



## Executive Committee Meeting

Agenda for Tuesday, May 19, 2020

Electronic Meeting

- 1) **Action:** Preliminary budget for fiscal year to start July 1, 2020 (Page 2)
  
- 2) **Action:** Service delivery contract renewals (Page 5)
  
- 3) **Information Exchange and Discussion:**
  - a. Local efforts and response to the crisis/operational changes
  - b. Reopening Plans
  - c. Unemployment Impacts
  - d. State and Federal Updates
  - e. Grant Partnerships
  
- 4) Follow-up on Planning Retreat (Page 9)
  
- 5) Other Matters

**Capital Region Workforce Development Board  
Executive Committee  
Agenda Item Summary – PY20 Budget**

***What is it?***

Local workforce areas operate on what is considered a federal program year (PY) that runs from July 1 to June 30 of the following year. We are currently in what is considered program PY19, and a new budget needs to be in place for PY20, which starts on July 1, 2020 and runs through June 30, 2021.

Under Workforce Innovation and Opportunity Act (WIOA) regulations the Workforce Development Board develops a budget, with final approval by the region’s Chief Local Elected Official’s consortium.

***What do Board Members Need to Know?***

The majority of the workforce area’s budget is funded through a federal allocation from the US Department of Labor (DOL). Each year the DOL takes the total amount of funding for WIOA and calculates the amount awarded to each state using a formula that factors unemployment, excess unemployment and poverty. Virginia received its allocation last month. Overall, the state will be receiving 6% less than the current year.

The PY20 allocation for the Capitol Region is unknown at this time because the state has yet to release the local area level allocations. As in past years, new federal revenue is projected at a 10% reduction from the prior year. With this estimate, the total federal funds would total of **\$3,636,750**. Once we receive the actual allocations, the Board and CLEO can amend the budget accordingly.

Additional revenue available for the budget is available from non-federal sources that include general fund contributions from each of the region’s eight member jurisdictions, as well as income received in the form of rent from agencies and organizations that occupy space in our three workforce centers. This non-federal revenue for PY19 is estimated at **\$336,108**.

Staff is also estimating a carry-forward amount of **\$475,000** in funds from the current year.

The total revenue available for the PY20 budget is projected to be **\$4,447,858**, down from \$5,060,249 current year. Staff is proposing total expenditures equal to that revenue estimate.

The attachments show the full draft budget allocated among the various federal and non-federal funding streams, as well as a comparison to last year’s budget.

***What do Committee Members Need to Do?***

Review and consider the proposed budget developed by staff and forward to the Elected Officials for consideration at their June 19 meeting.

<b>CRWP PY20 Preliminary Budget</b>	<b>Total</b>	<b>Adult</b>	<b>Dislocated Worker</b>	<b>Youth</b>	<b>Administration</b>	<b>Non-Federal</b>
<b>New Revenue</b>	\$ 3,972,858.00	\$ 1,118,340.00	\$ 901,531.00	\$ 1,253,205.00	\$ 363,674.00	\$ 336,108.00
<b>Projected Carry-in</b>	\$ 475,000.00	\$ 125,000.00	\$ 50,000.00	\$ 200,000.00	\$ 50,000.00	\$ 50,000.00
<b>Total Revenue</b>	\$ 4,447,858.00	\$ 1,243,340.00	\$ 951,531.00	\$ 1,453,205.00	\$ 413,674.00	\$ 386,108.00
<b>Expenses</b>						
Board Staff Salary	\$ 491,053.67	\$ 125,076.00	\$ 110,067.00	\$ 136,461.67	\$ 95,044.00	\$ 24,405.00
Board Staff Fringe	\$ 180,450.42	\$ 47,345.58	\$ 41,980.00	\$ 47,335.33	\$ 36,255.51	\$ 7,534.00
Board Operations	\$ 79,014.00				\$ 79,014.00	
Outreach	\$ 15,081.00	\$ 3,005.00	\$ 3,005.00	\$ 1,319.00	\$ 7,752.00	
Miscellaneous	\$ 126,376.49	\$ 33,138.00		\$ -	\$ 35,188.49	\$ 58,050.00
Workforce Center Rent/Utilities	\$ 778,460.00	\$ 129,416.00	\$ 129,416.00	\$ 260,089.00	\$ 28,420.00	\$ 231,119.00
Special Events	\$ 60,000.00					\$ 60,000.00
Service Contracts						
<i>Adult/DW</i>	\$ 1,397,422.42	\$ 780,359.42	\$ 617,063.00			
<i>One Stop Operator</i>	\$ 270,000.00	\$ 125,000.00	\$ 50,000.00	\$ 8,000.00	\$ 82,000.00	\$ 5,000.00
<i>Youth</i>	\$ 1,000,000.00			\$ 1,000,000.00		
<i>IT Support</i>	\$ 50,000.00				\$ 50,000.00	
<b>Totals</b>	\$ 4,447,858.00	\$ 1,243,340.00	\$ 951,531.00	\$ 1,453,205.00	\$ 413,674.00	\$ 386,108.00
<i>Balances</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

