



Meeting Minutes for September 23, 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	✓		
	Briggs, Cordell		✓		Aylward, Karen	✓		
	Dick, Robert	✓				✓		
	Easter, John	✓						
	Edwards, Scott	✓		Education (2)-	Beaton, Mac	✓		
	Gilbert, Danielle		✓		Smith, Barbara	✓		
	Harrington, Chris	✓						
	Hayden, Thomas	✓		Employment Service (1)- Labor, Apprenticeship & CBOs (6)	Woodard, Dennis	✓		
	Hildebrand, Shawn		✓			Horne, Kelly King	✓	
	Jones, Daniel	✓				Purcell, Roy	✓	
	Junod, Paul	✓			-	Spicer, Gregg		✓
	Lyons, Larry	✓			-	Battle, Kevin	✓	
	Maurer, Ilene	✓			Payne, Erika	✓		
	Prest, Thomas		✓	-				
	Stamper, Eric	✓						
	Timmons, April	✓		Vocational Rehabilitation (1)	Batten, Dale (Sherrina Sewell)	✓		
	Wheeler, William	✓						
	Willie-Surratt, Terry	✓		Other (1)	Harris, Drexel	✓		
			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 at 3:07 p.m. Mr. Junod recognized longtime member, Dr. Thelma Bland Watson for over 15 years of service to the Capital Region Workforce Development Board.
- 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 June 17, 2021 Meeting. Mr. William Auchmoody moved to approve the minutes accepted as presented, Mr. Larry Lyons seconded the motion. The motion carried.
- V. **Manage (Action Items) –**
 - a. **Policy Revisions**
 - a. **Eligible Training Provider Process**
The policy revision addresses processes to get schools on state's eligible training provider list and meet the state's required 40% training expenditure.

The Board's approval is needed to add clarification for programs that lead to a Bachelor's or Master's degree. The revision will enable workforce staff to work with schools and support participants to attain their degree. To reach students, staff will work with schools to identify potential program participants as well as incorporating various outreach methods.

The second revision supports conditional approval of eligible training provider programs. Approval is needed to authorize the director the ability to grant provisional approval for training providers until the Board meets; timing is a concern. The Board meets quarterly. If a student has a program of interest and it's not on the state's eligible training provider list, they cannot enroll in training; this is a missed training opportunity.

Performance Outcomes is a requirement under federal law. If a student enrolls in a program, the school must provide performance outcomes on all students. Virginia has had an exemption waiver for this requirement. This change aligns the policy with requirements under renewal. After June 30 2022, schools must provide performance information.

The state is developing a report for training providers to complete. The state may work with the VEC to get wage and employment data. Schools do not currently have access to this information.

Mr. William Auchmoody moved to approve revisions to the eligible training provider process; Ms. Dale Batten seconded the motion. The motion carried.

b. Access to Participant Training (Individual Training Accounts).

The policy defines elements considered before entering training and identifies the amount of funds allocated for training. The recommended revisions are to approve increasing the training cap to \$20,000 per student and staff documentation required to be maintained when making training placements. It is noted that the policy does not limit the number of people that may access training.

Mr. Larry Lyons moved to approve the policy revisions as presented; Mr. Drexel Harris seconded the motion. The motion carried. Ms. Elizabeth Creamer abstained from the vote noting CCWA is an eligible training provider.

c. Incumbent Worker Training.

This is an employer based service; the employer identifies employees that need new skill sets. This is a proactive, business retention service. Funds go directly to the business. The business identifies what training is needed, who will do training, and how long training will take. Funds are then reimbursed at 50%.

The current policy mirrored the tuition cap, company paid up to \$10,000. The increase will raise the incumbent worker cap to \$20,000 a project and if the company has 50 or fewer employees, will pay 75% of cost. The provision is allowed by federal government. Local policy action is required to change the scale.

Mr. William Auchmoody moved to approve the tuition cap to \$20,000; Ms. Dale Batten seconded the motion. The motion carried.

d. On-the Job Training (exception to training voucher process) is somewhat employer and jobseeker based.

Employer identifies basic hiring requirement and staff identify 10 employees (company interviews and determines how many they will hire) and what additional training they will need. Once they start work, they earn wages while in training.

The revision changes cap to \$20,000. If the employer has 50 employees or less, reimbursement is 75%. OJT's had been slow however the current number have surpassed numbers for last year.

Mr. William Auchmoody moved to approve the tier target amounts as presented; Mr. Thomas Prest seconded the motion. The motion carried.

