



**Meeting Agenda for June 11, 2026 - 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 December 12, 2025 and March 12, 2026 Meetings....Page 1 – 5 minutes

**Connect**

- IV. Partner Moment: Virginia Department for Blind and Vision Impaired - Karen Kahn, Business Relations Specialist – 15 minutes

**Manage (Action Items) – 45 minutes**

- V. Preliminary Budget for PY26/FY2.....Page 8
- VI. Contract Awards/Renewals.....Page 12
  - A. Laine Federal Education, Inc. (Adult/Dislocated Worker/Business Services).....Page 14
  - B. Equus Workforce Solutions (One Stop Operator).....Page 15
  - C. Ross Innovative Employment Solutions (Out-of-school youth region-wide).....Page 16
  - D. Charles City County Governments (In-school/ out-of-school youth).....Page 17
- VII. Capital Region System Brand Affirmation.....Page 18
- VIII. Staff Updates (Time Permitting)
- IX. Adjourn

***Next meeting: September 10, 2026 – Virginia Career Works Henrico Center, 121 Cedar Fork Road.***



**Capital Region Workforce Partnership & Capital Region Workforce Development Board  
Meeting Minutes - Annual Joint Session –December 12, 2025**

Consortium Members		Alternates	
<b>Chairman – Hon. Steve McClung, Powhatan</b>	x	Sarah Barnett	x
<b>Vice Chairman – Hon. John Moyer, New Kent</b>	x	Rodney Hathaway	-
<b>Hon. Ryan Patterson, Charles City</b>	-	Miranda Venable	-
<b>Hon. Jim Ingle, Chesterfield</b>	x	Dr. James Worsley	-
<b>Hon. Jonathan Christy, Goochland</b>	x	Josh Gillespie	x
<b>Hon. Michael Herzberg, Hanover</b>	-	Ann Glave	x
<b>Hon. Jody Rogish, Henrico</b>	x	Monica Smith-Callahan	x
<b>Hon. Kenya Gibson, Richmond</b>	x	Amy Popovich	-

**Capital Region Workforce Development Board**

Members (15)	Present		Excused	Category (Total Members 14)	Member	Present		Excused	
	Yes	No				Yes	No		
Auchmoody, William	X			<b>Community College (1)</b>	Rubin, Beno	X			
Bice, Sarah	X								
Davis, Elizabeth	X								
Dick, Robert	X								
Farthing, Adrienne	X			<b>Economic Development (2)</b>	Robinson, Chance	X			
Franklin, Robert	X				Shreve, Tina	X			
Gilbert, Danielle	X			<b>Education (2) Adult Ed. CTE</b>	Elmore, Jeffrey	X			
Harris, Drexel	X				Roerink, Justin	X			
Hayden, Thomas		X		<b>Employment Service (1)-</b>	Woodard, Dennis				
Kincaid, Elizabeth	X					X			
Maurer, Ilene	X								
Stamper, Eric	X								
White, Amanda		X		<b>Labor, Apprenticeship &amp; CBOs (5)</b>	Battle, Kevin		X		
Worsley, Shauna	X				Conner, Maynard		X		
Yates, John		X			Horne, Kelly King	X			
					Spicer, Gregg	X			
					Strite, Amy	X			
				<b>Vocational Rehabilitation (1)</b>	Sherrina Sewell for Batten, Dale	X			
				<b>Social Services (2)</b>	Grable, Suzanne		X		
					Holt, Elizabeth			X	
<b>Total Attending</b>	13	2	0		<b>Total Attending</b>	10	3	1	

CRWDB Staff: Mr. Brian Davis, Ms. Krishawn Monroe, Mr. Mychael Lee, and Ms. Carla Cosby  
 Equus Staff: Ms. Danielle Bailey, Mr. Roberto Ford, Ms. Denisha Wilson, and Mr. Quinton Phelps.  
 Ross Staff: Ms. Elizabeth Hays.

Other Guests: Mr. Shawn Avery, CEO, Hampton Roads Workforce Council, Ms. Morgan Romeo, Executive Director, Greater Roanoke Workforce Development Board, and Ms. Jackie Davis, Executive Director, Bay Consortium Workforce Development Board.

