

**Capital Region Workforce Partnership
Consortium Meeting
AGENDA**

April 21, 2023 9:30 a.m. – 11:00 a.m.

Henrico County Training Center
7701 E. Parham Road **(entrance on Shrader Road)**
Henrico, VA 23228

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

- I. Welcome and Call to Order 9:30 a.m.

- II. Public Comment Period
Questions may be submitted via phone inquiry prior to the scheduled meetings or individuals may speak at the meeting if they pre-register prior to the start of the meeting to speak on a specified topic. Comments shall be limited to 3 minutes.

- III. Approval of the Minutes from Feb. 17, 2023 Meeting 9:35 a.m.

- IV. Partner Spotlight: Senior Connections 9:40 a.m.
 Amy Strite, Executive Director

- V. Action Items 10:05 a.m.
 - A. Out-of-School Youth Contract Budget Increase Request – Ross Innovative Employment Sol.
 - B. Workforce Development Board Appointments

- VI. Tyson Closure Updates 10:20 a.m.

- VII. Workforce Board and Director’s Report 10:40 a.m.

- VIII. Adjournment

Capital Region Workforce Partnership

Consortium Meeting Minutes for February 17, 2023

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

Guests Present: Ms. Sherrina Sewell; Equus Staff: Danielle Bailey, Roberto Ford, David Leonard and Ross Staff, Elizabeth Hays. Workforce Board members: Scott Edwards and Drexel Harris.
Staff Present: Brian Davis, Carla Cosby, Mychael Lee and Krishawn Monroe.

- I. Call to Order and Welcome. Mr. Davis called the roll; a quorum was present.
- II. Public Comment Period. No persons were present for public comments.
- III. Approval of the Minutes from December 9, 2022 Meeting. Honorable Steve McClung moved to accept the minutes as presented; Honorable Gilbert Smith seconded the motion. The motion carried.
- IV. Partner Spotlight Virginia Department for Aging Rehabilitative Services (DARS) – Ms. Sherrina Sewell, Capital District Director, presented comprehensive overview of services. Services provided to youth 18-21 include pre-employment transition services, job exploration counseling, work-based learning experiences, etc. Tours, job shadowing, paid and unpaid work experiences are also offered. Some services are free and accessible thru referral or direct contact. Eligibility is available to persons with physical, mental, or emotional disability. The disability must impose on quality of life. Ms. Sewell noted that school counselors have indicators to determine if services are needed; ADHD and 504. Five (5) Pre-ETS (Pre-Employment Transition Services) are used to aid in identifying youth with disabilities. All DARS counselors are trained to provide Pre-ETS.
- V. Workforce 101 "Quiz." With the start of the calendar year and new membership, Mr. Davis provided an orientation and overview of CLEO roles and responsibilities and other operational matters. The exercise also served as a refresher for longer-term members.
- VI. Workforce Board updates: CRWDB Mr. Scott Edwards and Mr. Drexel Harris provided updates.
 - The Workforce Board meets jointly with the CLEOs in December
 - The adult and dislocated worker service programs are being evaluated. The contractor, Equus, has requested a funds transfer
 - CRWDB bylaws are being revised
 - Alignment & Outcomes Committee developed an action plan
 - Equity & Access Committee is finalizing its action plan

- CRWP is hosting summer youth opportunity event as part of a larger teen summit to be held at the Richmond Convention Center March 18, 2023.

VII. Director's Report. Mr. Davis presented information on labor supply and demand, unemployment statistics, workforce center visits and enrollment.

Budget and Balances. The estimated revenue is about \$7.2 million. Funds have two years of life. When the budget is prepared, the carryover is unknown and contracts have not yet closed out. A review of expenditures to date and balances was reviewed.

First Quarter Performance was presented for the period July 1 thru September 30, 2022. Of

Items of note we shared

- New Year/New Job hiring event – 1/25/23
- Virtual community resource job fair 1/23/23
- 225 businesses total served in Q1 and Q2 (275 total last year)
- Chesterfield center relocation team will bring recommendations in April
- Joint Finance Committee reforming; CLEO volunteers sought
- Annual state monitoring review underway

Workforce Bill Notes

- Workforce reform Bill passed; implementation plan will be next step.
- New state agency called the Department of Workforce Development and Advancement (DWDA)
- Unemployment agency will be separate; no longer part of workforce

Mr. Drexel Harris shared that CCWA and Brightpoint are developing pipeline programs at no cost to support the developing pharmacy manufacturing efforts in the greater Petersburg/Richmond area.