<b>CRWP PY20 Preliminary Budget</b>	<b>Total</b>	<b>Prior Year Adopted</b>
<b>New Revenue</b>	<b>\$ 3,972,858.00</b>	\$ 4,360,249.00
<b>Projected Carry-in</b>	<b>\$ 475,000.00</b>	\$ 700,000.00
<b>Total Revenue</b>	<b>\$ 4,447,858.00</b>	<b>\$ 5,060,249.00</b>
<b>Expenses</b>		
Board Staff Salary	\$ 491,053.67	\$ 496,636.00
Board Staff Fringe	\$ 180,450.42	\$ 181,855.00
Board Operations	\$ 79,014.00	\$ 85,526.00
Outreach	\$ 15,081.00	\$ 9,308.00
Miscellaneous	\$ 126,376.49	\$ 110,075.00
Workforce Center Rent/Utilities	\$ 778,460.00	\$ 775,356.00
Special Events	\$ 60,000.00	\$ 80,000.00
Service Contracts		
<i>Adult/DW</i>	\$ 1,397,422.42	\$ 1,498,061.00
<i>One Stop Operator</i>	\$ 270,000.00	\$ 240,000.00
<i>Youth</i>	\$ 1,000,000.00	\$ 1,100,000.00
<i>IT Support</i>	\$ 50,000.00	\$ 50,000.00
<b>Totals</b>	<b>\$ 4,447,858.00</b>	<b>\$ 4,626,817.00</b>
<i>Balances</i>	\$ -	\$ 433,432.00

**Capital Region Workforce Development Board Executive Committee  
Agenda Item Summary  
Contract Renewals for Period July 1, 2020 – June 30, 2021**

***What is it?***

The Workforce Innovation and Opportunity Act (WIOA) requires local boards, with agreement of the local elected officials, to identify eligible providers of services by awarding contracts. At this time, staff recommends renewal of the three major service contracts identified below.

***What do Committee Members Need to Know?***

Adult and Dislocated Worker Services – Arbor E&T, dba ResCare Workforce Services:

On July 1, 2015, a contract for adult and dislocated career services was awarded to ResCare Workforce Services, following a competitive procurement process. The initial contract award was for one year, and all annual renewals have been exercised. Under procurement guidelines we had started the process of issuing a RFP as contracts are limited to 5 total years. As a result of the 2019 crisis, the county suspended certain open procurements not directly related to health and emergency response. We have authorized a 6-month renewal to ResCare to avoid service disruption and allow for the procurement process to resume.

**Recommended budget for a 6-month period: \$698,712.**

One Stop Operator – Arbor E&T, dba ResCare Workforce Services:

ResCare started services under this contract in August of 2017 and has made strides in executing the duties enumerated in the contract. This would be the third of four possible renewals under current contract terms. **Recommended budget: \$270,000. (This is a slight increase from the prior year to allow some variance to account for more supplies/software).**

Out-of-School – Ross Innovative Employment Solutions:

Ross is set to complete their third full year of operations; is meeting or exceeding performance targets. **Recommended budget: \$1,000,000. (This is a reduction of \$140,000, to account for expected reduction in federal revenue).**

***What do Committee Members Need to Do?***

Consider renewals as discussed above and on the attached. The Consortium of Elected Officials will consider the renewals at their June 19<sup>th</sup> meeting.

