

**Capital Region Workforce Partnership
Consortium Meeting
AGENDA**

April 19, 2019 9:30 a.m. – 11:00 a.m.

Virginia Career Works Henrico Center, 121 Cedar Fork Road ♦ Henrico, VA 23223 ♦

Consortium Members		Alternates	
Chair - Hon. William Melton , Powhatan		Ted Voorhees	
Vice Chair – Hon. James Holland , Chesterfield		Sarah Snead	
Hon. Gilbert Smith , Charles City		Michelle Johnson	
Hon. Robert Minnick , Goochland		Todd Kilduff	
Hon. Angela Kelly-Wiecek , Hanover		James Taylor	
Hon. Tyrone Nelson , Henrico		Brandon Hinton	
Hon. Patricia Paige , New Kent		Rodney Hathaway	
Hon. Michael Jones , City of Richmond		Valaryee Mitchell	

- I. Call to Order and Welcome 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 February 15, 2019 Meeting...Page 1 9:35 a.m.
- IV. Action Items 9:45 a.m.
 - A. Officer Elections...Page 5
 - B. Fiscal Agent Agreement...Page 6
- V. Information Items 10:15 a.m.
 - A. Workforce System Quiz Time
 - B. Inspire Youth@Work Report...Page 9
 - C. Director’s Report
- VI. Adjournment



Capital Region Workforce Partnership
 Consortium of Chief Local Elected Officials (CLEOs)
 Meeting Minutes for February 15, 2019

Attendance					
Member	Present	Absent	Alternates	Present	Absent
Hon. William Melton, Chair (Powhatan)	x		Theodore Voorhees		x
Hon. James Holland, Vice Chair (Chesterfield)	X		Sarah Snead	x	
Hon. Tyrone Nelson (Henrico)		x	Anthony Romanello	x	
Hon. Gilbert Smith (Charles City)	x		Michelle Johnson		x
Hon. Robert Minnick (Goochland)		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	

<u>Guests</u>	<u>Staff</u>
Mr. Bill Auchmoody, CRWDB	Mr. Brian Davis, CRWP Director
Ms. Danielle Johnson, ResCare	Ms. Krishawn Monroe, CRWP Asst. Director
Ms. Earlene Jones, Ross	Ms. Carla Cosby, CRWP
Mr. Mychael Lee, ResCare	
Ms. Evette Roots, City of Richmond	

- I. Call to order and Welcome. Honorable William Melton called the meeting to order at 9:39 a.m.
- II. Public Comment Period. No persons were present for public comment.
- III. Approval of the Minutes from December 15, 2018. Honorable James Holland moved to approve the minutes as presented; Honorable Gilbert Smith seconded the motion. The motion passed. Mr. Holland noted that the Board accepted the workforce challenge that Ms. Dunnigan presented at the meeting.
- IV. Action Items
 - A. Youth Priority Population Contract Award(s) – Krishawn Monroe
 Program services are provided to youth with an array of barriers. There is little money designated to serve one specific population and develop interventions for a specific population. Two respondents submitted proposals to the request for proposal which was designed to focus services to a particular population. It is the recommendation of the RFP Review Committee to award the contract to the provider serving court involved youth; to serve opioid individuals. The proposal is awarded to the University of Lynchburg as lead entity of a consortium. Over 200 individuals have been served through their program. The

initiative proposed will expand services to court involved individuals. The Review Committee acknowledged the benefit of the organization's evaluation process and its innovative work with those in opioid crisis.

Mr. Kilduff expressed an interest to serve on future committees to consider proposals. There was some discussion around what, if any, support is available for participants after they are released; how will the program support ex-offenders.

Ms. Mitchell noted the City of Richmond instituted Ban the Box, deleting the question regarding prior criminal convictions. Thereby allowing all persons, regardless of their criminal past to apply for jobs. The rationale is that each person's employment would be based on their individual's conviction.

Honorable James Holland moved to approve the contract award to the University of Lynchburg as presented; Mr. Kilduff seconded the motion. The motion passed.

B. Local Plan Modifications – Brian Davis

As a condition of federal funding, a plan must be on file with the state. An update to the current plan on file will be submitted. Specific topic areas covered in the Plan include 1) Changes in labor market and economic conditions; 2) Changes to financing available to support WIOA and partner provided services; 3) Changes to Local Board Structure; and 4) The need to revise strategies to meet local performance goals.

- Unemployment dropped, now under 3%, since the Plan was adopted. The unemployment rate is survey based
- Targeted industries remain the same
- Federal funding decreased 20% over last 2 years
- State training requirement of 40% must be met. The Capital Region is one of few areas that receive local contributions
- Changes to local board structure. The Board changed its bylaws to build in auto growth in leadership of the Board. There is now a 1st and 2nd vice chair rotation in place
- Instituted a new Operations Committee. The next RFP Committee may come thru them

It is noted that technical assistance strategies related to new performance will need to be provided. During the last 4 years, performance measures were either met or exceeded. This will be the first year with the new plan under new performance guidelines. Contractors are aware of the performance guidelines and will report where assistance may be needed.

