



Meeting Minutes for June 17, 2021

	Member	Present		Category (Total Members 11)	Member	Present		
		Yes	No			Yes	No	
Category - Business Members (Total Members 18)	Auchmoody, William	x		Community College (1)	Creamer, Elizabeth (Natalie Meredith)	x		
	Briggs, Cordell		x					
	Dick, Robert	x		Economic Dev. (1)	Aylward, Karen		x	
	Easter, John	x						
	Edwards, Scott		x	Education (1)-	Beaton, Mac		x	
	Gilbert, Danielle		x					
	Harrington, Chris		x					
	Hayden, Thomas	x		Employment Service (1)- Labor, Apprenticeship & CBOs (5)	Woodard, Dennis	x		
	Hildebrand, Shawn		x					
	Jones, Daniel	x				Battle, Kevin		x
	Junod, Paul	x				Horne, Kelly King	x	
	Lyons, Larry	x			-	Payne, Erika		x
	Maurer, Ilene	x		-	Purcell, Roy	x		
	Prest, Thomas	x		-	Spicer, Gregg	x		
	Stamper, Eric		x					
	Timmons, April		x	Vocational Rehabilitation (1)	Batten, Dale (Sherrina Sewell)	x		
	Wheeler, William		x					
	Willie-Surratt, Terry		x	Social Services (1)	Parr, Ty	x		
Total Attending	9	9			Total Attending	7	4	

Staff & Guests Attending: Mr. Brian Davis, CRWP Director; Ms. Krishawn Monroe, CRWP Assistant Director, and Ms. Carla Cosby, CRWP.

- I. Call to Order. Chair Paul Junod called the meeting to order.
- II. Welcome and Introductions. New business member, Mr. Thomas Hayden was welcomed to the Board. Mr. Ty Parr, Henrico Social Services, noted this was his first in-person meeting.
- III. Public Comment Period. There no persons present for public comment.
- IV. Minutes from March 18, 2021 Meeting. Mr. John Easter moved to approve the minutes with correction, Mr. Larry Lyons attended the previous meeting, Mr. Thomas Prest seconded the motion. The motion carried.
- V. **Manage (Action Items)**
 - A. Budget for PY21 (July 1, 2021 – June 30, 2022).
The Department of Labor allocates Title 1 funds to the states. The state disburses funds to the 14 local workforce areas to support the adult, dislocated worker and youth programs. Each year’s funds have 2 years of life. Funds not spent after the second year are recaptured by the state and given to other local areas.
A brief overview of the budget lines was reviewed.

- The new year's combined allocation is \$4.9 million; an 18% increase from the prior year
- Projected carry forward is \$1.9 million
- Service levels and spending are down due to pandemic-related issues and enhanced unemployment benefits.
- Total revenue is \$6.9 million
- Board staff salary and fringe. Currently 6 active positions and 3 unfilled positions.
- Board Operations supports supplies, phones, lights, etc.
- Outreach. A request for quote (RFQ) will be developed for outreach services. The CLEOs expressed an interest in improving community outreach.
- Miscellaneous line provides flexibility to move items around during the year. Board permission would be requested to move funds in excess of \$50,000.
- Workforce Center rent is lower. Move to smaller facilities reduced rent costs.
- Utilities Cost. Structure at Turner Road, utilities paid outside of lease.
- Special Events include Inspire Youth summer event. Also anticipate more hiring events.
- Direct service contracts. Adult and dislocated worker services are provided by Equus Workforce Solutions. The 18-month contract was awarded in January. Equus also holds the One-Stop Operator contract. The contract award was increased to hire an additional navigator for the Henrico, Cedar Fork workforce center. The Virginia Employment Commission previously supported this position. The VEC will provide support for the Cedar Fork Resource Room beginning in January.
- Security and enhanced cleaning services remain in the budget. VEC and the Board provided funding over the past year to continue security services thru September. Partners agreed to share in the expenses for cleaning and security services.
- IT support. Funds support all 3 centers. The cooperative agreement saves money.

Brian responded to comments regarding the amount of money set aside for Equus – Equus will have a significant amount of money not spent; the funds will get them thru the first quarter if not three. They will have 2 years to spend the funds. The decrease in adult and dislocated worker funding, \$1.6 million, is attributed to service volumes.

In-school youth program. Used to operate in-school youth program however federal law changed and required 75% of funding be earmarked to support in-school youth. The Board previously elected to provide 100% of youth funding to out-of-school youth. Some funds will now support an in-school program.

Mr. William Auchmoody moved to accept the budget as presented, Mr. Thomas Hayden seconded the motion. The motion carried.

B. One Stop Center Certification. The local workforce area was required by the state to self-certify the one stop center under a new process. Three members of the workforce board served as the Certification Team. Federal law requires workforce areas have at least one comprehensive center. If an area has an affiliate center, it must be certified as well.

The Team reviewed various desk reference materials, business and operation plans, etc. Interviews were also held with 20% of the frontline staff. The certification questionnaire document was distributed through the website. The final step was a site visit.