VIII. Adjournment. The meeting adjourned at 11:00 a.m.

**Capital Region Workforce Partnership Agenda Item Summary –
Additional Contract-Funds for Out-of-School Youth Provider**

What is it?

Ross Innovative Employment Solutions (Ross), the out-of-school youth service provider, is requesting an increase in funding to support additional services for participants through the current contract year which ends June 30, 2023. An initial award of \$1,060,000 was made with an expectation of 100 new youth program enrollments over the course of the contract year. A \$30,000 increase was awarded by the Workforce Board in January 2023 making the total contract \$1,090,000.

What do CLEO Members Need to Know?

As of March 2023, Ross had met 95% of its new enrollment target with more than 3 months remaining in its contract. (Compared to 72% at the same point in the prior year). In order to support the current total enrollment of 145 as well as new enrollments through June 30, 2023, Ross has projected a need for \$132,000 additional funds for a total contract budget of \$1,222,000.

*** \$30,000 for occupational skills training** - Currently Ross has reached their cap of \$112,000. An additional \$30,000 would allow for 8 participants in the current pipeline to receive training assistance, as well as roughly 6 to 8 new participants in this last quarter of the year.

*** \$102,000 for work experience activities (WEX)** - Ross must spend 30% of its total budget on WEX as assurance that the local area meets the federal 20% requirement. As of March, Ross was at 82% of their line item amount and has been able to support 48 youth with this activity. Since the original contract budget was set, the Board has had to accommodate state requests to accelerate WEX spending, which impacts on the contractor's budget. Changes have been made in both the maximum weekly hours allowed (40 vs. 25) and the hourly incentive rate (\$18 vs. \$15). There are also new flexibilities that allow non-credential training to WEX. In order to continue at the present pace, the additional dollars are being requested for continuity through June 30, 2023.

Currently there is an unobligated balance of \$374,200 in youth funding available in the current-year allocation that this request could be drawn from. And unlike adult and dislocated worker funds, 100% of new youth funds are made available at the start of the fiscal year on July 1, 2023. It should finally be noted that Ross does not have a pattern of repeatedly seeking funds once a contract has been awarded.

What do CLEO Members Need to Do?

Consider the request, which was endorsed by the Workforce Development Board on 3/23/23.

**Capital Region Workforce Partnership Consortium
Agenda Item Summary – Workforce Board Appointments**

What is it?

The Workforce Innovation and Opportunity Act (WIOA) gives the Chief Local Elected Officials (CLEO) authority to appoint the members of the local Workforce Development Board (WDB). The CLEO and WDB serve as the governance bodies with respect to WIOA implementation and services in the region. The Board has certain unique duties, the CLEO has certain unique duties and the two groups collectively share other responsibilities.

The Board composition requirements are as follows:

- Majority (51%) of members from the business sector.
- At least 20% from labor organizations and community based organizations with evidence of addressing employment needs of people with barriers, with at least one member in this category representing a registered apprenticeship.
- At least one economic development representative.
- One member from the following entities: Virginia Employment Commission, Department for Aging and Rehabilitative Services, Adult Education, a Community College, and Career and Technical Education.
- Optional members can also serve, as long as the business majority is maintained.

What do CLEO Members Need to Know?

There is one business nomination on the agenda for consideration:

Ilene Maurer has served as a Board member since 2016 representing Philip Morris USA. She is the present Vice-Chairman of the Board, serves on the Governance Committee and has been an engaged representative of the business community. She will be retiring from her current role at Philip Morris USA, as of April 28, 2023, but will be transitioning to Rhudy and Company Strategic Communications. The company is an employer of 21, and the law requires the Board to have a mix of small, medium and large employer representatives. In addition, it is within one of the region’s targeted industries – professional, scientific and technical. It would be advantageous from a leadership perspective and for continuity to retain her on the Board.

Because Board membership is attached to the person and the employer they represent at the time of appointment, this is technically a new appointment to reflect the change in employer.

Note: Philip Morris and/or its parent company Altria would like to nominate a new representative for consideration for the June CLEO meeting.

What do CLEO Members Need to Do?

Consider appointment of Ms. Maurer with an effective date of May 1, 2023.