Workers
PY21	\$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>
PY22	\$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>
PY23 <i>Note: These YTD figures reflect spending as of Feb. 2025, to include most recent vendor invoices paid</i>	\$1,598,477.40	\$944,498.33 <u>(Note: \$458,498.83 of this amount was for adult expenses charged to dislocated worker funds after a transfer, making the new DW spending \$485,999.50)</u>
PY24 <i>Note: These YTD figures reflect spending as of March 31, 2026, to include most recent vendor invoices paid.</i>	\$1,405,712.70	\$904,624.20 <u>(Note: \$624,620.10 of this amount was for adult expenses charged to dislocated worker funds after a transfer, making the new DW spending \$280,004.10)</u>
PY25 YTD – Ratio is 17% dislocated worker dollars out of 100 spent	\$735,338.04	\$146,635.04

Participant Data:

	New Enrollments				Total Active			
	Adult	DW	Total	% DW	Adult	DW	Total	% DW
PY25 (as of 3/31/25)	168	26	194	13%	307	49	356	14%
PY24	259	42	301	14%	413	73	486	15%
PY23	306	65	371	18%	428	109	537	20%
PY22	264	94	358	26%	403	126	529	24%
PY21	230	56	286	20%	337	113	450	25%
PY20	131	77	208	37%	188	127	315	40%

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

As evidenced in the above data, historical trends show that adult program enrollments have surpassed 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 years since, and now through three quarters of the current year, dislocated workers continue to steadily drop. In PY24 only 14% of new enrollments and 15% of the active caseload were dislocated workers. Because spending is dictated by enrollments, it is logical that we would have a need to transfer funds to reflect customer demand.

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 near the 3% rate which most economists consider "full employment". By and large, our region has not experienced mass-layoff events, or events that have flooded the demand for our services. While there is some evidence of slowing of job posts by employers, the numbers continue to exceed the number of people counted in the official unemployment rate.

The majority of those 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 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 continue to be 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. Based on five years of enrollment and trend analysis, logic suggests that this transfer request would not negatively harm dislocated worker needs in the region at present.

We hope to be able to take advantage of the state workforce partners who have more direct access to the unemployment recipient records they possess in more proactive and meaningful ways to connect to our Title I dislocated worker program. Until then though, a transfer is the best way to meet current needs.

Documentation that the transfer decision was approved at a meeting of the Local WDB

Attached

Respectfully,



Brian K. Davis, Executive Director

Agenda Item III. C.

**Capital Region Workforce Partnership
Agenda Item Summary – Affirmation of Local Brand Usage**

What is it?

After an extensive brand development process that started in the Summer of 2017 involving active participation by multiple state and local government, business, non-profit and customer stakeholders, Virginia launched the “Virginia Career Works” brand and logo for the public workforce system. The system brand was announced in January of 2018 with a detailed Implementation Plan released in April of that year, and the official rollout on Labor Day to coincide with National Workforce Development Month. The brand was developed as a unified identity for the public-facing job seeker and employer services overseen by the 14 local workforce areas, as well as the multiple workforce centers that house a variety of partners under this common umbrella, with each partner maintaining their individual organizational logos. The brand is used on buildings, directional signage, websites, social media platforms, print materials, letter head, business cards and the like.

What do Members Need to Know?

On July 1, 2023 the new Virginia Department of Workforce Development and Advancement (DWDA) was established following an act of the General Assembly in the 2023 session. The agency became officially “operational” July 1, 2024. DWDA directly administers program such as Wagner-Peyser, Registered Apprenticeship and the Jobs for Veterans State Grant, while also serving as the grant recipient and “pass through” entity for the funds controlled by the 14 local workforce areas. The local areas maintain the autonomy for operations granted in federal law. Other federal workforce programs remain under the autonomy of various state agencies such as the Department for Aging and Rehabilitative Services, the Department of Social Services, the Department of Education, the Virginia Community College System and the Virginia Employment Commission.

On November 29, 2023, the DWDA announced that they had branded themselves as “Virginia Works”, and revealed a logo for their brand. The brand was developed internally to the agency without the type of inclusive stakeholder involvement used in developing the Virginia Career Works brand, and it was not communicated at the time that the Virginia Works brand would apply to any entity other than the DWDA.

Nearly two years later, on September 19, 2025, the Virginia Board of Workforce Development hastily adopted a “System Brand” policy declaring the then two-year old Virginia Works brand as the brand of the entire Virginia workforce development system, to include the 14 independent local workforce areas and the five state agencies above. The policy says partner programs should use Virginia Works branding with workforce system services and workforce center activities and programs, with local designations such as Virginia Works Capital Region.

A brand transition plan was issued in January of 2026, but no further details have since been issued, and milestones in the plan have already passed. Absent a clear and compelling reason for and

strategy to roll out a new brand that has already been absent of several key upfront steps seems an unnecessary use of time, energy and resources. The potential for confusion between “Virginia Works” the agency and “Virginia Works” the system also seems problematic.

It should also be noted that this state policy seems to recognize local authority in branding by referencing the federal regulations:

- 1) The State policy has language that “nothing should be construed to affect local workforce development board governance, policy and workforce centers that are enumerated in federal rules and regulations”.
- 2) 20 CFR 678.900 in federal regulations provides that One-Stop partners, states **or local areas may use additional identifiers on their products, programs, activities, services, facilities and related property and materials.**

What do Members Need to Do?

