

**Capital Region Workforce Partnership
Minutes for June 11, 2021**

Consortium Members		Alternates	
Chairman – Hon. Angela Kelly-Wiecek , Hanover	x	James Taylor	-
Vice Chairman - Hon. Karin Carmack , Powhatan	x	Ned Smither	-
Hon. Patricia Paige , New Kent	x	Rodney Hathaway	-
Hon. James Holland , Chesterfield	x	Dr. James Worsley	x
Hon. Gilbert Smith , Charles City	-	Michelle Johnson	-
Hon. Don Sharpe , Goochland	-	Jo Ann Hunter	x
Hon. Patricia O'Bannon , Henrico	x	Monica Smith - Callahan	x
Hon. Michael Jones , Richmond	-	Valaryee Mitchell	-

- I. Call to Order and Welcome. The meeting was called to order at 9:45 a.m.
- II. Roll Call by Member. The roll was called and a quorum was present.
- III. Public Comment Period. There were no persons present for public comment.
- IV. Approval of the Minutes from April 30, 2021 Meeting. Honorable James Holland moved to approve the minutes as presented; Honorable Patricia O'Bannon seconded the motion. The motion carried.
- V. Action Items
 - A. Budget for Fiscal Year to start July 1, 2021
The projected carry forward is estimated until closeout is finalized – about mid-August.

The Capitol Region will receive \$4,981,339, an 18% (\$896,150) increase from the current year amount of \$4,085,189.
 - Additional revenue of \$336,108 from non-federal includes general fund contributions from the jurisdictions and rent from partners in the workforce centers
 - Carry forward of \$1.9 million is estimated from the current year
 - Total projected revenue is \$6,911,693
 - Outreach funding will increase from \$30,000 to about \$50,000
 - The Youth Inspire event will be scheduled this year
 - Equus' Operator's budget increased to support navigators at each center
 - Youth. Ross' contract is \$1 million. The in-school contract allocation is \$450,000
 - Security is a new element. The state had provided grant funding to support the expense. Security will continue to be provided through September.

- Cleaning Service. The cost sharing agreement with partners includes enhanced cleaning services.
- IT support is provided through an annual agreement with Henrico County. The agreement provides a dedicated staff person for the department.

Mr. Holland moved to accept the budget as presented; Mrs. Paige seconded the motion. The motion carried.

B. One Stop Center Certifications

The federal government requires workforce centers be certified every three years by the state.

A Review Team, comprised of three Board members, reviewed business plans, MOUs, various policies, etc. as well as visited centers, and conducted interviews with staff.

The Chesterfield and Henrico centers were recommended for full certification. The Richmond center is recommended probationary certification due to ADA concerns. Items of concern will be addressed within 6 months.

Mr. Holland moved to accept the One-Stop center certification as presented; Mrs. O'Bannon seconded the motion. The motion carried.

C. Contract Renewals. Brian noted that the budget has been addressed but action is needed on the renewal awards.

1. Out of School Youth (Ross Workforce Solutions)

Under authority of Henrico County Purchasing, once a contract is awarded, it can be renewed four times. This is the final renewal available to Ross through June 30, 2022.

Ross has met performance targets and other targeted outcomes and works well with community partners. It is recommended that the award amount of \$1 million be approved.

Ms. Monroe noted that Ross' measurable skills gain was lacking; they did not meet this performance element. Failure to meet this element was impacted by data entry issues and lack of expenditure of work experience dollars. The provider has been encouraged to be creative, invest in software as well as virtual job shadowing.

Mr. Holland moved to approve Ross' \$1 million contract award; Mrs. O'Bannon seconded the motion. The motion carried.

2. One Stop Operator (Equus Workforce Solutions).
This is the last allowable renewal for this contract. This contract provides for operational functions; not participant services. The One-Stop Operator is responsible for ensuring continuity of services between the 3 centers; customer service surveys; managing partners, and coordinating service delivery, etc. The contract is increased to \$405,000 to employ one additional navigator.

Ms. Paige moved to renew the One-Stop Operator contract at \$405,000; Mrs. O'Bannon seconded the motion. The motion carried.

D. Authorization for Release of Request for Proposals Seeking In-school Youth Services

In 2016, the CLEO and Workforce Development Boards dedicated 100% of youth funding to out-of-school youth. WIOA mandated that at least 75% of the area's youth funding be spent on out-of-school services.

The Board is requested to consider having an in-school youth provider, remove the 100% allocation for out-of-school youth and allocate 25% of youth funds for in-school youth services.