- I. Welcome and Call to Order - The Honorable Steve McClung and CRWDB Chair Ms. Ilene Maurer. Chair Steve McClung called meeting to order at 9:30 a.m. ACE Event Manager welcomed the Boards and guests to the facility.
- II. Public Comment Period. No public comments were offered.
- III. Approval of Elected Official Consortium Minutes from the October 17, 2025 Meeting. The Honorable Mr. Moyer moved to approve the CLEO minutes as presented, the Honorable Ingle seconded the motion. The motion carried.  
 Mr. Drexel Harris moved to approve the CRWDB minutes from Sept. 11, 2025; Ms. Danielle Gilbert seconded the motion. The motion carried.

#### **Connect**

- IV. Panel Discussion: *Hiring Today – Woes and Wins*

*Moderator – Ilene Maurer, Rhudy and Co.; Shawn Avery, President and CEO, Hampton Roads Workforce Council; Elizabeth Kincaid, CEO of RVA Hospitality; Morgan Romeo, Executive Director, Greater Roanoke Workforce Development Board; Shauna Worsley, Senior Manager of Production Support, Philip Morris USA*

#### **Advance**

- V. **Elected Official Action Items**

- A. Workforce Board Nominations

Two nominations were presented for approval. One representative from Powhatan County, Mr. Daniel Durrbeck, Weight Pack, was nominated. Mr. Moyer made the motion to approve Mr. Durrbeck's nomination; Mr. Rogish seconded the motion. The motion carried.

The second nominee, Mr. David Brame, is with Bryant & Stratton College, a nonprofit institution of higher education located in Chesterfield County. The institution cannot be counted in the education or business category; it may be counted in the "other" category. This nomination would increase Board membership. There is also a precedent to not carry optional members for this reason. The option for Mr. Brame to serve on a committee was presented for consideration.

The CLEO opted not to appoint Mr. Brame for the reasoning above. No further action was required. Mr. Brame will be notified that he is encouraged to consider service on one of the Board's committees, as that does not require Board membership.

## **VI. Joint Action Items for Both Bodies**

### **A. Amendments to PY25 Budget**

The budget was adopted in June 2025 based on estimated revenue of \$6,014,667 and expenses of \$4,941,233; leaving \$1,073,434 unbudgeted in reserve.

Mr. Davis reviewed a series of changes recommended for the original budget. Revenue has been increased by \$250,287, to include a new \$60,000 grant. On the expense side, an additional \$17,000 is proposed to be added to the Special Events line, the new \$60,000 grant will be expensed under the Equus Adult contract, and an additional \$51,200 is requested to increase Ross' out-of-school contract to support eight additional youth in training and for a full-time position to be funded throughout the contract year. Mr. William Auchmoody moved to approve the budget amendments as presented; Ms. Ann Glave seconded the motion. The motion carried.

## **VII. Workforce Board Action Items**

- A. Revisions to Governance Policy #120 and Adoption of New Attendance Policy #127.** The Board adopted provisions for virtual and electronic meetings and attendance in a single policy in 2023. State Code requires that public bodies with electronic meeting policies must revisit them annually. (It was noted the CLEOs have not elected to adopt an electronic meetings policy). The policy allows the Board and its working committees flexibility to meet virtually for up to 50% of all meetings. Virtual meetings will be recorded, and the public will be notified. If a meeting is all virtual, the meeting link must be made available to the public. Mr. William Auchmoody made the motion to adopt both policy 120 as revised and 127 on Attendance as presented; Mr. Gregg Spicer seconded the motion.

### **B. Election of At-Large Member to Executive Committee**

When action is required between full Board meetings, the Executive Committee may act on behalf of the full Board. The Committee is comprised of the officers, chairs of any standing committees and two at-large members elected from the membership. The Committee also serves as the Board for the new nonprofit Board.

Mr. John Easter retired from his employment and is no longer on the Board; leaving one at-large seat vacant. Mr. John Yates, Hospital to Home, a new Board member and current Vice Chair of the Continuous Improvement Committee, was considered for election to the Executive Committee. The motion to elect was made by Mr. William Auchmoody and seconded by Mr. Gregg Spicer.

## **Inform**

### **VIII. Updates: Programs and Operations Committee and Staff**

Ms. King Horne serves as Chair. The Committee's focus areas are program policy, service delivery, and compliance issues affecting the budget and workforce centers. An informational report on center utilization and related topics will be provided at the April CLEO meeting.

