



Meeting Minutes for March 18, 2021

	Member	Present		Category (Total Members 15)	Member	Present	
		Yes	No			Yes	No
Category - Business Members (Total Members 18)	Auchmoody, William	✓		Community College (1)	Creamer, Elizabeth	✓	
	Barnhart, Sonja		✓		Aylward, Karen	✓	
	Briggs, Cordell	✓			Kilduff, Todd	✓	
	Dick, Robert	✓					
	Easter, John	✓		Education (2)-	Beaton, Mac	✓	
	Edwards, Scott		✓		Smith, Barbara	✓	
	Gilbert, Danielle	✓					
	Harrington, Chris	✓		Employment Service (1)- Labor, Apprenticeship & CBOs (6)	Woodard, Dennis	✓	
	Hildebrand, Shawn		✓		Horne, Kelly King	✓	
	Jones, Daniel	✓			Purcell, Roy	✓	
	Junod, Paul	✓		-	Spicer, Gregg		✓
	Lyons, Larry	✓		-	Watson, Danny (Kevin Battle)	✓	
	Maurer, Ilene	✓			Watson, Thelma	✓	
	Prest, Thomas		✓	-			
	Stamper, Eric	✓					
				Vocational Rehabilitation (1)	Batten, Dale (Sherrina Sewell)	✓	
	Timmons, April	✓					
Wheeler, William	✓						
Willie-Surratt, Terry	✓		Other (1)	Harris, Drexel	✓		
				Mitchell, Valaryee	✓		
			Social Services	Parr, Ty	✓		
	Total Attending	14	4		Total Attending	14	1

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

- I. Call to Order. Chair Paul Junod called the meeting to order. Mr. Brian Davis read the technical guidance statement for electronic meetings.
- II. Welcome and Introductions. Mr. Junod welcomed members. Attendance was taken. A quorum of members was assembled electronically.
- III. Public Comment Period. No persons spoke during public comment.
- IV. Minutes from November 16, 2020 Meeting. Mr. Cordell Briggs moved to approve the minutes accepted as presented, Mr. Larry Lyons seconded the motion. The motion carried.
- V. **Manage (Action Items) -**
 - A. Strategic Plan: Vision 2024.
The Board identified key points to develop a strategic plan at its March 2020 strategic planning session. Ms. Christine Kennedy served as facilitator for the session which resulted

in tangible goals and action items. Subsequent to that session, the state issued compliance regulations and guidance for local areas to develop plans. Through a grant, a consultant was procured to develop and launch an employer survey. A virtual stakeholder's session with various partner agencies was conducted. This information was compiled and forwarded to the Strategic Planning Committee of 7 members and 3 elected officials on February 17. The Plan was recommended for approval by the CLEO Board.

A walk thru of the Strategic Plan was provided.

The Vision and Mission were reviewed and discussed.

Goals. The four Goals were read. There were no comments.

The Plan will be provided to both stakeholders, businesses and workforce service entities with detailed action items. A dashboard will be developed with metrics. The Consortium endorsed the Plan.

Mr. Junod called for a motion to endorse the plan as presented. Mr. William Auchmoody moved to approve the Plan; Mr. Drexel Harris seconded the motion. The motion carried with no objections.

B. Workforce Innovation and Opportunity Act Local Plan. The Plan document is a compliance document with elements defined by the State and in the Workforce Innovation and Opportunity Act.

A brief walk-thru of major sections was presented. Mr. Davis noted that a significant portion of the workforce and economic analysis was attained through a subscription with Chmura Economics and Analytics to provide labor market information. This technology allows access to the most up-to-date information.

- Strategic Vision and Goals. The Goals, Vision, and Mission are included in this document.
- Section III, describes partnership efforts within the workforce system. Board's roles as convening, collaborating, and operating the workforce delivery system.
- Section IV, how the system operates the Title I funded programs.
- Section V, compliance discussion on oversight monitoring and fiscal accountability.

