

**Capital Region Workforce Partnership  
Consortium Meeting  
Meeting Minutes for October 8, 2021**

<b>Consortium Members</b>	<b>Present</b>	<b>Absent</b>	<b>Alternates</b>	<b>Present</b>	<b>Absent</b>
<b>Chairman – Hon. Angela Kelly-Wiecek</b> , Hanover	X		James Taylor		X
<b>Vice Chairman - Hon. Karin Carmack</b> , Powhatan		X	Ned Smither	X	
<b>Hon. Patricia Paige</b> , New Kent	X		Rodney Hathaway	X	
<b>Hon. James Holland</b> , Chesterfield	X		Dr. James Worsley	X	
<b>Hon. Gilbert Smith</b> , Charles City	X		Michelle Johnson		X
<b>Hon. Don Sharpe</b> , Goochland	X		Jo Ann Hunter	X	
<b>Hon. Patricia O’Bannon</b> , Henrico	X		Monica Smith - Callahan	X	
<b>Hon. Michael Jones</b> , Richmond		X	Mr. Reginald Gordon	x	

Staff and Guests Attending: Mr. Brian Davis, CRWP Director; Ms. Krishawn Monroe, CRWP Assistant Director; Ms. Carla Cosby, CRWP Admin Assistant; Ms. Earlene Jones, RossIES, Ms. Danielle Bailey, Equus Works, and Mr. Roberto Ford, Equus Works.

Members attending virtually: Ms. Joanne Hunter (Goochland) and Dr. James Worsley (Chesterfield). Due to technical issues, the virtual meeting could not be recorded.

- I. Call to Order and Welcome. Honorable James Holland called the meeting to order. Members were asked to introduce themselves.
- II. Public Comment Period. There were no persons present. There were no persons present for public comment.
- III. Approval of the Minutes from June 11, 2021. Honorable Patricia O’Bannon moved to accept the minutes as presented; Honorable Patricia Paige seconded the motion. The motion carried.

IV. Action Items

- A. Member Locality Contribution Levels for Fiscal Year Starting July 1, 2022  
A review of the locality contributions for past years was presented Option 1: Level-funding to prior year and Option 2: Adjustments from prior year reflecting service level fluctuation.

Funds from the jurisdictions support workforce services, support costs, and special events. As well as personnel costs; one-fourth of the director’s salary, per a previous agreement is supported through the contributions. Approval of a funding option also authorizes Mr. Davis to make budget requests to each of the jurisdictions. Contributions are voluntary.

The current year’s federal funding levels increased by about 18%. The Capital Region, Local Workforce Area IX, is one of few areas in Virginia whose member localities contribute to the budget.

Prior to 2014, there was no formal process or rationale to request local funding. The CLEOs agreed to assign a formula or rationale for requests. The decision was to base the request on proportional share of customers enrolled in programs from the prior fiscal year. Individuals from outside of the region were also served if staff determined eligible.

Comments-

- Service numbers are off due to COVID. The program year ended June 30, 2021. Brian noted that number are increasing slightly.
- Previous discussion considered foot traffic may increase in September due to the elimination of the extended UI benefit; increase did not happen. The VEC noted that the week after the extended benefit expired, Virginia saw a 300% increase in new claims being filed. Claimants no longer receiving extended benefits filed for regular benefits.
- Current unemployment rate is 3.9%. Ordinarily this would have translated to an increase in enrollments and foot traffic. Brian added that other areas levels did not increase substantially either.
- Equus staff shared its media campaign efforts to inform the community of available programs and services. Media outlet, WWBT-Channel 12, the postal service, and enhanced social media efforts were used. Board staff has signed up for Constant Contact to do targeted emails. It was also suggested the community be targeted by industry, location, center location, etc.

Members shared their option choices.

- Mr. Holland/Chesterfield – Option 1, Level-funding to prior year.
- Mr. Gordon/Richmond – Option 2, Adjustments from prior year reflecting service level fluctuation
- Mrs. O'Bannon/Henrico – Option 1 or Option 2
- Mrs. Kelly-Wiecek/Hanover – Option 1

The member majority voted for Option 1: Level-funding to prior year. Mrs. Paige moved to accept Option 1; Mr. Smith seconded the motion. The motion carried.

