



Capital Region Workforce Development Board  
 Governance Committee Discussion  
 September 8, 2022

Members	Staff
Dale Batten	Carla Cosby
Scott Edwards	Brian Davis
Drexel Harris	Mychael Lee
Paul Junod	
Ilene Mauer	

- I. Welcome and Introductions – Chairman Paul Junod
- II. Public Comment. No persons were present for public comment.
- III. Update on new member onboarding – Brian Davis. Seven (7) new members are appointed to the Board. Mr. Jung and Ms. White have not yet confirmed their onboarding meeting. New members have joined or expressed an interest to join the newly established committees.
- IV. Next Steps for Governance Committee from Action Plan (Paul Junod/Brian Davis)  
 The Committee discussed Board diversification as well as an end-of-term evaluation before member reappointment. A one-page job description including member expectation is being developed. Once completed it will be added to the website.  
  
 The Action Plan Progress and Next Steps sheet was reviewed. Items in green are completed.  
  
 First year action plan; Next Steps are denoted in beige
  - Bylaws revisions may be considered. Attendance language could be strengthened. An annual review of attendance and participation is in place. Mychael and Brian will work to get drafts prepared for next meeting.
  - Define committee expectations. A one-pager will be created. Input from committees may be requested.
  - Monitoring committee progress. Future action for 4<sup>th</sup> quarter, April thru June (fiscal quarter)

- Regular schedule will be set to meet with chair and vice chair CLEO group
- Rotate members that attend CLEO meetings; next meeting is October 21<sup>st</sup>. Send CLEO meeting dates for committee for signup
- Legislative priorities. Scheduled meeting with Secretary of Labor on Friday; reform efforts are point of discussion. Localities are asked to request additional funds from state for workforce development. The request may not impact outcome.
- Next meeting items include committee expectations, by-laws revisions, and onboarding orientation document. Bulleted items can be prepared on behalf of the Governance Committee.
- Paul Junod and Ilene Maurer met with Hon. Angela Kelly-Wiecek and Hon. James Holland. New CLEO chair will be elected in August. It was suggested that Paul and Ilene meet with CLEOs in November.

V. Updates on Working Committees (Mychael Lee)

The Alignment & Outcomes and the Equity & Access committees met in August. Ms. Tina Shreve was selected as chair of the Alignment & Outcomes Committee. A meeting is planned with Mr. Jeffrey Elmore, Adult Education to chart the committee's charge for presentation to the full Board.

The Alignment & Outcomes Committee wants to identify initiatives to support. The Committee will be ready to present at the upcoming Board meeting.

Nominations for the Equity & Access Committee Chair were received. The Chair will be announced once votes are released and tallied. The Committee's first meeting focused on structure, developing committee charges, next steps, action plan, etc.

VI. General Information Items

A. State restructuring. News articles report the Governor is focused on fixing the workforce system. The Secretary of Labor's Office referred media to speak with local board; the Capital Region was highlighted.

Federal law mandates states adhere to laws, creation of board, funds, etc. are all set in federal law. Changes may impact workforce at the state level. Any action taken will require General Assembly action. Changes may affect programming. Additional information will be shared once available. A State Board meeting is scheduled on September 27<sup>th</sup> with all board chairs.

Brian shared that he and another workforce director were invited to attend workforce meeting with State cabinet members, agency heads, and other state officials. The meeting was facilitated by Deloitte.

The State released an innovation opportunity grant. Local workforce boards will compete for the grant. Several areas chose not to present a proposal. The proposal required at least

one employer commitment, efforts must be aligned with GoVA, focus on on-the-job training or apprenticeship.

The Capital Region submitted a proposal to work with high school juniors or seniors, still in school, that do not have post-graduation plan. The focus is on healthcare.

Integration and Alignment. Ms. Lawrence's company has been obtained to review the day-to-day processes, customer experience from interest to enrollment, also identify any roadblocks, etc. This is a small contract; work begins October 1.

A desk review of board policies; Equus' standard operating procedures, staff interviews will be conducted as well as a sample of customers. Recommendations will be reported to committees and Board. The engagement is for two months. There is an option if we want Ms. Lawrence to come onsite; travel would be built into the contract for \$5,000. On next meeting, can review status then decide.

The next meeting is September 22<sup>nd</sup> at 3:00 p.m.