Comments/Questions -

- The document has been posted for public comment. Partner agency comments are incorporated in the Plan.
- The Plan will be on file with the state through June 30, 2024. Adoption of the Plan assures compliance and continued funding.
- The document will be re-checked for grammar and spelling.
- A multi-agency review team, the Virginia Community College System, the Virginia Employment Commission, the Department for Aging and Rehabilitative Services, and the Department of Education-Adult Education will review each of the local plans and determine if questions were answered appropriately and if modifications are needed. The Plan will either be conditionally approved or recommended for approval as submitted. The State Workforce Board will then review all workforce area plans at its June meeting; approving or disapproving all 15 Local Area Plans. The Governor takes action on the Plan as recommended by the State Board.

- Will there be any questions, remedial actions, need to address strengths or weaknesses? Brian noted that review will be positive; either a conditional approval or full approval.
- Does the strategic plan or vision, apply to the centers and services? Brian will work with service provider to be certain that vision and goals do get imbedded to the front line level.
- Does state consider drastic differences when other areas have significant differences upon review? Is this a concern for the submitter or reviewers? Brian noted the review team use a standardized matrix.
- Clarification regarding gender stats cited on Page 3, 1.3; 51% women and 49% men differs from state's data. Brian noted that the gender disparity information has been stricken.

Mr. Bill Auchmoody moved to approve the Local Plan, Mr. Mac Beaton seconded the motion. The motion carried with no objections.

C. Eligible Training Provider Programs

1. Renewal for Richmond Technical Center

Richmond Technical Center is a component of Richmond Public Schools. Applications are reviewed by the Strategy & Outcomes Committee and come forth with recommendation from the committee. Once approved, provider programs are placed on the eligible training provider list and participants can be enrolled in training. Each program must be renewed annually.

Two categories are considered for review; programs that have not served participants and those that have served participants. Category 1, did not serve participants for approval. Mr. Junod called for the motion for Category 1; Mr. Drexel Harris moved to approve the Category 1 programs; Mr. Chris Harrington seconded the motion. The motion carried with no objections.

Category 2, previously approved that served at least 1 participant in the prior year. Must meet completion Rate and Credential rate. Five programs met credential and completion targets. Automotive body had one participant and the individual did not complete the training. Conditional approval is recommended. Committee recommended all category 2 programs be approved except automotive body be approved on a conditional status for the next year. Mr. John Easter moved to approve category 2 with provisions for automotive body training; Ms. Danielle Gilbert seconded the motion. The motion carried.

2. New Programs: CW Consulting and Thomas Jennings Open Learning Village

1. CW Consulting is located in the City of Richmond. The NCCER training program for core and skilled trades program at a cost of \$7,000.00. This is a comprehensive accreditation process. The Strategy & Outcomes Committee recommended approval.
2. Thomas Jennings Open Learning Village. Pharmacy technician program at a cost of \$875.00. Accredited by the Department of Health professions. All compliance materials were in order.

Mr. Larry Lyons moved to approve both new programs, Mr. Drexel Harris seconded the motion. The motion carried with no objections.

VI. Information Sharing and Discussion –

Program Performance – Annually, performance related compliance outcomes for each workforce board is identified for the upcoming year.

A newly formatted, consolidated performance chart was presented. The Strategy & Outcomes Committee reviewed and discussed the new format.

Each program is accountable for individual measures; Entered Employment, Retention, Credentials/Certificate, Quarterly Wages, and Measurable Skills Gain – a newer measure still being used as a baseline.

Period of reporting, Quarter 1, July 1 – September 30. An overview of the chart was provided.

It is also suggested that an enhanced visualization of current performance be included. Ms. Krishawn Monroe clarified how performance is captured. Data is cumulative once it hits the 4th quarter. All other quarters reported are individual reporting. A predictive report from the contractor for a 3- or 6-month period may be provided. Reporting the most recent quarter including the year-to-date is suggested. The Strategy & Outcomes Committee will continue to analyze and discuss performance reporting.

Labor Market Information – Employment/Unemployment Indicators. Information extracted for December 2020.