VI. Eligible Training Provider Applications

- a. Centura College programs for approval are Construction Electrician, Combination Welder, HVAC, and Medical Assistant.
- b. ECPI programs for approval are Cyber defense and ethical hacking, Digital Logic Systems, Windows System Administration, Linux System Administration, Technical Support
These programs are micro-credential programs at a cost around \$5,000.

Both provider's programs have met ADA compliance, accreditation, etc. related to targeted industries. The Strategy & Outcomes Committee recommends approval of both provider's programs. Ms. Dale Batten moved to approve the training provider applications as presented; Mr. Larry Lyons seconded the motion. The motion carried.

Advance (Discussion Items)

VII. Committee Restructure in Support of Strategic Plan

In 2021, the state required areas develop a new Strategic Plan. The Plan encompasses information from business surveys and stakeholder engagements. The new plan was adopted last year. Each goal has a related action items.

1. External Alignment and Outcomes (former Strategy & Outcomes Committee). External committee.
2. Service Equity and Access (former Operations). Serves as the service delivery arm developing service strategies and implementation plans. The WIOA compliance committee identifies what needs to be done from the federal level and would also manage training provider applications.
3. Governance. This committee focuses on the internal and organization components of the Board, making sure the organization itself is healthy and functional to supports its external objects.

The Executive and Finance Committee would remain unchanged. Would retain executive and finance committee.

Brian noted that no action is needed to the CRWDB Bylaws to adopt changes.

VIII. Director's Report and Discussion

An overview of 4th Quarter Performance Outcomes was presented. This is the first year measurable skills gains are counted.

Adult Program - Overall Performance Met

There was a decrease in credential attainment. The state implemented a new process requiring the average total of all programs and determines the negotiated percentage achieved.

Ms. Danielle Johnson, Equus Program Director noted that credential attainment may be affected by the pandemic. Raw data will be provided to the youth and adult and dislocated worker providers.

Dislocated Worker Program – Performance Met

Performance is generally higher than adults. Target numbers were either Met or Exceeded. Achieved 113% of negotiated rate.

Youth Program – Performance Met

Provider did an excellent job for the quarter. Some challenges with Measurable Skills Gains but continues to do well. Several participants involved in technical training.

Workforce Center Visitors

Location	July – August 2021	Same period 2020	Same period 2019
Chesterfield	639	571	814
Henrico	2,240	1,501	3,701
Richmond West (opened 2021)	539	1,059 (Cary St.)	1,985 (Cary St.)
Total	3,418	3,131	6,500

It was noted that 54% of the 3,400 visitors are coming in for services. Ms. Johnson shared that numbers also reflect period when services were limited to virtual; some remain virtual. Customers are returning to the building.

Active Enrolled Participants

Program	July – August 2021	Same period 2020	Same period 2019
Adult	144	70	167
DW	74	64	111
Youth	140	155	209
Total	358	289	487

VEC reports new claims increased 300%. There is a backlog of unresolved claims. A new system is being instituted; no claimant activity will be accessible or available during the changeover.

Mr. Junod asked about the status of the ADA study for the Richmond Center. Mr. Davis shared that the landlord is taking care of concerns to widen doorways, stripe parking lot spaces, and install weights on doors.

Equus Contract Modification -

An overview of contract modifications was presented. Funds, earmarked for training activity only, are currently on reserve in the Equus contract. It is recommended to wait until after December to see if the 40% requirement is met.

- Increase budget line for OJT and Incumbent Worker Training to drive funding in areas where spending can be more easily achieved and immediate, rather than have tuition be driver
- Consider issuing local requirement that “x” number of people have to go into training
- Increase budget with additional dollars earmarked for training only. Rather than redirecting funds from other budget lines. (modification after mid-year spending is known)
- Impose a requirement that a certain percentage of participants be enrolled in a training activity; this option could be immediate

Update on fund balance. Old money has been spent. The information reflects new money. After all obligations are met, this is the remaining balance.

Source	Amount
Adult	978,686
Dislocated Worker	380,324
Youth	248,552
Administrative	312,642
Non-federal	243,234
Total	2,158,288

Members were thanked for attending the in-person meeting. The State now requires in-person meetings for boards.

The CLEO/CRWDB joint meeting will be held at the County Club of Virginia on December 10, 2021. Panel discussion members are Dr. Danny Avula, VA Health Department; Ms. Chris Chmura, Chmura Analytics, and Ms. Meghan Healy, Virginia Secretary of Labor.

- IX. There being no other business, the meeting adjourned at 4:16 p.m.