**Adult and Dislocated Worker**

<b>Contractor Name:</b>	<b>Arbor E&amp;T LLC dba ResCare Workforce Services 9901 Linn Station Road, Louisville, KY 40223</b>	
<b>Contract Period:</b>	July 1, 2020 – December 31, 2020	
<b>Service Target Group:</b>	Adults over the age of 18; priority for low income and basic skills deficient	Dislocated Workers (unemployed through no fault of their own)
<b>Total Contract Award</b>	Not to exceed \$698 712	
<b>Special Budget Provisions</b>	25% cap in first quarter 40 % spending on training and training related services.	
<b>Special Features</b>	ResCare will be responsible for developing cohort based service models that are occupation specific wrapped around certain customer segments (TANF, No h.s. diploma etc.), or built around a neighborhood / community center.	
<b>Services Offered</b>	ResCare will provide a variety of employer and jobseeker services to support economic competitiveness for the region and improved skills and earning potential for our citizens. Based upon assessments and individual needs, jobseekers receive from a variety of career services such as comprehensive assessments and testing; counseling and career planning; short-term work readiness training; paid or unpaid work experiences; adult education or GED programs in combination with other training; and access to training services such as tuition assistance to attend a college or technical school; On-the-job training contracts, and customized training; as well as supportive service assistance with items like transportation, child care, books, supplies, tools or uniforms. Employer services include recruitment and screening, informational services and accesses to training funds.	
<b>Performance</b> <i>*Metrics may change as a result of state negotiations subsequent to the start of the contract date.</i>	<b>Adult:</b> Entered Employment – 75% Employment Retention – 78% Quarterly Median Earnings - \$5,300 Credential Attainment – 70%	<b>Dislocated Worker:</b> Entered Employment – 85% Employment retention – 90% Quarterly Median Earnings - \$8,700 Credential Attainment - 72%

**One Stop Operator**

<p><b>Contractor Name:</b></p>	<p style="text-align: center;"><b>Arbor E&amp;T LLC dba ResCare Workforce Services 9901 Linn Station Road, Louisville, KY 40223</b></p>
<p><b>Contract Period:</b></p>	<p style="text-align: center;">July 1, 2019 – June 30, 2020</p>
<p><b>Total Contract Award</b></p>	<p style="text-align: center;">Not to exceed \$270,000</p>
<p><b>Special Budget Provisions</b></p>	<p style="text-align: center;">25% cap in first quarter</p>
<p><b>Summary of Types of Work</b></p>	<ul style="list-style-type: none"> <li>• Develop and administer Business Plan that covers uniform operations and service delivery in all centers, as well as standard operating procedures.</li> <li>• Lead efforts to achieve and maintain workforce center certification</li> <li>• Convene regular meetings of workforce system partners to achieve greater coordination and integration of services</li> <li>• Develop and manage customer satisfaction system</li> <li>• Work with Henrico County Facilities Manager on technology and maintenance issues.</li> <li>• Serve as local area “brand ambassador” for the Virginia Career Works and manage and update all customer-facing sections of the <a href="http://www.vcwcapital.com">www.vcwcapital.com</a> website.</li> <li>• Develop outreach materials promoting system and center services</li> <li>• Develop and execute a plan of professional staff development and partner cross-training for all system and center staff.</li> <li>• Coordinate internal service delivery platforms</li> </ul>
<p><b>Performance</b></p>	<p>ResCare will be evaluated at least twice during the contract year in December and April on its performance against the scope of work. Documented deficiencies in executing duties may result in deductions to the profit line.</p>

## Renewal Out-of- School Youth Contract Award

<b>Contractor Name: Corporate Address:</b>	Ross Innovative Employment Solutions Corporation 300 South Riverside, Suite I St. Clair, Michigan 48079
<b>Contact Person:</b>	Ms. Shawn Brenner Chief Executive Officer (CEO) & Mrs. Earlene Jones Program Manager
<b>Project Name</b>	Career Advantage Program
<b>Service Target Group:</b>	Out of School Youth Services
<b>Contract Period:</b>	July 1, 2020- June 30, 2021 Renewal #3
<b>Amount of Award:</b>	<p style="text-align: center;">\$1,000,000 this is a reduction of 12% from last year’s award This reduction is based on Virginia 10% youth reduction and the need to increase allocated resources to support enhanced measures driven by the coronavirus (COVID-19) pandemic.</p> <p style="text-align: center;">Expenditure Requirements: \$300,000 must be expended on Work Experience Training (30%) 25 cap in first year</p>
<b>Project Overview</b>	<p>The Career Advantage program in 2019, will continue with the “cohort style programming”. The cohorts have a wide array of benefits for priority youth programs in the Capital Region. The Cohort will be comprised of four elements. (1) alignment with other community and other young adult serving organizations; (2) Contextualized and Academic Learning; (3) Industry Sectors and; (4) Employer Engagement. The cohort style programs were developed in response to some basic facts about human nature and learning, controlling WIOA performance outcomes for employment, credentialing and wages earns and aligning resources (funds, services, customers and staff).</p> <p>Currently, the Career Advantage Program with the support of the Operations Committee have established the ground work for the following two initiatives, that we are referring to as “Pathways to the Middle Class”.</p> <p>In addition, they continue to learn and provide virtual enrollments and program services.</p>

