



Meeting Agenda for September 22, 2022 - 3:00 p.m.

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

- I. Call to Order – 5 minutes (Chairman Junod)
- II. Welcome of New Members – 10 minutes (Chairman Junod)
- III. Public Comment – 5 minutes
- IV. Minutes from June 23, 2022 Meeting – 5 minutes (Chairman Junod) ...Page 1

Connect - 40 minutes

- V. A conversation with Virginia’s Secretary of Labor – The Honorable G. Bryan Slater ...Page 6

Advance– 30 minutes

- VI. Building an Eco-System: Committee Updates
 - a. Governance Committee – Paul Junod
 - b. Alignment and Outcomes – Tina Shreve
 - c. Equity and Access -

Operate – 15 minutes

- VII. Fund Transfer Request (Action Item) ...Page 7
- VIII. Director’s Report
- IX. Adjourn



Meeting Minutes for June 23, 2022

	Member	Present		Category (Total Members 10)	Member	Present	
		Yes	No			Yes	No
Category - Business Members (Total Members 15)	Auchmoody, William		X	Community College (1)	Creamer, Elizabeth	X	
	Briggs, Cordell		X				
	Dick, Robert		X	Economic Development (1)	Shreve, Tina	X	
	Easter, John	X					
	Edwards, Scott	X		Education (2)-	Beaton, Mac		X
	Gilbert, Danielle		X		Elmore, Jeffrey	X	
	Harris, Drexel	X					
	Hayden, Thomas	X		Employment Service (1)-	Woodard, Dennis	X	
	Jones, Daniel		X				
	Junod, Paul		X	Labor, Apprenticeship & CBOs (4)	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	-			
			Vocational Rehabilitation (1)	Batten, Dale	X		
			Other (0)				
			Social Services	Parr, Ty		X	
	Total Attending	8	7	Total Attending	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.

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

Service Recipients	Through May 2022	Through May 2021	Through May 2020
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

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

3rd 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. 4th quarter performance comes out after June 30th. 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.

Agenda Item V.

Capital Region Workforce Development Board

Agenda Item Summary –A conversation with Virginia Secretary of Labor G. Bryan Slater

The Role of the Secretary:

The Secretary of Labor oversees a wide range of regional, state, and federal programs that connect Virginians to the skills, training, and opportunities they need to thrive in the 21st-century economy. In addition to public sector partners, Secretary Bryan Slater works closely with Virginia’s labor and business communities to identify and fill vacant jobs in high-demand sectors.

The Secretary is responsible for the duties assigned to the Governor as Chief Workforce Development Officer and is responsible for the coordination of the Virginia Workforce System and the implementation of the Workforce Innovation and Opportunity Act (WIOA). The Secretary serves as the Governor’s representative on the Virginia Board of Workforce Development and supervises the staff that support the Board. The Secretary also oversees the following agencies: the Department of Labor and Industry, the Department of Professional and Occupational Regulation, and the Virginia Employment Commission.

About the Secretary:

George “Bryan” Slater brings more than 20 years of experience to the Youngkin Administration with a wealth of knowledge and senior-level experience leading public, non-profit, and private sector organizations.

Bryan received his associates degree from Ferrum College and his bachelor’s degree in Political Science from University of Richmond and immediately began his career in politics. He has taken on roles large and small from campaign work to serving in senior management, operations, transformation, and administration.

In Virginia, Bryan served as Secretary of Administration for Governor James Gilmore (R-VA) and as Director of Administration for the Attorney General’s Office under Attorney General James Gilmore. Most recently, Bryan served as Assistant Secretary for Administration and Management at the U.S. Department of Labor and Assistant Secretary of Administration for the U.S. Department of Transportation under President Trump. He was the White House Liaison at the U.S. Department of Labor under President George W. Bush, where he managed all non-career appointee hiring, and as a congressional relations officer for the Department of Housing and Urban Development under President George H.W. Bush.

Bryan has served in numerous senior positions in non-profit organizations including Americans United for Life, Freedom Partners Shared Services, and Generation Opportunity. He was also the former Executive Director of the Republican Party of Georgia. Bryan is a recipient of the 2007 Innovation in Government Award from the Virginia Commonwealth University Wilder School of Government, as well as previously serving on the Board of Visitors for Virginia Commonwealth University.

What do Board Members Need to Do?

This is an opportunity to hear from the Secretary about the Administration’s perspectives on workforce development and possible plans for enhancements to the workforce development system, and to engage in discussions. No action required.

