



Capital Region Workforce Partnership
Consortium of Chief Local Elected Officials (CLEOs)
 Meeting Minutes for April 19, 2019

Attendance					
Member	Present	Absent	Alternates	Present	Absent
Hon. William Melton, Chair (Powhatan)			Theodore Voorhees	x	
Hon. James Holland, Vice Chair (Chesterfield)	x		Sarah Snead	x	
Hon. Tyrone Nelson (Henrico)		x	Brandon Hinton	x	
Hon. Gilbert Smith (Charles City)	x		Michelle Johnson		x
Hon. Robert Minnick (Goochland) Casey Verburg	x		Todd Kilduff		x
Hon. Angela Kelly-Wiecek, Chair (Hanover)	x		Jim Taylor		x
Hon. Patricia Paige (New Kent)	x		Rodney Hathaway	x	
Hon. Michael Jones (City of Richmond)		x	Valaryee Mitchell		x

<p><u>Guests</u> Mr. Bill Auchmoody, CRWDB Ms. Danielle Johnson, ResCare Ms. Earlene Jones, Ross Ms. Sharon Mattox, VEC Capital/Crater District Manager</p>	<p><u>Staff</u> Mr. Brian Davis, CRWP Director Ms. Krishawn Monroe, CRWP Asst. Director Ms. Carla Cosby, CRWP</p>
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- I. Call to order and Welcome. Vice Chairman, Honorable James Holland called the meeting to order at 9:33 a.m.
- II. Public Comment Period. No persons were present for public comment.
- III. Approval of the minutes of February 15, 2019. Honorable Gilbert Smith moved to accept the minutes as presented; Mr. Brandon Hinton seconded the motion. Ms. Paige abstained due to absence. The motion passed.
- IV. Action Items – Mr. Brian Davis
 - A. Mr. Rodney Hathaway and Mr. Gilbert Smith serve as the Nominating Committee for the election of CLEO officers. The slate of officers presented are Mr. Holland for Chair and Ms. Paige, for Vice Chair. Honorable Kelly-Wiecek recommends accepting the Nominations Committee’s report as presented; Mr. Brandon Hinton seconded the motion. The motion passed.

- B. Fiscal Agent Agreement. Henrico County serves as the grant recipient and fiscal agent. The County also provides staff to the workforce board and the elected officials. The new law is more stringent as it relates to how and when one entity serves in multiple functions

The CLEO Board needs to address functional items such as the grant recipient; the entity that receives the money, dispenses the funds and accounts for how funds are spent. The fiscal agent can be separate from grant recipient. When one entity performs more than one of those functions, there must be a written agreement between the elected officials, the workforce board, and that entity to clarify how the responsibilities will be carried out.

Members were directed to Page 7 to review the WIOA Fiscal Agent Agreement. The outline identifies how Henrico serves in various functions. Brian added that Henrico County does not, in terms of WIOA, provide any direct services to customers or offer training. A clear line of delineation is established. Henrico County is the oversight entity.

Mr. Davis recommended the Agreement be adopted by the Board. Staff will get all required board signatures as well as the Henrico County Manager.

Hon. Angela Kelly-Wiecek moved to approve the fiscal agent agreement as presented; Honorable Patricia Paige seconded the motion. The motion passed.

V. Information Items

- A. Workforce System Quiz Time. Mr. Davis provided the Board with information about the system oversight, policy mandates, and workforce services, etc. under WIOA.

At the June meeting, the CLEOs will receive the workforce board certification to approve board membership.

- B. Inspire Youth@ Work Report. Ms. Krishawn Monroe. The CLEOs investment, \$15,000, in regional youth initiatives makes these events possible. Unlike previous years, the event was held at three (3) locations; Henrico, Chesterfield, and Hanover.

Krishawn distributed event bags to members. A Resume Escape Room activity allowed youth to build their resume. They also received a professional headshot to update their social media presence.

Data was provided on the attendees, etc.

- 750 attended 3 events. Almost 50% were 14-15 year olds
- Online registration and media presence key factors
- 87% received employment or volunteer
- Thank you to Hanover Life Church for being accommodating as well as Hanover Economic Development
- Total expenditures per event was \$26,000. Hanover provided in-kind items; tables, chairs, and linens. Life Church charged staff time and building security, \$500. Hanover Schools provided breakfast and snacks. Chick-fil-A and Giovanni's Pizza provided food. Chick-fil-A agreed to provide food in-kind for the 2020 event.

Interest was expressed to hold an event in the City. Transportation would be a consideration. Krishawn spoke to Mayor's Youth Academy coordinator about hosting event at Arthur Ashe Center.

The events have served as outreach and recruitment opportunities for Ross. The events have garnered 35 new enrollments. However, there are no enrollments from New Kent and Goochland. There is a prospect in New Kent.

Youth performance goal is to achieve 150 new enrollments; they are currently at 144 and have served 262 youth totally. Ms. Sarah Snead suggested that the information be presented to the area's board of supervisors as well partner with the chambers of commerce. Krishawn added that an in-school program would be a positive addition.

C. Director's Report – Brian Davis

Second quarter performance ended December 31st. The area is under performance for the 2nd quarter. Third quarter data will be available around May.

Adults and Dislocated Worker Performance. Adult performance measures are either exceeding or meeting negotiated rate. One challenge is dislocated worker earnings; these individuals have already exited. With more follow-up, improvements will be realized.

Youth Performance measures are met. The earnings measure is still in baseline status.

Of Interest

- VEC is pursuing lease space at Chesterfield Center; 5 offices
- Department of Veterans Services has expanded space at Henrico Center, established an office in Richmond Center and is pursuing a space at Chesterfield Center
- Initial exploration of possible sites to relocate Richmond Center when lease expires in 2020 has begun
- FY20 WIOA state allocations are out, and Virginia is receiving a 7% average reduction from the prior year. Dislocated Worker 1.19% Adult 9.9% Youth 9.68%
- Local allocations have not been issued. Expectation is more money. Henrico budget is prepared before federal allocation is known. Once received, Henrico budget is modified.
- State legislation to create Secretary of Workforce Development failed to pass. No current director for the state workforce board position previously held by Sarah Dunnigan.
- The VCCS, State administrative office, has reorganized and eliminated workforce services as a standalone division. Workforce and the academic divisions are single unit; one vice chancellor over merged unit.
- Bill Auchmoody invited members to attend a SHRM/Economic development event May 8th

VI. Adjournment. Motion made and carried to adjourn at 10:35 a.m.