



## Executive Committee Meeting

Wednesday, September 05, 2018 ♦ Noon Cary Street Workforce Center -

Members	Present	Absent	Staff
William Auchmoody, CRWDB Chair	x		Brian Davis, CRWP Director
April Timmons, CRWDB Vice Chair	x		Carla Cosby
Drexel Harris, Strategy & Outcomes Chair		x	
Larry Lyons, Finance Chair	x		
John Easter, Member at Large	x		
Eric Stamper, Member at Large	x		

- I. Call to Order. Mr. William Auchmoody, Chair called the meeting to order at 12:00 p.m.

Public Comment Period. There were no persons present for public comments.

- II. Approval of Minutes for April 11, 2018. Larry Lyons moved to accept the minutes as presented; Mr. Eric Stamper seconded the motion. The motion passed.

- III. Discussion/Action Items – Mr. Brian Davis.

- A. Business Solutions Coordination proposals. Business Solutions Coordination was previously managed by CRWP staff. Unable to fill the position, the decision was made to enter into an agreement with DARS to provide support from the individual already providing coordination. The individual has expressed that the current level of compensation is not sufficient.

A Request For Quote will be released when DARS' agreement ends on September 30<sup>th</sup> to allow other organizations or entities an opportunity to respond to the request to provide staffing support for Business Solutions Coordination.

Brian noted that the request for quote process is less cumbersome and the dollar threshold allows the award be granted to the lowest responsive and responsible bidder. Invitations were sent to 6 organizations; 2 responses were received from ResCare and Workforce Employment Solutions.

Mr. Wes Seaton is the owner of Workforce Employment Solutions. Mr. Seaton is very familiar with the business coordination services as well as the various partner organizations, etc. An area of concern is that Mr. Seaton is currently a fulltime state employee and would be required to obtain approval to work outside of his current job in order to serve in the capacity of the RFQ. Approval has not been granted by DARS.

Ms. Timmons expressed support of WES' proposal and concern that he is not being paid adequately for work provided. Brian noted that if the award is made to WES, defining resources to perform the job and time tracking is of some concern. Brian also noted that Wes applied for the CRWP position and was offered the position at a higher salary than advertised but decided to decline the offer. If the amount in the agreement is increased, it is DARS' responsibility to determine how much of that increase will be applied to Mr. Seaton's salary.

ResCare's proposal of 2 hours a week for Business Solutions Coordination is not acceptable for consideration. Henrico Procurement advised that the procurement can be thrown out. The consideration of increasing the dollar amount of the agreement with DARS and determine an amenable extension is an available option.

Ms. April Timmons moved to not accept either bid; Mr. Larry Lyons seconded the motion. The motion passed.

The committee authorized Brian to renegotiate the agreement with DARS to continue Business Solutions Coordination services. It is recommended that the threshold stay below \$30,000. Funds, \$52,000, earmarked for the CRWP position, will be used for the increase. The agreement should also specify time dedicated to Business Services Coordination.

Mr. Larry Lyons moved to authorize the executive director to renegotiate the current DARS agreement up to \$30,000; Mr. Eric Stamper seconded the motion. The motion passed.

#### IV. Other Business

- The State Board will meet on Friday, September 14<sup>th</sup> at CCWA Parham Road.
- A local panel of representatives from Bon Secours, Richmond Schools Foundation, etc. met to discuss filling entry level positions at VCU Health System. A pilot program with Richmond Public Schools is earmarked to link students who do not have post-graduation plans to VCU jobs. Once they are VCU employees, if additional training is required in other jobs, VCU will provide training.

#### V. Adjourn. The meeting adjourned a 12:45 p.m.

## Agenda Item V.

**Capital Region Workforce Development Board Executive Committee  
Agenda Item Summary – Business Solutions Team Staffing**

***What is it?***

Under Virginia Board of Workforce Development policy, the local area is required to coordinate business services among various workforce partners through a team-based approach. Locally this is accomplished through the Business Solutions Team (BST).

Prior to 2016, a full-time position within the Capital Region Workforce Partnership agency served as the full-time coordinator for the BST. After an unsuccessful recruitment effort when the position was last vacated, the Executive Committee authorized staff to enter into an agreement with the Virginia Department for Aging and Rehabilitative Services (DARS) for them to provide staff time to serve in the coordinator function. The original agreement term was through September of 2018. (For an amount of \$15,000).

In 2018 a Request for Quotes was issued through Henrico County purchasing guidelines to see if there was any interest from other organizations in providing the coordination service. Two proposals were submitted and the Executive Committee ultimately elected to reject both. The agreement with DARS was subsequently renewed for a second term at an annual rate of \$15,000, and is now set to expire on June 30, 2019.

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

As the term for the current agreement with DARS is coming to an end, staff has assembled a few options for the Executive Committee to consider for the next program year that starts on July 1, 2019. While the current agreement with DARS has been relatively productive, there have been some issues with reporting and amount of time devoted to BST functions. (Both are to be expected at some degree because the staff person that DARS assigned the task performs a very similar function for the agency, so distinct separations could be challenging to account). There have also been continued issues expressed by the assigned staff person relative to percentage of compensation being passed through DARS that at one point in the past year caused concern about an early termination of the agreement that would have left the Board with an unplanned void to fill.

In addition to consideration of another extension of the DARS agreement, two other options are to (1) enter into a similar agreement with the Virginia Employment Commission or (2) add BST coordination as a required function in the ResCare contract for adult and dislocated worker services, which already has a components calling for business services.

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

Review the attached matrix of possible options with pros and cons and offer guidance to the staff on which arrangement to pursue for the period July 1, 2019 – June 30, 2020.

## Attachment 1

## Summary of Options for Business Solution Team Coordination

<b><i>DARS Agreement</i></b>	<b><i>VEC Agreement</i></b>	<b><i>ResCare Contract</i></b>
<b>Pros</b>	<b>Pros</b>	<b>Pros</b>
<p>As current coordinator, has direct experience in role.</p> <p>Retaining service would allow continuity of operations at current or similar levels.</p>	<p>VEC has familiarity with the team and its primary agency function is job matching, which is a core function of BST as it operates.</p> <p>Would commit to a minimum of 50 hours per month at current funding amount. (Equating to a \$25 hourly rate).</p> <p>Additional hours offered could afford expansion of activities; more detailed reporting</p>	<p>ResCare has familiarity with the team and has business services as required function of their contract, as well as established business contacts.</p> <p>Would allow ResCare to reestablish business service position that was lost; would be able to absorb function in the larger contract budget. (ResCare hourly rate for position is \$19.41).</p> <p>As contracted provider, Board has more ability to direct efforts and time associated to function.</p>
<b>Cons</b>	<b>Cons</b>	<b>Cons</b>
<p>Time reported as dedicated to BST function has averaged 13 hours a month. (Ranging from low of 7 hours to high of 22). The average equates to an hourly rate of \$95 per hour.</p> <p>Not able to commit to a set number of hours per month and does not equate to full time position.</p>	<p>As with DARS arrangement, does not equate to full time position.</p> <p>Switching providers could temporarily slow team activities.</p>	<p>Switching providers could temporarily slow team activities.</p> <p>Would not likely equate to full time position devoted to BST coordination.</p>

- *An “add-on” to any option could be to enter into a shorter-term agreement with any of the above and re-post a full-time CRWP position to see if recruitment efforts fare better than last time. (Hourly rate at entry level is \$22.67)*