Agenda Item VII.

**Capital Region Workforce Development Board
Agenda Item Summary –Fund Transfer Request**

What is it?

In each fiscal year, federal Workforce Innovation and Opportunity Act (WIOA) funds are made available to local workforce boards in three funding streams: adult, dislocated worker and youth. The funds are available for the year they are received and the following year. Any funds not spent by the end of the second year are recaptured by the state. Funds can only be used to serve those enrolled under one stream's eligibility or for costs that are allocated to a stream based on acceptable accounting principles.

What do Board Members Need to Know?Background:

Recognizing that program enrollments will vary by area and from year to year based on economic factors and other conditions for which the Board cannot control, the federal law and regulations allow for local boards to transfer up to 100% of funds between the adult and dislocated worker (DW) streams. This is in large part because the services for each population are identical. (Funds cannot be moved to or from the youth stream). The transfer flexibility is intended to allow local boards to be more nimble in their operations, adjust spending to where the needs are greater and prevent a situation where dollars go unspent when they are intended to help people in need.

Process:

In order to request a transfer funds from the state, the federal law provides that a Governor's written approval must be based on criteria or factors that the Governor must establish in a written policy, such as the State Unified or Combined Plan or other written policy. In Virginia, there is an administrative document developed by Virginia Community College System staff in their capacity as staff to the grant recipient and fiscal agent administering the WIOA funds on behalf of the Governor.

The requirements developed by state staff are that transfer requests must include:

- The WIOA program year affected,
- The amount of the proposed transfer, and
- A detailed impact analysis indicating the anticipated impact to the program from which funds are being moved and to the program which will receive the funds.
- **Documentation that the transfer decision was approved at a meeting of the Local Workforce Development Board.**
- Transfer requests must be submitted before expenses are incurred.

To address the item highlighted in yellow above, the local board has had a policy in place since 2016 that allows local staff to make a request when it is determined conditions are warranted. The policy has been accepted in the past by the state. However, upon receipt of a transfer request this past August, state staff indicated that while they supported the request and deemed it warranted, they could not act without the procedural matter of taking the request to a board meeting.

Discussion:

The pace of customers seeking services over the past three years meeting dislocated worker (DW) eligibility has lagged behind those meeting adult eligibility. Our area is currently at a 3% unemployment rate, which many consider “full employment”. The ratio of dislocated workers to adults is not unusual to our area. While the Capital Region has been able to operate without a transfer in the past 2 years, projections suggest that if the current enrollment trends continue, we will need to transfer \$400,000 from dislocated worker to adult to meet needs while not running the risk of losing DW funds.

The following chart was presented to the state to justify the request:

WIOA Program and Year Affected	PY 2021 Dislocated Worker funds
Amount of Requested Transfer	\$400,000 to PY 2021 Adult Program

A detailed impact analysis indicating the anticipated impact to the program from which funds are being moved and to the program which will receive the funds

1) Expenditures for each of last 3 years	Adult	Dislocated Workers
PY18	\$1,257,647.40	\$962,664.30
PY19	\$1,242,599.40	\$1,006,254
PY20	\$1,235,168.10	\$1,079,227.80
PY21	\$1,004,504.34	\$259,551.70 (26% of adult spending).
2) Number of New Program Participants enrolled in each of the last 3 years	Adult	Dislocated Worker
PY19	132	100 (76% of adult)
PY20	131	77 (59% of adult)
PY21	231	56 24% of adult)

3) Narrative on benefit to adult program and impact to dislocated worker program

As evidenced in the above data, there has been a year-after-year decline in new dislocated worker participants to the point that in the most recent program year, there were three adult enrollments for every one dislocated worker. This trend is not unlike that elsewhere in Virginia or the country. Even prior to COVID, our enrollment splits leaned towards adult, but not to the extreme we now see, so we were able to balance spending without a transfer.

This ratio trends directly with the spending of PY 21 funds as detailed above. Without the transfer requested, we do not anticipate the ability to meet the current adult program expense demand reasonably projected in the coming program year, nor could we spend all of the dislocated worker funds without risking a recapture. (Which serves no purpose to the VCCS as the funds are intended to help people where the need is). There should be no need to mitigate impacts to serving dislocated workers should we see an increased need as they could be enrolled as adults. (All dislocated workers are adults, but not all adults are dislocated workers).

What do Board Members Need to Do?

Consider the request as presented by staff based on the documented data and discussion.