### **IX. Adjourn – There being no further business, the meeting was adjourned.**

**Capital Region Workforce Development Board Meeting**  
**Meeting Minutes for March 12, 2026**

Member (Total 15)	Present		Excused	Category (Total 14)	Member	Present		Excused
	Yes	No				Yes	No	
Auchmoody, William	X			<b>Community College (1)</b>	Rubin, Beno	X		
Bice, Sarah	X							
Davis, Elizabeth (Virtual)	X							
Dick, Robert		X		<b>Economic Development (2)</b>	Robinson, Chance		X	
Farthing, Adrienne		X			Shreve, Tina	X		
Franklin, Robert		X			<b>Education (1) Adult Ed.</b>	Elmore, Jeffrey	X	
Gilbert, Danielle		X						
Harris, Drexel	X			<b>Employment Service (1)-</b>	Woodard, Dennis	X		
Hayden, Thomas	X							
Kincaid, Elizabeth	X							
Maurer, Ilene	X							
Stamper, Eric			X	<b>Labor, Apprenticeship &amp; CBOs (6)</b>				
White, Amanda			X		Battle, Kevin		X	
Worsley, Shauna	X				Conner, Maynard	X		
Yates, John		X			Horne, Kelly King	X		
					Roerink, Justin		X	
					Spicer, Gregg		X	
				<b>Vocational Rehabilitation (1)</b>	Strite, Amy	X		
					Batten, Dale (Dave Leon)	X		
				<b>Social Services (2)</b>	Grable, Suzanne		X	
					Holt, Elizabeth		X	
<b>Total Attending</b>	8	5	2		<b>Total Attending</b>	7	7	0

Staff and Guests Attendance: Mr. Brian Davis, Ms. Krishawn Monroe, Mr. Mychael Lee, and Ms. Carla Cosby

Guests Attending: Virginia Secretary of Labor Ms. Jessica Looman. Equus Staff: Ms. Danielle Bailey, Mr. Michael Dunne, Ms. Denisha Wilson, and Mr. Roberto Ford. Ross Staff: Ms. Othillie James.

- I. Call to Order – Chairman Maurer called the meeting to order at 3:10 p.m. The Board welcomed Virginia Secretary of Labor, Ms. Jessica Looman. Secretary Looman is responsible for the Department of Labor and Industry, the Department of Professional and Occupational Regulation, the Department of Workforce Development and Advancement, and the Virginia Employment Commission. Ms. Looman also serves as the state's Chief Workforce Development Officer.
- II. Public Comment Period. No persons were present for public comment.
- III. Minutes from December 12, 2025 Meeting. No formal action was taken because a quorum was not present.

- IV. Time with Virginia Secretary of Labor Jessica Looman  
Secretary Looman provided career continuum information – considering what workforce looks like, an employer-driven workforce system that meets the needs of the Commonwealth. She also shared Governor Spanberger’s focus is to make Virginia both the best place to do business and the best place to work. Investments should be made to create and maintain good jobs to sustain families. Expanding work-based learning is also important. Meeting the needs of the modern workplace is people focused; not program focused.

It was also noted that employer engagement in workforce development is critical and often has a greater impact than government investment alone.

Secretary Looman shared information about a new documentary, *Multiple Choice*. It gives insight around experiential learning programs. The Secretary noted that the takeaway from the panel discussion is that a computer can design a test and it can grade a test. AI may be a disrupter of education and the workforce. The discussion encouraged consideration of new ways to think about the relationships to work.

Secretary Looman added that paid family leave will be passed and administered by Virginia Works. It will be a separate program out of that agency. Also, paid sick time and wage protection bills have advanced in the legislature. There was considerable discussion among members on this topic.

Mr. William Auchmoody, asked about the sick leave program. Secretary Looman added that the program is for business and government; two different programs. Employees will receive 5 days of paid sick leave for illness. Employers make contributions to the health plan and holds job for that worker. For employers, you pay once. Family Medical Leave Act leave must be for serious health conditions. Individual may apply to the State for wage protection.

Ms. Amy Strite asked about supports for older adults needing to enter or reenter the workforce and support for the workforce caring for adults. Medicare and Medicaid workers should not lose their benefits in order to earn extra income; there should be a continuum of care. Jeffrey Elmore noted that the Capital Region Adult Education Program supports under educated adults and non-native born persons who want to improve their language skills, seeking a high school credential or adult literacy.

Secretary Looman also shared that there is a bill requiring contractor licenses be in other languages than English. Legislature passed bill around contractor licenses. Language access is critical. A major challenge in workforce is access to resources. Ms. Kelly King-Horne shared that primary barriers to success are homelessness, affordability, transportation, childcare, and housing.