	A	B	C	D	E
Jurisdiction	WIOA Enrolled Active Customers Served in Year ending June 30, 21	WIOA Customers Served as a percentage of Total	Prior year share of service level	Option 1	Option 2
Charles City	3	0.48%	0.36%	\$2,000	\$2,000
Chesterfield	142	22.72%	22.71%	\$43,600	\$44,000
Goochland	4	0.64%	0.83%	\$2,000	\$2,000
Hanover	65	10.40%	8.32%	\$13,400	\$15,000
Henrico	191	30.56%	29.01%	\$56,000	\$58,000
New Kent	3	0.48%	0.71%	\$2,000	\$2,000
Powhatan	9	1.44%	1.07%	\$2,000	\$2,000
Richmond	208	33.28%	36.98%	\$71,000	\$65,000
	625	100%	100%	\$192,000	\$190,000

Note: An additional 117 enrolled customers were from outside region, for a total served of 742

**For Information Purposes – Total Foot Traffic by Jurisdiction, Year ending 6/30/21**

Jurisdiction	PY20 Center Visitors	Prior Year Counts
Charles City	54	142
Chesterfield	2,968	3,591
Goochland	50	60
Hanover	465	662
Henrico	5,132	14,266

New Kent	49	158
Powhatan	88	92
Richmond	5,874	15,052
Region Subtotal	14,680	34,003
Residents from Outside the Region	1,307	1,358
<b>Total</b>	<b>15,987</b>	<b>35,381</b>

B. New Workforce Board Member Appointment

Under federal law, each region must have a workforce development board comprised of a majority, 51% business sector representation. The remaining compositions, 49%, are comprised of labor, community based organization, and economic development. As well as representatives from the VEC, DARS, Adult Education, community college, and career and technical education.

The CLEOs are empowered by law the ability to appoint workforce board members and approve the Board’s budget once vetted by the workforce board.

This appointment is to fill a seat vacated by member that left service. The Board is required to have a member from the adult regional education program on the Board. The appointment does not increase Board size or require additional members. Members suggested diversifying the Board to reflect the region. Inclusion of Hispanic and Latino members was suggested.

Mr. Holland moved to approve the appointment of Mr. Jeffrey Elmore to the workforce board; Mrs. O’Bannon seconded the motion. The motion carried.

V. Director’s Report

- Performance Goals. States are informed by the Department of Labor of their individual goals. Goals are based on area’s historic performance. The Capital Region receives the 2<sup>nd</sup> highest funding level.

Adult Program Performance – Quarter 4.

2 <sup>nd</sup> quarter after exit	80.50%	72.9%	180	FTM, MED, MET
4 <sup>th</sup> quarter employment	85.00%	78.1%	182	MET, FTM, MET
Median earnings	\$6,000.00	\$5,926	180	EXCEED, EXCEED, EXCEED
Credential attainment	74.00%	64.70%	102	EXCEED, EXCEED, EXCEED
Measurable skills gains	61.20%	90.9%	42	MET, EXCEED, EXCEED

Dislocated Worker Program Performance – Quarter 4 was achieved for the year. Most dislocated worker participants are unemployed to no fault of their own. Many have been attached to the workforce system and have higher skills levels.

Youth Program Performance focuses entirely on 17-24 year-old disengaged youth; those that have no educations and/or work plan. Youth performance is achieved with the exception of Measurable Skills gain, failed to meet performance.

Benefits of work experience was shared. Individuals have the opportunity to gain work experience and attain additional skills, employers test employees, and then move on to the job training contract. Employers are reimbursed wages to employee during training period. On-the-job training contracts are increased. Employees may earn as much as \$15.00 an hour or higher.

Brian reviewed Center information.

Traffic Count	July – September 2021	July – September 2020	Same Period 2019
Chesterfield	813	948	1124
Henrico	3062	2279	5629
Richmond West	700	1677	2783

Active Enrolled Participants	July – September 2021	July – September 2020	Same period 2019
Adult	156	71	185
DW	74	65	123
Youth	146	155	212
Total	376	291	520

Although in-persons center visits show some decrease, those interested and engaged are also returning virtually. Eligibility can be done upfront. A secured, encrypted system is available to upload confidential documents. Case management is available thru video. Libraries have also been used as an option to connect with the customers. Constant Contact will be use to do targeted segmented messaging.