For clarity sake, consider an action to maintain Virginia Career Works as the local identifier for the Capital Region workforce system. Such action would not preclude a future brand being adopted. There are also opportunities for cobranding with Virginia Works that could be pursued as an alternative.

Agenda Item III. D.

Capital Region Workforce Partnership
Agenda Item Summary – Workforce Center Buildings Evaluation and Phasing Plan

What is it?

The Workforce Innovation and Opportunity Act (WIOA) requires that each local area have at least one comprehensive workforce center that serves as a hub for delivery and coordination of a variety of federally funded and other workforce services. The WIOA also allows for additional centers based on factors such as geography, population and available funding. The additional centers may be classified as either comprehensive or affiliate. The determination of how many centers there are and where they are located is a responsibility of the local workforce areas, as part of their authority for the establishment and oversight of the local workforce development system.

What do Members Need to Know?

There are currently three workforce centers in the Capital Region, with some key points for each summarized below:

	Chesterfield	Henrico	Richmond West
Address	304 Turner Road (southside)	121 Cedar Fork Road (east end)	4914 Radford Ave (near west end)
Designation	Affiliate	Comprehensive	Affiliate
Date of Lease Commencement	4/11/2016	9/11/2012	2/1/2021
Date of Natural Lease Termination	11/30/2031	10/31/2033	2/28/2031
Size (Square Footage)	11,255	20,866	9,294
Current Annual Rent	\$176,544	\$330,000	\$168,216

The leases for these centers were all established based on a 1998 model for service delivery centered on a bricks-and-mortar focus. In 2026, we are well aware that physical locations are not the only way in which many consumers choose to access services, especially if other options through technology are available. And virtual service access is less expensive, meaning more funding currently devoted to rent could be realigned to direct services rather than infrastructure.

In 2025, when uncertainty on the levels of federal funding predominantly used to support workforce centers became more prevalent, a committee of the local workforce board and elected officials started to examine various factors surrounding our workforce centers. While that immediate concern around federal funding has been minimized for the next fiscal year, it does not invalidate the merit of an examination of the region's physical infrastructure and changes to the physical footprint that might be considered.

The committee has done an extensive analysis of multiple data points about each center under a frame of “Maintain, Pivot, Consolidate”. As a result of this analysis, there are a series of recommendations presented in the attached summary that suggest a phased approach to maintaining the current physical footprint of three workforce centers, while adjusting to various forms of service modification over a period of time until leases expire. There are no recommendations to immediately close a center ahead of its lease termination. (Footnote: subsequent changes in federal funding beyond July 1, 2027 could accelerate decision making, but the foundation set through this process would provide a validated method upon which to decide what centers might be closed ahead of their lease termination).

What do Members Need to Do?

Receive the information presented at the meeting and affirm the phased approach recommendation.

Executive Summary

The Programs & Operations Committee conducted a strategic analysis of the region's workforce center infrastructure to evaluate the long-term sustainability, accessibility, and effectiveness of the current service delivery model. The analysis reviewed operational data, facility utilization trends, funding considerations, transportation patterns, and lease obligations associated with the region's three workforce centers located in Henrico (Cedar Fork Road), Chesterfield (Turner Road), and Richmond West (Radford Avenue).

The review was prompted by several factors influencing workforce service delivery nationally and regionally, including declining in-person traffic, increased reliance on virtual services, evolving customer engagement patterns, and the need to ensure responsible stewardship of federal workforce funds. Data reviewed during the analysis indicates that overall workforce center visits declined between July–December 2023 and July–December 2025, reflecting broader trends toward hybrid and digital service delivery. Transportation data also indicates that most customers access workforce services by personal vehicle, which has implications for regional accessibility and location planning.

The analysis evaluated three strategic pathways: **Maintain, Pivot, and Consolidate**.

The Maintain strategy focuses on stabilizing current operations while maximizing the value of existing facilities. Under this approach, the workforce system would actively pursue strategic partnerships, shared-use agreements, and co-location opportunities to increase utilization of available space and offset operational costs. Maintain also includes operational adjustments such as right-sizing staffing patterns and reducing discretionary expenses. This strategy is viewed primarily as a transition approach, allowing the region to collect additional utilization data and pilot new service models while honoring existing lease commitments.

The Pivot strategy focuses on redesigning service delivery rather than reducing services. This approach recognizes the growing role of virtual platforms and appointment-based service models in the workforce system. Under a Pivot model, workforce centers would transition toward hybrid service hubs that support a mix of in-person, virtual, and mobile workforce services. This strategy would include evaluating the effectiveness of existing technology platforms, aligning the role of the One-Stop Operator with core statutory functions, and expanding partnerships with community locations.

The Consolidate strategy considers the long-term possibility of reducing the workforce center footprint if utilization patterns, fiscal conditions, or service delivery models warrant such action. The analysis identified that current lease agreements provide a natural planning horizon for evaluating consolidation opportunities. Lease expirations occur in 2031 for the Richmond West and Chesterfield centers and 2033 for the Henrico center, allowing time for data-driven decision-making rather than immediate facility reductions. Consolidation decisions would likely be triggered by significant changes in federal workforce funding, sustained reductions in in-person service demand, or opportunities to reassign or reduce leased space without financial or reputational harm.

Importantly, the analysis indicates that these strategies are not mutually exclusive and may represent a phased approach to workforce system modernization. The Maintain strategy provides short-term stabilization, the Pivot strategy supports modernization of service delivery, and Consolidate represents a potential long-term infrastructure adjustment if future conditions justify it.