Mr. Dennis Woodard, Virginia Works, asked if the Family Medical Leave Act will be administered the same way as unemployment insurance. Secretary Looman noted that Virginia will be the 14th State to implement the program. There will be a two-year

implementation term before the state starts collecting taxes. Funds will be taken from applicants and employers. If worker has time, can use time as required.

V. Committee Updates

- a. Continuous Improvement – Ms. Tina Shreve noted it is important for job seekers and employers understand workforce services.

One short-term response is through more deliberate Virginia Career Works outreach. Simplifying program names and external messaging is also important. Strategies developed respond to issues the Committee identified. Use of simple language to explain services is relevant.

The target audience for outreach is identified as job seekers, young adults, residents in high unemployment areas, and social services recipients. A collaborative job fair will be held tomorrow.

Other target groups include employers; small and mid-size; partners, influencer, economic development agencies, etc. Outreach strategies include television, media, schools, social services, and employer testimonials. Evaluation of the plan will be measured by outreach numbers. The Committee plans both short-term and longer term communication strategies. Mr. Mychael Lee noted that the final version will be sent out.

- b. Programs and Operations – Ms. Kelly King Horne

The Committee considered impacts of federal funding that currently support the physical workforce centers. Identifying how best to develop a framework to guide program operations through a changing funding landscape.

Options for consideration were to either maintain, pivot, or consolidate the workforce centers. The final plan has not yet developed. Recommendations will go to the CLEO in April. The earliest natural lease expirations are in 2031.

The question is what action should be taken now. Various data have been reviewed; how people use the centers; what is the current and future deliverable system; and why. Some changes will occur sooner. A hybrid service-delivery model is also being considered. Henrico is the only comprehensive center. Facility lease cost will be reviewed.

Pivot strategy. Identifying what workforce delivery looks like. There are statutory requirements at both the local and state level.

The committee discussed maintain, pivot and consolidate strategies and how to approach conversations regarding operational and service delivery changes.

Working with the Continuous Improvement Committee on enhancing customer service delivery is also planned.

VI. Policy Revisions:

- a. Policy 102 – On-the-Job Training
- b. Policy 105 – Eligible Training Provider Certification Process
- c. Policy 106 – Access to Participant Training
- d. Policy 110 – Self Sufficiency
- e. Policy 115 – Business Service Tiers

Mr. Davis stated that the Executive Committee will handle the policy revisions given the lack of a quorum. He can be contacted if there are any questions.

VII. Staff Updates – Mr. Davis

- Current year spending to budget was presented
- Mr. John Moyer elected as the new CLEO Chair
- Vice Chair will be selected at the April meeting
- Forty percent of adult and dislocated worker funds must be spent on training activities. The General Assembly passed legislation that will allow Local Boards to seek a waiver from this requirement if certain conditions warrant.
- Review of mid-year data points and performance was presented. The Quarter 1 performance period ended on September 30, 2025
- Visitor distribution by locality was provided

VIII. Adjourn

The meeting adjourned at 4:35 pm.

**Capital Region Workforce Development Board  
Agenda Item Summary – Preliminary Budget for the Program/Fiscal Year Starting 7/1/2026**

***What is it?***

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 26, which is also FY 27. 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.

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

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.

**Timing:**

The state allocations were released by DOL on April 28, 2026. The state technically has up to 30 days to determine and release the local funding amounts, and released the local area allocations on May 22, 2026.

**Py26/FY27 Funding Levels:**

The Capital Region is set to receive an overall reduction in funds of 6% from the current year, equating to \$278,756. This is the largest reduction for any of the 14 areas. Reductions to adult and youth funding will both be realized, with an increase in dislocated worker funds. The chart below provides detail:

	<b>PY26</b>	<b>PY25</b>	<b>Difference</b>	<b>% difference</b>	<b>Estimated PY25 Carry In</b>
<b>Adult</b>	<b>\$1,356,118.20</b>	\$1,549,462.50	\$(193,344.30)	<b>-12.5%</b>	\$31,131
<b>Youth</b>	<b>\$1,532,657.70</b>	\$1,672,946.10	\$(140,288.40)	<b>-8.4%</b>	\$209,844
<b>DW</b>	<b>\$1,075,173.30</b>	\$992,421.00	\$82,752.30	<b>8.3%</b>	\$602,064
<b>Admin</b>	<b>\$440,438.80</b>	\$468,314.40	\$(27,875.60)	<b>-6%</b>	\$80,000
<b>Total</b>	<b>\$4,404,388.00</b>	\$4,683,144.00	\$(278,756.00)	<b>-6%</b>	\$923,029