The Plan will be posted and available for a 30-day public comment period. When the Board meets on March 14th they can then adopt the Plan modification and post any public comments. Any interested parties will be notified.

Mr. Holland moved to accept recommendation of staff for submission of the local plan, Honorable William Melton seconded the motion. The motion passed.

V. Discussion Items and Updates

- A. Nomination Committee – CLEO Board Chair and Vice Chair nominations will be presented at the April, 2019 meeting. Mr. Smith and Mr. Hathaway have agreed to serve as the Nominations Committee. Mr. Smith did note that due to personal matters his input may be limited.
- B. Meeting location. Parking at Cary Street has become an issue. Meeting location options are either Turner Road and Cedar Fork. Ms. Kelly-Wiecek suggested that the Board meet at Cedar Fork for 2019 and any portion of 202 until the new Richmond location is identified, when meetings will occur at that location; Mr. Melton seconded the motion. Motion passed.
- C. State Legislation. In review of legislation relative to workforce development, three items are noted, HB2726, SB1523, and SB1589.
1. HB2726. Would require local workforce boards to develop focused strategies for youth ages 16-24 and place them on pathways to education, training, and careers. “Opportunity Youth” is defined as those that are homeless, in foster care, or involved in the justice system or neither gainfully employed nor enrolled in an education institution. Performance measures for evaluating the results of the strategies must be submitted annually to the Governor’s Office by November 30th of each year. Plans must be developed with elected officials, secondary and postsecondary education institutions, business leaders, and local community organizations, including youth organizations. Status: Passed House 2/4; Assigned to Senate General Laws Committee on 2/11.
 2. SB1523. Would create the Governor’s Cabinet position, Secretary of Workforce Development. The Virginia Employment Commission (VEC) and the Department of Labor and Industry (DOLI) would move to the Cabinet. It assigns the existing chief workforce development officer’s duties in code to this Secretary. Del. Byron and Senator Ruff. House version died in committee.
 3. SB1589. Would create the Virginia Works Portal to be administered by the VA Economic Development Partnership. Intended to provide “one stop” access to information about education pathways, career opportunities and workforce development. Must be available to by July 1, 2020. Would create a Virginia Works state board and Virginia Works Advisory Committee. Status: Passed Senate 25; assigned to House Appropriations Committee

Ms. Kelly-Wiecek commented that SB1589 was killed. The Board suggested that Senator Dunnavant, the entire delegation and senators, be invited to meet with the chair and staff members and given a presentation on workforce so that they better understand what the workforce does. It was also noted that developing and providing some short print material, monthly dashboards, etc. may be beneficial as well.

D. Director’s Report

Performance Information

- Foot Traffic through January is down 14% compared to last year; 19,863 versus 23,133
- New Enrollment Status – Adult 79, Dislocated Workers 52, and Youth 85
- Active Enrollments – Adult 233 and Dislocated Workers 134
- 1st Quarter Performance – Adults (Target, Actual) Placement 75%, 74.8%, Retention 78%, 81.3%, Earnings \$5,300, \$3,729, Credential Attainment 70%, 100%

- Youth/Target – Credential Attainment (Target 70%, Actual 42.9%). It is noted that errors in capturing and entering data impacted performance results. Strategies are in place to alleviate data entry errors
- Fund Summary - Budget - \$4,014,397, Spent-to-Date - \$1,022, 029, On Order - \$1,147,227 and Unspent - \$1,845,145

Regional Workforce Alliance

- Formed under the ‘umbrella’ of the Community Foundation, which is a philanthropic group that has approximately \$700-\$800 million in resources. Many startups were soliciting funds from them for workforce development so they identified workforce development as a priority area and then identified who they consider the prime players around which to focus efforts.
- Those entities are CCWA, Goodwill, Richmond’s Office of Community Wealth Building, the United Way and the Workforce Board.
- The Community Foundation has initially committed to funding a facilitator that will guide the coalition in development of action plan, along with governance and outcome recommendations

Medicaid Expansion Work Requirement

- Condition that there be a work requirement
- Implementation is contingent on federal government approving. The State submitted a waiver and the Federal government quickly turned around the request. The final decision is expected by May 2019. Within 3 months, individuals would have to have 20 hours and 80 hours after 1 year.
- Waiver requests includes
 - 3 categories of exemptions
 - 15 types of standard exemptions
 - 10 types of medically frail exemptions
 - 10 types of hardship exemptions
 - What counts as ‘work’
 - Subsidized or unsubsidized employment
 - Job skills training or job search
 - Participation in Virginia career works programs
 - Education programs work experience or community service
 - Caregiving services
 - Waiver includes proposal for many activities to be paid by federal dollars
- Inspire Youth@Work will host 3 Saturday events; March 9, March 23, and March 30. The first event will be held at the Life Church in Hanover County.

