



## Meeting Minutes for June 23, 2022

	Member	Present		Category (Total Members 10)	Member	Present	
		Yes	No			Yes	No
<b>Category - Business Members (Total Members 15)</b>	Auchmoody, William		X	<b>Community College (1)</b>	Creamer, Elizabeth	X	
	Briggs, Cordell		X				
	Dick, Robert		X	<b>Economic Development (1)</b>	Shreve, Tina	X	
	Easter, John	X					
	Edwards, Scott	X		<b>Education (2)-</b>	Beaton, Mac		X
	Gilbert, Danielle		X		Elmore, Jeffrey	X	
	Harris, Drexel	X					
	Hayden, Thomas	X		<b>Employment Service (1)-</b>	Woodard, Dennis	X	
	Jones, Daniel		X				
	Junod, Paul		X	<b>Labor, Apprenticeship &amp; CBOs (4)</b>	Battle, Kevin	X	
	Lyons, Larry	X			Horne, Kelly King	X	
	Maurer, Ilene	X		-	Payne, Erika		X
	Prest, Thomas	X		-	Spicer, Gregg		X
	Stamper, Eric	X					
	Willie-Surratt, Terry		X	-			
				<b>Vocational Rehabilitation (1)</b>	Batten, Dale	X	
				<b>Other (0)</b>			
				<b>Social Services</b>	Parr, Ty		X
	<b>Total Attending</b>	8	7		<b>Total Attending</b>	6	4

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

Guests Attending: Ms. Elizabeth Hays, Ross; Ms. Danielle Bailey, Equus; Mr. Roberto Ford, Equus; Ms. Lynn Hamilton, Equus; Ms. Wanda Botts, Region 15 Adult Ed.; Ms. Mary Anne Huband, A Peace of Mind Counseling Services; Mr. Brandon Smith, A Peace of Mind Counseling and Services; and Ms Marilyn Henderson, Virginia Employment Commission.

I. Call to Order and Introductions

Ms. Ilene Maurer, CRWDB Vice Chair called the meeting to order at 3:05 p.m. Ms. Maurer acknowledged that Mr. Paul Junod, CRWDB Chair is on vacation. Mr. Mychael Lee, new CRWP staff introduced himself to the Board.

II. Public Comment Period. No individuals sought to address the Board during public comment.

III. Minutes from March 24, 2022 Meeting. Mr. Thomas Prest moved to approve the minutes as presented; Ms. Dale Batten seconded the motion. The motion carried.

#### IV. Action Items

##### A. Budget for July 1, 2022 – June 30, 2023.

Mr. Davis reviewed the budget and provided background on federal allocations to fund WIOA programs. Each year's funds can be carried forward and remain available for two years. Around April, the Department of Labor releases state allotments, states determine allocation to the 14 local workforce areas based on unemployment, excess unemployment and poverty.

- Service contracts and center rent account for the largest share of the budget.
- The allocation for the in-school contract is modest.
- Board staff salaries and benefits fall under Henrico County specifications as staff are county employees. If the county authorizes pay raises, budget reflects increases.
- Additional funds are also set aside for Outreach and Marketing. A request for proposal will be released to get professional assistance.
- Miscellaneous line is increased from the prior year. This line is used to have flexibility through the year if unexpected costs need to be incurred. Items above \$50,000 require CLEO and Board review.
- It was noted that security was not included as it was in the prior year. It was explained that state funding was made available to cover security through December of 2022 and at that time, the partners will assess if the need continues and how to pay.
- Enhanced Cleaning. A new contract is in place with the former company. They provide deep cleaning services.

Mr. Drexel Harris moved to approve the budget as presented; Mr. Kevin Battle seconded the budget. The motion carried.

##### B. Contract Awards for July 1, 2022 – June 30, 2023 (the board took action on three new awards in one vote).

1. Equus Workforce Solutions, One Stop Operator Services. Contracts are renewed up to four subsequent terms. At the end of the 5th term, it must be rebid. Three responses were received. Two organizations were interviewed. Equus Workforce Solutions is the recommended vendor. The interview panel included Board members, Mr. Drexel Harris, Ms. Dale Batten, and Mr. Bret Schardein from the CLEO. The recommended contract award is \$400,000.
2. Ross Employment Solutions, Out-of-School Youth Services. Ross' contract had four renewals. Rebid of the contract is required. Ms. Krishawn Monroe shared that the Review Committee was comprised of a CLEO representative and Board members. Two firms were interviewed. Ross is the recommended vendor. Krishawn suggested that all contractors present to the Board on a quarterly basis to update on program's progress. This is a requirement in Ross' contract.