In terms of non-federal funding, we are projecting an amount of **\$604,535**, which is an increase from the current-year level of \$461,768. The increase is attributable to increased rent from tenants under lease renewals. The funding from the eight localities remains level at \$250,000. In addition to the new year funds, an estimated **\$180,000 of carry-forward** in non-federal funds is anticipated, bringing the total non-federal estimate to **\$784,535**

**Proposed Budget:**

Factoring the previously stated funding levels, PY26 revenue is projected at **\$6,131,961**. This is a reduction of 2% from the current year.

Staff has drafted a proposed budget with expenses of **\$4,817,614**. This is a reduction of 7% from the current year.

At this level, a reserve balance of \$1,314,347 would be realized. This is an increase of 20% from the current year budget.

\$3,858,486, or **81% of expenses are in lines that directly support or benefit customer services**. The other 19% of expenditures are for board/CLEO staff and board-level operating costs.

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

Review the attached document for discussion and consideration to advance to the Chief Local Elected Officials. The Finance Committee has endorsed this budget as being presented.

PY26/FY27 Budget

Draft for Full Board 6/11/26 Meeting

Description	Total	Adult	Dislocated Worker	Youth	Admin.	Non Federal	ELT Grant
New Allocation	\$ 5,008,922	\$ 1,356,118	\$ 1,075,173	\$ 1,532,657	\$ 440,439	\$ 604,535	
Projected Carry-in	\$ 1,103,039	\$ 31,131	\$ 602,064	\$ 209,844	\$ 80,000	\$ 180,000	
Adult/DW Transfer	\$ -	\$ 400,000	\$ (400,000)	\$ -	\$ -	\$ -	
State Grants	\$ 20,000						\$ 20,000
<b>Total Projected Revenue</b>	<b>\$ 6,131,961</b>	<b>\$ 1,787,249</b>	<b>\$ 1,277,238</b>	<b>\$ 1,742,501</b>	<b>\$ 520,439</b>	<b>\$ 784,535</b>	
<b>Expenses</b>							
Board/Staff Salary and Fringe	\$ 881,570	\$ 315,128	\$ 62,067	\$ 269,604	\$ 183,284	\$ 51,487	
Board/Operations	\$ 53,088				\$ 48,208	\$ 4,880	
Board/Customer Support	\$ 21,396				\$ 14,663	\$ 6,733	
Workforce Center/Operations	\$ 84,083				\$ 64,526	\$ 19,557	
Workforce Center/Rent	\$ 681,544	\$ 131,675	\$ 21,117	\$ 89,123	\$ 34,752	\$ 404,877	
Special Events	\$ 40,000				\$ 20,000	\$ 20,000	
<b>Service Contracts</b>							
Adult/DW	\$ 1,472,893	\$ 1,162,314	\$ 290,579				\$ 20,000
One Stop Operator	\$ 300,000	\$ 176,208	\$ 28,996	\$ 94,796			
Youth (Out-of-school)	\$ 1,030,000			\$ 1,030,000			
Youth (In School)	\$ 140,000			\$ 140,000			
Virtual Enrollment System	\$ 64,400				\$ 32,200	\$ 32,200	
Enhanced Cleaning	\$ 4,140				\$ 4,140		
IT Support	\$ 44,500				\$ 44,500		
<b>Total</b>	<b>\$ 4,817,614</b>	<b>\$ 1,785,325</b>	<b>\$ 402,759</b>	<b>\$ 1,623,523</b>	<b>\$ 446,273</b>	<b>\$ 539,734</b>	<b>\$ 20,000</b>
Reserve Balances	\$ 1,314,347	\$ 1,924	\$ 874,479	\$ 118,978	\$ 74,166	\$ 244,801	-

