



Meeting Minutes for November 16, 2020

	Member	Present		Category (Total Members 15)	Member	Present	
		Yes	No			Yes	No
Category - Business Members (Total Members 19)	Auchmoody, William	✓		Community College (1)	Creamer, Elizabeth	✓	
	Barnhart, Sonja		✓		Aylward, Karen	✓	
	Briggs, Cordell		✓		Kilduff, Todd (proxy)	✓	
	Dick, Robert	✓					
	Easter, John	✓		Education (2)-	Beaton, Mac		✓
	Edwards, Scott		✓		Smith, Barbara	✓	
	Gilbert, Danielle	✓					
	Harrington, Chris	✓		Employment Service (1)- Labor, Apprenticeship & CBOs (5)	Woodard, Dennis	✓	
	Harris, Drexel	✓			Horne, Kelly King	✓	
	Hildebrand, Shawn		✓		Purcell, Roy	✓	
	Jones, Daniel	✓			Spicer, Gregg		✓
	Junod, Paul	✓			Watson, Danny	✓	
	Lyons, Larry	✓			Watson, Thelma	✓	
	Maurer, Ilene	✓					
	Prest, Thomas	✓		Vocational Rehabilitation (1)	Batten, Dale	✓	
	Stamper, Eric	✓					
	Timmons, April		✓	Social Services (1)	Parr, Ty	✓	
	Wheeler, William	✓		Other (2)	Harris, Drexell	✓	
	Willie-Surratt, Terry	✓				Mitchell, Valaryee	✓
		Total Attending	14	5		Total Attending	13

Staff attending: Mr. Brian Davis, CRWP Director and Ms. Carla Cosby, Administrative Assistant.

- I. Call to Order. Mr. Paul Junod, CRWDB Chair, called the meeting to order. Mr. Brian Davis read the technical guidance statement for electronic meetings.
- II. Public Comment Period. There were no persons present for public comment.
- III. Approval of Minutes for July 23, 2020. Mr. Dan Jones moved to approve the minutes as presented, Ms. Karen Aylward seconded the motion. The motion carried.
- IV. Manage/Action Items
 - A. Contract Award Adult and Dislocated Worker Services

A PowerPoint presentation outlining the procurement process for the adult and dislocated worker services contract was reviewed. Per Henrico County procurement, contract terms are valid for up to 5 years, subject to annual renewal. At end of 5 years, a request for contract procurement is required.

Background information regarding the procurement of the current provider, Equus, formerly ResCare, was provided. The contract was to expire June 30, 2020. The

procurement process began in February. However, Henrico County placed all non-essential procurements on hold in order to respond to COVID19 requirements.

The process restarted and 8 proposals were received. A review committee of board members; Mr. Paul Junod, CRWDB Chair; Dr. Thelma Watson, Senior Connections, and Henrico County CLEO, Mrs. Patricia O'Bannon was convened to review the responses.

The top three firms were invited to participate in virtual interviews on October 20. Following the interviews, three firms were invited to submit responses to questions and their best and final offer on the budget. Firms were scored based on their submissions and the highest scoring firm, Equus Workforce Services, was recommended for approval. Mr. Junod noted that familiarity with Equus and their past performance was relevant to the committee's decision.

Following the recommendation, Henrico developed an intent to award on November 10th. This is a procedural step to finalize the award process and provides a mechanism for any other firm to protest the decision.

This is an 18-month contract, January 1 2021 to June 30, 2022. The budget is broken down into 6- and 12-month periods. The Board adopted and recommends the \$2.4 budget. The CLEOs have endorsed the intent to award. The recommended budget request is the action before the Board.

Mr. Junod called for motion to accept contract recommendation, Ms. Dale Batten moved to accept the contract recommendation as presented; Mr. Dan Jones seconded the motion. The motion carried.

B. Eligible Training Provider Program Renewals –

Mr. Davis noted that eligible training provider renewal applications are usually presented at the Board's December meeting. However, to not have the Board meet two consecutive months, the item is included in the November packet.