**Capital Region Workforce Development Board  
2020 Strategy Session Summation  
from Thursday, March 12**

**OVERALL SUMMARY**

**If we have \$4 – 5 Million to work on 3-5 macro issues, what should these issues be?**

**Three- year goal: *The Capital Region Workforce System is seen as the gateway to workforce and employer resources. We are the front door to connect employers and job seekers to the resources within our region.***

<b>Internal Objectives</b>	<b>External Objectives</b>
Create governance/board engagement committee	Single gateway of workforce resources that gets individuals’ jobs and employers the talent they need.
Strategic alignment of goals to funding	Marketing and branding
Long-term funding strategy that gets us beyond just the \$4-5M we get annually with WIOA	Advocating CLEOs- transportation infrastructure
	Better braiding of existing funding (integrated funding from various sources to meet goals.)
	Unification with stakeholders around goals and mission

**Notes from Flip Charts:**

**Wins**

End Goal:

- We are interconnected with purposeful action
- Strengthening Partnerships so we can meet the needs of the vulnerable
- ID the real issues and help (example, Trades)
- How to create personal action that lessens fragmentation
- Better awareness and resources. Be equipped to better help ppl.
- ID a couple of specific things to focus on
- Create a plan so that we are seen as the “go to” for workforce
- Find ways to make a difference
- Aligning goals/progress with needs

**What are the Regional/Community issues impacting workforce/talent?**

- Poverty and where it is
- Unemployment/underemployment
- Transportation/sprawl
- Community partnership
- Education/training
- Public/private partnerships
- Available workforce
- Affordable housing

- Fragmentation of efforts/services
- Lack of information about services
- Childcare
- Disconnected services - Regional
- Politics/Lack of vision – (Navy Hill, etc.)
- K-12 vision/focus
- Coordination of Services – strong point of contact
- Speed of adapting to new skill requirements

**What are the “macro’ longer term issues facing your Workforce Board?**

- 1) Transportation
- 2) Priorities for community not to meet funding  
501C3/Endowment
- 3) Businesses valuing the workforce system
- 4) “Career” vs jobs (Pathways) - Economic downturn = less skilled out first
  - Aging of workforce
  - Funding
  - Engagement of WDB
  - Entity commitment to Board
  - Participation by major area players
  - Business partnerships/participation

**As a Workforce Board, what are the best opportunities we have to address our “Macro” and community issues?**

- Front Door – Leader – Top Convener
- Marketing – No \$ but people power
- Transportation in region – Bus? Regional transport?
- Identify a community problem (Target Sectors) to solve; focus and solve it, then communicate
- Expand apprenticeships (ease regs.)
- Target specific sub-populations/sectors
- Bring together generational groups
- Board involvement in broad policies that impact WF
- Identify needed wrap-around services
- Engaging business
- Collaboration on WF
- Focus on strategies

**Overreaching Goals/Objectives- External (Drexel)**

- Marketing and Branding
- Unification around goals and mission
- WDB – Resource of choice for workforce issues
- Advocating – Board activities to influence community, leaders

**Overarching Goals/ Objectives Internal (Paul)**

- Governance/Board Engagement
- Strategic issues
- Funding

We will be the convener of all things workforce in RVA by:

Evaluating Board membership and engagement (recommend creating board member expectation

- A. Developing high impact strategic focus areas (Strategy Committee)
- B. Explore additional sources of funding

### **Parking Lot - Trends Coming**

- How to work when two customers have clearly different priorities. Example: Marijuana for workers vs safe and drug-free workplace
- Vision statement: Short, clean, clear, concise, that covers overarching longer vision. Edit to add “existing and new industry”
- Put vision in front of all WIOA staff and customers

### **Pre-Mortem**

- Procrastination
- Major cut in Federal funding
- Not leveraging any downturn
- Rut of “only one solution”. A “no” doesn’t mean other entities will say no.
- Lack of trust and relationships – Cleo’s Partners
- Competition. Seen as threat rather than gateway
- Insufficient commitment by Board
- Bad communication. Inconsistent; wrong message