Ms. Paige moved to approve allocating 75% of funds to out-of-school youth services and 25% of youth funds to in-school youth services; Mrs. O'Bannon seconded the motion. The motion carried.

VI. Director's Report

- Centers return to full hours July 1st with the exception of Friday's early closing.
- Job search requirement for the unemployed is reinstated. Claimants have to document job searches to continue receiving benefits.
- Enhanced UI benefit expires September 4.
- Virtual job fair scheduled May 26. 39 employers, 143 job seekers have registered and 97 direct applications.
- Network2Work pilot has launched. 100 employers and 65 service providers already registered. Employers that are part of the Network list jobs paying over \$18 an hour. Jobseekers will create a profile to be matched with service providers. Staff can access information and follow progress.
- Unemployment rate is 3.7% for the region. The number does not count people that have given up or those not receiving benefits.

Workforce Center Counts. Job search and enrollments should continue to increase.

Workforce Center Traffic	July 20 – May 21	July 19 – May 20
Chesterfield	4,372	3,168
Henrico	7,475	13,528
Richmond/Cary St.	2,131	7,283
Richmond West	417	-
Total	14,395	23,979
New Enrollments (-25% decline)	July 20 – May 21	July 19 – May 20
Adult	115	131
Dislocated Worker	69	99
Youth	40	49
Total	224	279
Total Active (-41% decline)	July 20 – Feb 21	July 19 – Feb 20
Adults	173	249
Dislocated Worker	120	188
Youth	191	246
Total	484	683

Spending status (Does not include/show May or June service provider contracts and does not include board staff payroll.

PY19 Funds	Award/Available	Balance Not Spent or On Order (As of 6/9/21)
Adults	\$1,242,599	\$35,402
Dislocated Worker	\$1,066,254	\$26,706
Youth	\$1,392,448	\$13,821
Administrative	\$404,589	\$5.60
Non Federal	\$120,816	\$3,784
	\$4,166,707	\$79,718
PY20 Funds	Award/Available	Balance Not Spent or On Order (As of 6/9/21)
Adults	\$1,235,168	\$720,395
Dislocated Worker	\$1,069,671	\$191,346
Youth	\$1,371,830	\$630,414
Administrative	\$408,518	\$179,123
Non Federal	\$336,108	\$175,316
	\$4,421,297	\$1,896,594

Program performance charts were reviewed.

Adult Program Performance - Q3 (BLUE=MEETS GREEN=EXCEEDS)				
	Target	Actual	People	Trend
2 nd Quarter Employment	80.50%	75.40%	152	Q1-FTM, Q2-Met
4 th Quarter Employment	85.00%	81.50%	124	Q1-Met, Q2-FTM
Median Earnings	\$6,000.00	\$7,361.00	152	Q1-Exceed, Q2-Exceed
Credential Attainment	74.00%	75.00%	50	Q1-Exceed, Q2 Exceed
Measurable Skills Gains	61.20%	72.40%	31	Q1-Exceed, Q2 Exceed

Dislocated Worker Program Performance – Q3 (BLUE=MEETS GREEN=EXCEEDS)				
	Target	Actual	People	Trend
2 nd Quarter Employment	87.80%	81.30	108	Q1-Exceed, Q2-Met
4 th Quarter Employment	90.00%	85.00%	79	Q1-Exceed, Q2 Met
Median Earnings	\$8,700.00	\$8,681.00	108	Q1-FTM, Q2- Exceed
Credential Attainment	70.00%	73.70%	31	Q1-Exceed, Q2-Exceed
Measurable Skills Gains	68.00%	75.00%	25	Q1-Met, Q2-Exceed
Youth Program Performance – Q3				
(BLUE=MEETS GREEN=EXCEEDS RED = FAIL TO MEET)				
2 nd Quarter Employment	72.00.0%	72.2%	70	Q1-Exeed, Q2-Exceed
4 th Quarter Employment	62.80%	80.00%	72	Q1-Exeed, Q2-Exceed
Median Earnings	\$3,500.00	\$4,446.00	70	Q1-Exeed, Q2-Exceed
Credential Attainment	70.00%	71.40%	32	Q1-Exceed, Q2-FTM
Measurable Skills Gains	68.2%	25.00%	3	Q1-FTM, Q2- FTM

- VII. Adjournment. There being no further business, the meeting adjourned at 11:05 a.m. The next meeting is scheduled as in-person only.