3. A Peace of Mind Consulting, In-School Youth Services (May 1 – June 30, 2023)  
This is also a new award. The contractor will provide various wraparound services for in-school youth. The Board previously awarded all youth funds to out-of-school only. The service area scope was narrowed to the four larger jurisdictions; Henrico, Chesterfield, Hanover, and Richmond City. This award is the recommendation of that process to procure a contractor.  
Two CLEO members and a Board member participated on the Review Committee. Mr. Brandon Smith is the Chief Operating Officer. Their program will provide counseling to support youth growth and advancement in education as well as vocational interests. Work readiness, soft skills, post-secondary education, IEPs are all components used to engage youth.  
Ms. Dale Batten moved to approve contract awards one through three described above, Ms. Elizabeth Creamer seconded the motion. The motion carried.
4. Equus Workforce Solutions, Adult and Dislocated Worker Services. Contract has been in place for 18 months. (Due to COVID, six months was added to Equus' contract extending the term to December 2020. It is recommended to renew Equus' contract for a 12-month term with a contract amount of \$2.4 million. Mr. Larry Lyons moved to approve the contract award to EquusWorks; Mr. John Easter seconded the motion. The motion carried.

- V. Building the Board: Updates from the Governance Committee – Vice Chair, Ms. Ilene Maurer  
Ms. Maurer Ilene referenced slides. Information presented is derived from the Board's Strategic Plan Retreat. The Retreat provided opportunity for an environmental scan, working with the consultant, adopting the plan and identifying external and internal objectives.

The Governance Committee focuses on the health of the Board; is the Board operating at its best. Board members are Paul Junod (Chair), Ilene Maurer (Vice Chair), Dale Batten, Scott Edwards, and Drexel Harris.

Completed to date: Actions identified in the Plan.

1. Lead by example. Three meetings since April. Created member profile and representation. Make sure member representation on board mirrored community we represent.
2. Seven (7) new members will join board July 1. Hispanic and Asian representatives to be in the new class.
3. What is Next. Focus in next program year; onboarding new members, getting committees up and running.

Year 2. Outlined actions advocacy with elected officials and expanding funding sources.

Additional Committees: Alignment and Outcomes. Addresses Goals 1 & Goal 4. Need additional members to sign-up for the committee.  
Equity and Access. Addresses Goals 2 & Goal 3.

Committee To Dos

Board member sign-up recruitment

- New dedicated staff to support committees
- Initial meeting after July 1, 2022
- Identify what voices or organizations are missing from outside of Board
- Define committee mission and expectations
- Review initial grouping of possible strategies and refine

Non-Board members can join committees

VI. Director’s Report.

Data on Labor Supply and Demand was presented.

<b>Unemployment</b>	<b>April 2022</b>	<b>April 2021</b>	<b>April 2020</b>
Rate	2.6%	4%	11.2%
People	15,223	23,212	66,676
Job Postings	59,054	48,768	41,678

<b>Service Recipients</b>	<b>Through May 2022</b>	<b>Through May 2021</b>	<b>Through May 2020</b>
New Enrollments	390	242	391
Total Active Customers	694	709	968

- Active today - 45,833 job postings and 8,100 employers recruiting
- Reviewed top 10 occupations, top 10 by certifications and top 10 by soft skills
- Employers looking for people with communications skills
- Only 27% of postings indicate some degree required

**Foot Traffic information**

2022 to date	2021	2020
12,024	14,395	23,979

- Henrico Cedar Fork center is the busiest center;
- Richmond West surpassed Chesterfield in April/May by 100 visitors a month
- Will review number of individuals enrolled online; connecting virtually
- Chesterfield center lease 3 years. When initially opened, kept pace with former White Pine center. Once Cary Street closed, Chesterfield absorbed traffic. Numbers are now currently lagging. Tina Shreve would like to be involved when the Turner Road lease nears expiration for input on possible relocation.

Service Matrix for Adult and Dislocated Workers Receiving Services

<b>New Title 1 Enrollments</b>	<b>7/1 2021 – 5/2022</b>	<b>7/1/2020 – 5/2021</b>	<b>7/1 2019 – 5/2020</b>
<b>Adult</b>	197	113	128
<b>Dislocated Worker</b>	104	117	186
<b>Youth</b>	200	289	246
<b>Total</b>	608	476	678

- Employers responding to OJT; 50%-75% reimbursement during training period. Equus in process of writing 20 OJTs with a single company where hires will \$40,000 a year to start and advance to \$55,000.
- Incumbent Worker Training has also increased - 19 applications for the year
- Business services; 230 business served YTD, 221 receive recruitment assistance; 192 had fewer than 250 employees; 38 had greater than 250
- Healthcare 48
- Professional scientific and tech – 37
- Logistics/transportation – 20

3<sup>rd</sup> Quarter Outcomes (targets) for Adult/DW/Youth

- Federal guidelines have changed on how to determine if successful. Have to attain 50% of each goal and the average for the program has to be greater than 90%.
- Youth did not hit within 90% against all measures. Ross has submitted a correction plan. 4<sup>th</sup> quarter performance comes out after June 30<sup>th</sup>. If measurable skills gain stays red, may get corrective action. This is the newest measure. Krishawn noted this is the only measure in real time.
- The Alignment and Outcomes Committee will identify what the Board wants measured beyond the federal requirements.

Mr. Thomas Prest is rotating off the Board and offered his thanks for the opportunity to serve.

- VII. Adjourn. Mr. Dennis Woodard moved to adjourn the meeting at 4:35 p.m., Ms. Tina Shreve seconded the motion. The motion carried.