- December 2020 (region wide) 4.8% unemployment or 27,000 in region
- Economic decline, 11% unemployment rate or 65,000 people
- Benchmark as of last December, 2.4%. Number continues to decrease but still twice of where we were last year

Workforce Center Traffic – Centers are currently operating on a modified schedule; 28 hours a week; rotating days and hours.

- Data provided represents a 19% drop from last year

Workforce Center Traffic	July 2020-Feb 2021	July 2019-Feb 2020
Chesterfield	3518	2928
Richmond (closed 11/20)	2113	6841
Henrico	5839	12695
Total	11470	22464

Active Enrollments	July 2020-Feb 2021	July 2019-Feb 2020
Adult	75	136
Dislocated Worker	91	99
Youth	124	121
Total	290	356

New Enrollments	July 2020-Feb 2021	July 2019-Feb 2020
Adults	26	114
Dislocated Worker	46	83
Youth	18	34
Total	90	231

Efforts now and future influencers

- Job search waiver for unemployed remains in place. Job search requirements could be reinstated in May; WIOA enrollment could exempt participants.

- The federal unemployment enhanced benefit and extension of time is expanded through September
- Outreach Staff person. Equus will convert a vacant position to an outreach position; to identify customers. Connecting with emergency housing shelters, low income communities, and the downtown homeless youth hub. Ross has a person dedicated to outreach.

Follow-Up - Capture number of people being served virtually and in-person

Funding Reports required by state code. Federal funding has a 2-year shelf life; the first year funds are made available and the following year. Funds not used by the end of the second year are recaptured by the state.

The old money, unspent or unobligated, from FY 20 is about \$331,000. This is a higher balance than normal. These funds must be spent by June 30. Spending factors, such as the state's 40% training requirement for adult and dislocated worker dollars, the requirement for youth funds, and 20% being spent must all be considered. On occasion, new and old money have to be spent at same time.

New Year's funding. The available amount to be carried into the next year is substantial. However, this amount may be affected by an increase of individuals seeking workforce services when the job search waiver ends. And if or when the federal government stops the extended unemployment benefits and enhancements.

Any funds unspent after year 1 can be carried forward. Eighty percent, 80%, of new money must be obligated; Equus and Ross contracts meet that obligation. The unspent/unobligated \$331,000 balance will be available to the service providers. The ability to reclassify costs from the way originally expensed is an available option. The Board's staff's salary comes out of the \$331,000 as well. A suggestion was made to consider using funds to support business with incumbent worker training. The Business Solution Team actively promotes this resource.

Special Fund Balances

Fund	Purpose	Award	Available	Notes
Economic Equity Grant	To enhance working relationship with departments of social services	\$115,670	\$85,131	Expires 3/31/21. Two (2) contractor invoices remain
COVID Response Grant (CARES Act Funding thru VEC)	To purchase PPE, barriers, etc. and other safety enhancements	\$52,926	\$17,675	Extended to 12/31/21
Williamsburg Road Proceeds	Funds earmarked for computer upgrades in centers. Funds used for workforce centers.	\$394,625	\$10,691	No expiration set. Limited by Board for capital costs. Balance will be spent over next month.
Wagner-Peyser	The VEC's job service is a primary function. Requested local workforce boards to administer services and funds to carry out services through June 30, 2021.	\$164,826	\$78,140	VEC announced additional award period to end 6/30/21

Local Planning Grant	Planning Grant. Single invoice.	\$10,000	\$10,000	Expires 3/31/21. Consultant just completed work; submitting single invoice.
ARRA Recovery Grant	In 2009-2010, ARRA funds were used to open workforce center. There is a legislation working thru Congress to support a workforce center. Not yet definitive. Resources are available to support potential wave of jobseekers. UI benefits are earmarked to expire.			

New Workforce Center opened this week. The center is open at 4914 Radford Avenue. Members are encouraged to visit.

Request for Quote for Marketing services. The CLEOs suggested staff engage marketing professionals to promote workforce services. A Request for Quote will be developed and send out to potential bidders for an outreach plan and products. Members are asked to forward names of any firms they think should be invited.

Adjourn. Chair Paul Junod called the meeting adjourned at 4:27 p.m.

DRAFT