

Capital Region Workforce Partnership

Consortium Meeting

Minutes for November 4, 2022

Consortium Members		Alternates	
Chairman – Hon. James Holland , Chesterfield	x	Dr. James Worsley	x
Vice Chairman - Hon. Gilbert Smith , Charles City	x	Michelle Johnson	
Vacant , Goochland		Vacant	
Hon. Angela Kelly-Wiecek , Hanover	x	James Taylor	
Hon. Patricia O’Bannon , Henrico	x	Monica Smith - Callahan	X
Hon. Patricia Paige , New Kent		Rodney Hathaway	x
Hon. Steve McClung , Powhatan		Brett Schardein	
Hon. Michael Jones , Richmond		Reggie Gordon	X

Guests attending: Ms. Ilene Maurer, CRWDB; Mr. Scott Edwards, CRWDB, Equus staff: Ms. Danielle Bailey, Mr. Roberto Ford, Ms. Carressa Ford, Mr. David Leonard, and Mr. Nicholas Horton. Ross staff: Ms. Elizabeth Hays.

CRWP Staff: Mr. Brian Davis, Ms. Carla Cosby, Mr. Mychael Lee.

- I. Call to Order and Welcome. Honorable James Holland called the meeting to order at 9:35 a.m. A quorum was physically assembled. Chair Angela Kelly-Wiecek attended virtually.
- II. Public Comment Period. There were no persons present for public comment period.
- III. Approval of the Minutes from April 8, 2022 meeting. Honorable Patricia O’Bannon moved to approve the minutes as presented; Honorable Gilbert Smith seconded the motion. The motion carried.
- IV. Action Items
 - A. Election of Officers – Mr. Brian Davis noted that Ms. Kelly-Wiecek has served as Chair since August of 2020 and that the bylaws do not set definitive time limits. Mr. Rodney Hathaway and Mr. Gilbert Smith served as the Nominations Committee. The nominations are Mrs. O’Bannon as Vice Chair and Mr. Holland as Chair. The nominations were properly motioned and seconded. The motion carried.
 - B. The Board reviewed funding level approaches for local area contribution requests. Mr. Davis noted that the Board’s historical methodology has been to determine and request a proportional share from jurisdictions. Total workforce center visitor distribution data by locality of residence for FY22 was reviewed and Proposed Contribution Amounts based on Enrollments. Mr. Reggie Gordon made a motion for Option 2 for member locality contribution; Dr. James Worsley seconded the motion. The motion carried.

- C. New Workforce Development Board Members. Brian noted that member majority must be from business sector, 20% from community-based organizations, other areas, state agencies, etc.

Two nominations were presented. Mr. Jesus Portillo, nominated by the Hispanic Chamber. Mr. Portillo works for the Federal Reserve Bank of Richmond. Mr. Maynard Connor replaces a registered apprenticeship representative; a required labor seat. who would not grow the size of the board. Mrs. O'Bannon moved to accept the nominations as presented; Dr. Worsley seconded the motion. The motion carried.

- V. Business Solutions Team (BST). The Team serves both employers and jobseekers to make them aware of available services and identify business' needs to match them with jobseekers. This group is a part of the Equus team that provides adult and dislocated worker services.

Equus staff, Mr. David Leonard, Ms. Carressa Ford, Mr. Nicholas Horton provided an overview of services provided by the Business Solutions Team. Mr. Horton works with health and medical companies.

The Team continues to streamline processes and identify ways to hold job fairs for specific industries as well as larger job fairs. Social media remains a standard to reach the greatest number of people.

The Business Solutions Team's return on investment has improved. Persons placed in on-the-job training (OJT's) not only receive training but income as well. This is a benefit to the business as well.

- VI. Workforce Board Update
Capital Region Workforce Development Board's Governance Committee members, Ms. Ilene Maurer and Mr. Scott Edwards attended the meeting.

- The Board's continues efforts to advance its Strategic Plan through new committees.
- Secretary of Labor, Bryan Slater addressed to the Board in September to discuss plans for various reforms, programs and resources being considered.
- \$400,000 in funding was transferred from dislocated worker to adult programs to reflect to current enrollment levels.
- Members have been contacted regarding their active participation on the Board.

- VII. Director's Report

- The Labor Supply and Demand Report was presented.
- Unemployment Data representing the people and rates was presented. Brian added that data can be drilled down to include types of jobs, certification, industries, etc.
- Workforce Center Foot Traffic report was presented. The report represents the universal number of people coming into the center.
- Fund Balance. \$1.5 million is available to spend.
- Forty percent of adult and dislocated worker funds are earmarked for training and related expenses.
- Radford Center update. Contract work will be done to make space more efficient. The conference room may be reconfigures as well as other partner spaces. The space across the hall from the workforce center room is being vacated; may acquire that space as well. The move may occur before May 2023.
- Chesterfield's Turner Road center. Consideration for relocation as the lease termination date approaches. An ad hoc committee will be created to consider options.
- State Workforce Board meeting is scheduled November 16. Plans for the state's workforce system reform may be advanced.
- Local workforce area's Plan modification will go to the State in February.

- The State's Annual Compliance Monitoring is closed. Two items were identified; data entry and a document without signature.
 - State's funding for security ends 12/31/22. Radford and Chesterfield have panic buttons. Cedar Fork may have panic buttons installed. If the partners wish to keep the current complement of one-armed guard at each center after December 31, they would have to share in the ongoing cost which is currently \$230,000 a year.
- VIII. Adjournment. Mr. Rodney Hathaway moved to adjourn the meeting; Mr. Reggie Gordon second the motion. The motion carried.