- Budget Balances as of 10/1/21 – FY 21 funds. Federal funding has a 2-year shelf life thru June 30<sup>th</sup> of following year; any amount not spent is returned to the state and may be redistributed to other local areas. Old money is being spent first due to low service levels.

	Allocation	Spent or committed	Remaining available
Adult	1,235,169	891,431	343,738
Dislocated Worker	1,069,672	932,335	137,337
Youth	1,371,830	925,813	446,017
Administrative	408,518	355,603	52,915
Nonfederal	336,108	252,159	83,949
Balance as of 10/1/21 FY 22 (Funds Not Spent or Obligated)	Adult	Dislocated Worker	Youth
	1,439,446	879, 123	560,323

Board Actions on September 23, 2021.

- The Capital Region Workforce Development Board reviewed policies impacting training. The state mandated a 40% training requirement; 33% was attained at last review.
  - Training voucher limited raised from \$10,000 to \$20,000

- On-the-Job training contracts raised to \$20,000
- Incumbent Worker agreements raised to \$20,000
- Allowance for small business (under 50 employees) to receive 75% reimbursement for OJT and Incumbent Worker training up from 50%. This helps companies to maintain area and grow.
- New Strategic Plan realigns working committee structure to advance goals of strategic plan.
- Committees renamed
  - External Alignment replaces Strategic Planning and Outcomes Committee. This committee will establish policy development, policy implications, etc.
  - Service Equity and Access replaces Operations Committee
  - Governance Committee supports diversity. Focuses on the Board; who's watching out for the Board; membership, recruiting, funding sources, etc.

The Executive and Finance Committees remain unchanged.

#### Closing Notes:

- The Workforce Board authorized release of a \$500,000 request for proposal to procure youth services. Previously, a requirement earmarked 25% for in-school. The Department of Labor shifted guidance to include 75% funding for out-of-school participants. Many areas cut out in-school youth programs.

Ms. Krishawn Monroe will manage the Request for Proposal review and procurement for a youth provider. A Review Committee comprised of one CLEO and one Board member will convene. The committee will adhere to Henrico County procurement policies. The Committee will review proposals, complete score sheets, attend two virtual meetings; and participate in interview meetings.

Ms. Monroe noted that previous solicitation for in-school services did not produce responses. A sole source agreement was developed. Previously, up to 50% of funds could be put in contract. With new guidance, funding limitation is 25% or \$500,000. The goal is to have one organization manage the program.

Brian added if all measures are met, a contractor can be retained up to 5 years in the procurement cycle. Ross, the youth provider and Equus, the adult and dislocated worker provider, contracts end June 30, 2022. The contracts will be released for bid. Sometime after January, two RFP committees will be convened for the youth and the adult and dislocated worker program services.

- VCU has been commissioned to do independent evaluation of the workforce system. Implications are positive; initial recommendations have been released. Final recommendation is to move from the Virginia Community College System and provide local boards state board money; and money to blend unemployment **(See Brian)**

Honorable Kelly-Wiecek commented on the disconnect between marketing and communications. Efforts to enhance communication strategies is needed.

- VAWD Watershed movement. Independent of the state, the Virginia Association of Workforce Directors (VAWD) established a 501c entity. Each local area has received a \$108,000 award. The funds will provide supportive dislocated worker services. Hampton Roads will serve as the grant recipient for the 13 areas.

- Joint CLEO/CRWDB, Friday, December 10<sup>th</sup> at the Country Club of Virginia. A panel discussion on the Impact of COVID in the Workplace is scheduled. Panelists are Ms. Megan Healy, Virginia Secretary Labor; Dr. Danny Avula, Director Richmond City and Henrico County Health Departments; Ms. Chris Chmura, CEO and Chief Economist for Chmura Economics & Analytics; and Mr. Steven Murray, Economic Development (See Brian for company name)

VI. There being no further business the meeting adjourned.

DRAFT