Full certification was recommended for the Henrico and Chesterfield centers. Due to ADA requirements, the Richmond (Radford) center received a probationary certification. The landlord will be contacted to negotiate some necessary work. Ms. Dale Batten moved to approve the full certification of the Henrico and Chesterfield centers and certify the Richmond center as probationary pending ADA compliance.

C. Contract Renewals.

1. Out-of-School Youth. For the past 4 years, Ross has served 18-24 young adults, not in high school and not in post-secondary education. Their performance has either been met or exceeded. Ross has developed effective relationships with community partners and other agencies to leverage resources.

This is the final year the Ross contract can be renewed. Once a contract is issued, it can be renewed up to 4 times. At the end of 5 years, the contract must go out for bid. Board members will be asked to serve on the request for proposal committee.

Mr. William Auchmoody moved to approve the Ross \$1 million contract, Ms. Dale Batten seconded the motion. The motion carried.

Mr. John Easter moved to authorize staff to issue a request for proposal (RFP) to add an additional service level to meet the needs of in-school population, Mr. Bill Auchmoody seconded the motion. The motion carried.

2. One Stop Operator. Equus Workforce Solutions also serves as the One-Stop Operator. This is contract year four. The contract is based on coordinating service delivery among the three centers, providing quality standards, working with partners, marketing and outreach, capturing customer satisfaction; also staffing the front desk and/or resource center. The contract is increased from \$340,00 to \$405,000 to support an additional position at the Henrico Center. Mr. Larry Lyons moved to approve Equus' One-Stop Operator contract as presented; Ms Dale Batten seconded the motion. The motion carried.

D. Eligible Training Provider Programs. Programs approved by the Board are placed on the state's eligible training provider list.

1. Culinary Coach is a food service program located in Chester. All certification documents are provided. This program aligns with the Board's second tier industry, hospitality. Program cost is \$1,400.00.
2. TJ and Friends is a CDL program. Training leads to CDL Class A certification. This training leads to an in demand credential in logistics. Program cost is \$3,600.00.

Brian noted that once a provider is placed on the state's eligible training provider list, it does not assure they will get participants. The training programs are available statewide. Cost alone is not a reason to not deny an application that otherwise meets requirements. If workforce staff enrolls a participant, the program would pay the fund.

Federal law requires that training provider renewal applications provide performance information. Providers will be required to report performance for each enrolled person; WIOA approved and non-WIOA participants. Reporting wage information may be a challenge for providers.

Mr. John Easter moved to approve the training provider applications as presented; Mr. Daniel Jones seconded the motion. The motion carried.

VI. Director's Report and Discussion

- **Workforce Centers reopened July 2020.** The state directed centers to return to fulltime operating hours. On July 6, all centers opened fulltime for customers with or without an appointment. Centers close to the public at 2:00 pm on Fridays to allow staff time catch up on other items and professional development.
- **Job service requirement has been reinstated.** In normal times, claimants must file continued claim to indicate 2 job searches in the past week. The Governor waived the requirement when COVID hit.
- **The extended federal benefit** of \$300.00 is set to expire in September. Virginia claimants normally can receive a maximum \$378 a week.
- **Virtual Job Fair** held on May 26th with 39 employers and 143 jobseekers attended.
- **Network2Work.** Developed by regional workforce coalition. System will make referrals and provide resources. 100 employers and 65 service providers have registered. Two other areas implemented model. After pilot phase, may become statewide system of use.
- **Governor's Announcement – Return to Earn.** Program provides up to a \$500.00 reimbursable hiring bonus. The hiring company matches the bonus. Local workforce boards have been granted funds. Area 9 awarded \$442,625. The company must have fewer than 100 employees and the new hires getting bonuses must be offered at least \$15 an hour. Funds are available thru December 2021. A minimum of 50% of funds must be spent by August 31. Some concern that employer agreements may be signed but funds not yet spent. Will need to determine whether obligation of signed agreement is sufficient if signed by August 31.

Unemployment Rates for the Capital Region. A chart depicting unemployment rates was presented. As of April 2021, the official unemployment rate was 3.7%, representing 23,074 people. By comparison, the rate was 10.4% in April, 2020.

Performance Information

Workforce Center Traffic	July 20 – May 21	July 19 – May 20
Chesterfield	4,372	3,168
Henrico	7,475	13,528
Richmond/Cary St.	2,131	7,283
Richmond West	417	-
Total	14,395	23,979
New Enrollments (-25% decline)	July 20 – May 21	July 19 – May 20
Adult	115	131
Dislocated Worker	69	99
Youth	40	49
Total	224	279
Total Active (-41% decline)	July 20 – Feb 21	July 19 – Feb 20
Adults	173	249
Dislocated Worker	120	188
Youth	191	246

Total	484	683
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Update on Spending Status (Py19 funds) - If funds are not spent by June 30, they will be returned. All expenses for May and June have not been paid nor have Board staff salaries. Money could be returned. Currently, \$1.9 million as potential carryforward.

Report Card – 3rd Quarter Performance

- Adult program performance was met
- Dislocated Worker program performance was met
- Youth program performance met all measures except measurable skills gains. Data entry was identified as the issue.

- VII. Adjourn. Mr. Daniel Jones moved to adjourn the meeting, Mr. John Easter seconded the motion. The motion carried.

DRAFT