## Comparison to Current

	<u>PY25 Adopted</u>	<u>PY26 Proposed</u>	<u>Dollar Change</u>	<u>% Change</u>
Estimated New Revenue	\$ 5,144,912	\$ 5,008,922	\$ (135,990)	-3%
Projected Carry-in	\$ 960,042	\$ 1,103,039	\$ 142,997	15%
ELT Grant	\$ 60,000	\$ 20,000	\$ (40,000)	-67%
Career Pivot Grant	\$ 100,000		\$ (100,000)	-100%
Total Projected Revenue	\$ 6,264,954	\$ 6,131,961	\$ (132,993)	-2%
<b>Expenses</b>				
Board/Staff Salary and Fringe	\$ 835,786	\$ 881,570	\$ 45,784	5%
Board/Operations	\$ 70,000	\$ 53,088	\$ (16,912)	-24%
Board/Customer Support	\$ 14,550	\$ 21,396	\$ 6,846	47%
Workforce Center/Operations	\$ 108,000	\$ 84,083	\$ (23,917)	-22%
Workforce Center/Rent	\$ 667,657	\$ 681,544	\$ 13,887	2%
Special Events	\$ 37,000	\$ 40,000	\$ 3,000	8%
<b>Service Contracts</b>				
Adult/DW	\$ 1,920,000	\$ 1,472,893	\$ (447,107)	-23%
One Stop Operator	\$ 300,000	\$ 300,000	\$ -	0%
Youth (Out-of-school)	\$ 982,800	\$ 1,030,000	\$ 47,200	5%
Youth (In School)	\$ 125,000	\$ 140,000	\$ 15,000	12%
Virtual Enrollment System	\$ 64,440	\$ 64,400	\$ (40)	0%
Enhanced Cleaning	\$ 4,140	\$ 4,140	\$ -	0%
IT Support	\$ 44,500	\$ 44,500	\$ -	0%
<b>Total</b>	<b>\$ 5,173,873</b>	<b>\$ 4,817,614</b>	<b>\$ (356,259)</b>	<b>-7%</b>
Reserve Balances	\$ 1,091,081	\$ 1,314,347	\$ 223,266	20%

**Capital Region Workforce Development Board  
Agenda Item Summary  
Contract Award and 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 the following contract award confirmation and renewals of three service contracts identified below.

***What do Board Members Need to Know?*****A) Adult, Dislocated Worker and Business Services – Laine Federal Education Inc.**

This is a new contract award based on the result of a public procurement process that involved a review committee made up of two workforce board members and one representative from the local elected officials. The process involved the review and scoring of written proposals, oral interviews with the top scoring firms, written follow up question and responses, submission of best and final offers and a second round of scoring. A 10-day notice of intent to award was issued, and at the end of the 10 days under public procurement, the contract was technically awarded. In order to align with federal requirement under WIOA, the Board's Executive Committee affirmed the award at their April 28, 2026 meeting, and authorized a transition budget of up to \$40,702. Board concurrence of the award will budget a full contract year award of \$1,472,893.

**Total Recommended budget: \$1,472,893**

**B) 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. This would be the last available renewal under the initial award and a new procurement will be required for next year. Equus has met all contractual expectations as far as activities and outcomes and has offered quality performance particularly in partner relations, outreach activities, center operating oversight and enhanced reporting.

**Recommended budget: \$300,000**

**C) 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 fourth and final available renewal under that initial award, and a new procurement will be required for next year. As a provider, they have been responsive to changes, routinely meet or exceed enrollment and performance targets and manage customer service and partner relations well. They are also innovative in their service strategies and approaches.

**Recommended budget: \$1,030,000**

#### D) In-School 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 invest what resources were available in smaller in-school youth arrangements 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. Opportunities were made available to Charles City, Goochland, New Kent and Powhatan, with Charles City accepting the offer. 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. In PY25, this contractor was also asked to manage follow-up services for participants served by another provider who did not seek a contract renewal. **Recommended budget: \$140,000**

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

Consider the one new award and renewals as discussed above and on the attached.

The Consortium of Elected Officials will consider these actions at their June 18, 2026 meeting.