Programs approved to the state's eligible training provider list are required to be reviewed for renewal annually by the Board.

Two category of renewals are presented for consideration; those that did not serve participants; Category 1 and those that did serve participants, Category 2.

Review of Category 1. Board member comments/questions included –Do providers want to remain on the list? Brian responded that providers voluntarily seek application.

What would qualify the Board to reject an application? Providers must show they have maintained their accreditation, etc. As well, complete the ADA eligibility checklist.

How long has Henrico Adult Education and Spark been on the provider list; Brian responded they're both relatively new; about a year.

Mr. Drexel Harris moved to approve the Category 1 providers; Mr. Chris Harrington second the motion. The motion carried.

Review of Category 2, providers that served WIOA participants.

This group of providers completes an application as well as provide performance data on the credential rate and completion rate. Providers must have attained 50% completion and 65% credential rate.

Brian noted that some provider's approvals are presented as provisional.

- 5 Star – Participant verification needed. Reported serving 17 WIOA students.
- Chesterfield Adult Education – Participant verification needed. Reported 1 person in each program.

- CCWA – Students are still enrolled. Performance is likely to be achieved.
- J.T. Pharmacy School – Student completed course but did not take their test. School has been unable to reach student.
- Shippers Choice – Participant verification needed. Provider reported serving 303 WIOA participants.

Chair Junod stated that two motions would be made; Category 1 renewals and Category 2 provisional renewals.

Mr. Robert Dick moved to approve all providers and those that served only 1 participant; Mr. Dan Jones seconded the motion. The motion carried.

Discussion after the motion ensued regarding performance expectations of the provisional group (those serving 1 participant) and clarification regarding future provider performance expectation. It was suggested that use of the word 'provisional' be changed to 'contingent' for clarification. The approval is contingent on the performance regardless of serving 1 participant. If the reported numbers cannot be validated, the program is not approved.

Mr. Junod called for a motion to approve 5 Star and Shippers Choice as provisional while staff verifies participant counts. Ms. Karen Aylward moved to approve 5 Star and Shippers Choice as contingent based on confirmation of the numbers reported; Ms. Dale Batten seconded the motion. The motion carried.

V. Where Are We/Where Do We Go

A PowerPoint presentation on unemployment data was presented. Some points shared -

- Initial Claims filed - 152,487
- Continued Claims – 13,936
- Unemployment Number/Unemployment Rate is under 6%.
- Unemployed in Area – 37,000
- Workforce center visitor count – 6,000 compared to 12,000 during July 1 to October 31, 2020
- Center Active Participants – First 4 months is 147

Spending to Budget Report. Brian stated that federal funds have a 2-year life. The older, aged funds are secure; there is no risk of losing funds. The remaining balance of old money is \$840,222. New money is \$4.4 million; to date, only \$348.214 of funds is spent. Combined years of unobligated funds is \$2.3 million.

Workforce center low enrollment impacts include -

- Reduced foot traffic
- Unemployment job search waiver remains in place
- Extended duration for receiving unemployment under CARES Act (expires 12/26/20)
- Public health concerns
- Virtual school may be preventing some parents from returning to work

Measures taken or considered to continue some level of service delivery to customers during the COVID-19 epidemic include –

- Moving to a virtual service platform – One Flow

- Virtual job fairs
- Virtual employer conference in January
- Data sharing agreement with VEC
- Connecting to community through Every Door Campaign/US Postal Service
- Department of Social Services engagements
- GO VA grant with CCWA for web portal

Brian added that enrollment will likely increase when benefits are reduced or end. Ms. Elizabeth Creamer commented that CCWA enrollments are beginning to increase. Various forms of instruction were in place; hybrid instruction and lab-based classes. Virtual learning has been impacted as well. Simplifying the application process was a positive measure.

One measure taken to improve the number of enrollments include the VA Ready Program that offer individuals \$1,000 to earn a credential.

VI. There being no further business. The meeting adjourned.