Mr. Bill Auchmoody, Chair, CRWDB and Business Solutions Team member shared that the new horse track betting facility will have as many as 300-400 openings.

VI. Adjournment. There being no further business, the meeting adjourned.

Agenda Item IV. A.

Capital Region Workforce Partnership CLEO Consortium Agenda Item Summary – Officer Elections
<i>What is it?</i> The bylaws for the consortium state that the membership shall elect a chairman and vice-chairman for a one-year term or until a successor is elected. The current officers were elected in October of 2017.
<i>What do CLEO Members Need to Know?</i> The nominating committee will present a slate of officers. Nominations can also be offered from the floor.
<i>What do CLEO Members Need to Do?</i> Consider the officer slate to be presented and elect officers.

Agenda Item IV. B.

**Capital Region Workforce Partnership CLEO Consortium
Agenda Item Summary – Fiscal Agent Agreement**

What is it?

Under the Workforce Innovation and Opportunity Act of 2014 (WIOA), there are multiple functional and staffing-related duties established to implement the provisions of the Act. The major categories are: grant recipient, fiscal agent, staff to the Workforce Board, one-stop operator and providers of career and training services.

While these functions all existed under the prior federal workforce legislation, the regulations of WIOA have added a requirement that 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.

What do CLEO Members Need to Know?

Henrico County's service as grant recipient, fiscal agent and staff support for regional workforce development programs dates back to 1974, when the Henrico-Chesterfield-Hanover Consortium was formed under the Comprehensive Employment and Training Act. In 1982, the Counties of Charles City, Goochland, New Kent and Powhatan joined the consortium under the Job Training Partnership Act. The current eight-jurisdiction region to include the City of Richmond was officially formed in 2008.

The roles and responsibilities carried out by Henrico County are listed in the form of an agreement that is attached, and conform to both federal requirements as well as County-established policies, practices and procedures.

What do CLEO Members Need to Do?

Review the attached draft agreement for consideration of adopting.

Workforce Innovation and Opportunity Act Fiscal Agent Agreement

WHEREAS the Counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, Powhatan, and the City of Richmond have entered into agreement to form the Capital Region Workforce Partnership Consortium (Consortium) for purposes of implementing the Workforce Innovation and Opportunity Act of 2014 (WIOA), and

WHEREAS, the Consortium has mutually agreed that Henrico County shall serve as the grant recipient and fiscal agent for WIOA funds and Henrico County has agreed to serve in these roles, and

WHEREAS, through agreement between the Consortium and the Capital Region Workforce Development Board (WDB) the County of Henrico has also accepted the responsibility for providing staff support to the WDB and the Consortium,

This agreement is entered into by the Capital Region Workforce Partnership Consortium, Workforce Development Board and the County of Henrico, Virginia for purposes of complying with 20 CFR 679.430 in the US Code. Specifically, this agreement outlines responsibilities for the County of Henrico in its roles as WIOA grant recipient, fiscal agent and staff to the WDB.

- I. As grant recipient, the County of Henrico will:
 - A. Execute Workforce Innovation and Opportunity Act (WIOA) Title I Grant Award Agreements with the Commonwealth of Virginia at a frequency as may be required by the Commonwealth.
 - B. Include WIOA Title I funds and any other WIOA funding awarded for use by the WDB in its annual A133 single audit.
 - C. Work with the Commonwealth of Virginia to reconcile any findings of disallowed costs through provisions established in the Consortium Agreement.
- II. The County of Henrico Finance Department staff shall perform the following fiscal agent duties as defined in 20 CFR 420:
 - A. Receive and disburse funds as may be available under the Workforce Innovation and Opportunity Act (WIOA) other sources made available for use by and as directed by the Capital Region Workforce Development Board.
 - B. Ensure sustained fiscal integrity and accountability for expenditures of funds in accordance with Office of Management and Budget circulars, WIOA and the corresponding Federal Regulations and State policies.
 - C. Maintain proper accounting records and adequate documentation.
 - D. Develop and maintain financial reports in the County financial system.
 - E. Manage the procurement process and maintain documentation, with subject matter assistance provided by the County's Capital Region Workforce Partnership (CRWP) staff.
 - F. Facilitate and arrange for independent audit of all WIOA funds through County-established protocols and procedures.

Agenda Item V. B.

Capital Region Workforce Partnership CLEO Consortium Agenda Item Summary – Inspire Youth@Work
<p><i>What is it?</i></p> <p>For the past few years, an opportunity fair has been held for young adults in the region, ages 14-24. The event connects these young adults with summer job opportunities, internships or volunteer opportunities. There are also workshops and other activities that promote the importance of career readiness.</p>
<p><i>What do CLEO Members Need to Know?</i></p> <p>This year, three events were held during the month of March, including Henrico and Chesterfield, as well as the addition for the first time of a site in Hanover County.</p>
<p><i>What do CLEO Members Need to Do?</i></p> <p>Staff will provide the CLEOs with a summary of outcomes, highlights and a video montage.</p>