<b>Contractor Name:</b>	<b>Laine Federal Education, Inc. Atlanta, GA Contract Manager: Ms. Chasidy Privett</b>	
<b>Contract Period:</b>	July 1, 2026 – June 30, 2027	
<b>Service Target Group:</b>	Eligible Adults over the age of 18; priority for low income and basic skills deficient	Dislocated Workers who have lost their jobs through no fault of their own with supporting documentation
<b>Total Contract Award</b>	Not to initially exceed \$1,472,893	
<b>Special Budget Provisions</b>	25% spending cap in first quarter	
<b>Expected Service Levels</b>	400 active participants and 500 distinct business services	
<b>Services Offered</b>	Laine 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.	
<b>Performance</b> <i>*Metrics may change as a result of state negotiations subsequent to the start of the contract date or other modifications.</i>	<b>Adult:</b> Entered Employment – 75% Employment Retention – 75% Quarterly Median Earnings - \$8,276 Credential Attainment – 63% Measurable Skills Gains – 79%	<b>Dislocated Worker:</b> Entered Employment – 80% Employment retention –79% Quarterly Median Earnings - \$9,000 Credential Attainment - 61% Measurable Skills Gains – 77%

<b>Contractor Name:</b>	<b>Arbor E&amp;T LLC dba Equus Workforce Solutions Louisville, KY Local One Stop Manager: Mr. Roberto Ford</b>
<b>Contract Period:</b>	July 1, 2026 – June 30, 2027
<b>Total Contract Award</b>	Not to initially exceed \$300,000
<b>Special Budget Provisions</b>	25% spending cap in first quarter
<b>Summary of Types of Work</b>	<ul style="list-style-type: none"> <li>• Develop and administer Business Plan that covers uniform operations and service delivery in all centers, as well as standard operating procedures.</li> <li>• Lead efforts to achieve and maintain workforce center certification</li> <li>• Convene regular meetings of workforce system partners to achieve greater coordination and integration of services</li> <li>• Develop and manage customer satisfaction system.</li> <li>• Work with Henrico County Facilities Manager on technology and maintenance issues.</li> <li>• Develop outreach materials promoting system and center services, and coordinate community-facing outreach events.</li> <li>• Develop and execute a plan of professional staff development and partner cross-training for all system and center staff.</li> <li>• Coordinate virtual service delivery platforms.</li> <li>• Assist equal opportunity officer with duties related to compliance and monitoring.</li> <li>• Oversee overall customer experience and resource room.</li> <li>• Employ Navigators in each center to manage customer reception, flow and basic career services assistance.</li> </ul>
<b>Performance</b>	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 I St. Clair, Michigan, 48079	
Contact Person:	Ms. Shawn Brenner Chief Executive Officer <b>Mrs. Elizabeth Hays Local Program Director</b>	
Program Name	Career Advantage	
Service Target Group:	Out of School Youth Ages 18-24	
Contract Period:	July 1,2026- June 30, 2027 Final Contract	
Amount of Award:	<b>\$1,030,000</b> a	
Contract Performance Standards:  (Levels may be adjusted after state negotiation)	Employed 90 days after program exit	77.92%
	Employed 12 months after program exit	77.81%
	Quarterly Median Earnings	\$5153.54
	Credential Attainment within 1 year	67.0%
	Measurable Skills Gain	78.37%

**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.

<b>Contractor Name:</b>	<b>Charles City County Government</b>	
<b>Contact Person:</b>	Ms. LaToya Johnson-Davis Workforce Director	
<b>Program Name</b>	Career Pathways Program	
<b>Service Target Area:</b>	Charles City In and Out of School Youth	
<b>Contract Period:</b>	July 1, 2026- June 30, 2027 Final Renewal	
<b>Amount of Award:</b>	\$140,000	
Youth Performance Outcomes	Measures	Negotiated Level (May be adjusted after state negotiations)
	Employed 90 days after program exit	79.92
	Employed 12 months after program exit	77.8%
	Quarterly Median Earnings	\$5153.54
	Credential Attainment within 1 year	67.0%
	Measurable Skills Gain	78.37%

**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 VII.

**Capital Region Workforce Development Board**  
**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. Each partner maintains their individual organizational identity and logos. The brand did not “belong” to any individual entity prior to its adoption. 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 as well the local centers.

A brand transition plan was issued in January of 2026, but no further written guidance has 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 as noted below:

- 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.**

Under federal law, facilities such as workforce centers are locally designated, controlled and certified. In the case of the Capital Region, Henrico County holds the leases. State agencies such as Virginia Works are tenants in local centers.

#### **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 as an interim measure until locally replaced. Such action would allow for more thoughtful local brand analysis as part of a larger outreach plan, as well as conversation with the state on common ground. There are also opportunities for co-branding with Virginia Works that could be pursued, both in the interim and longer-term. This would be similar to how we co-brand with the federal identifier, “American Job Center”.

The Chief Local Elected Officials took this action at their April 18, 2026 meeting.