



## **Strategy and Outcomes Committee**

Meeting Minutes for March 6, 2019

Members Present: Drexel Harris, Chair; John Easter, Paul Junod, and Felicia Ainsa

Members Absent: Karen Aylward, Sonja Barnhart, and Dan Jones

Staff: Brian Davis and Carla Cosby

- I. Call to Order - Chair Drexel Harris called the meeting to order at 8:30 a.m.
- II. Minutes from December 5, 2018 Meeting. Mr. John Easter moved to accept the minutes as presented; Mr. Paul Junod seconded the motion. The motion carried.
- III. New Eligible Training Provider Applications
  - A. Medical Educators submitted three (3) program applications; Dental Assistant, EKG Technician and Phlebotomy Technician. All applications requirements are satisfied for submission to the Board. Mr. Junod moved to approve Medical Educators applications as presented; Ms. Ainsa seconded the motion. The motion carried.
  - B. Safe Start CDL School submitted one program application; CDL Training. The school is located in Chester. Classes are offered during the week and weekend. This training is an in-demand occupation in this region. Ms. Ainsa moved to approved Safe Start's application as presented; Mr. Junod seconded the motion. The motion carried.
- IV. Policy Revision: Priority of Service. The policy was originally adopted in 2016. No state guidance has supported the document and it has withstood state monitoring for three (3) years in its initial form. In September, the state provided guidance. The local policy needs to be revised to adopt the state's revisions.

Key elements discussed were priority of service and funding for veterans, prioritizations of persons that are low income and basic skills deficient, and 51% of adults must be either low income or basic skills deficient.

Priority of service guidelines applies only after an individual has been enrolled. Consideration of priority will apply if services are wait listed i.e. on-the-job training

(OJT). Fiscal scrutiny by the operator is needed to assure that the policy and a clear process to identify adherence to guidelines for the priority group.

Ms. Danielle Johnson, ResCare Project Director, stated that a priority of service plan will be developed. Consideration will be directed to an individual's suitability for an OJT.

The Committee reviewed the policy in detail. Brian will amend the policy before forwarding it to the full Board.

Comments and suggested changes include:

- Change Service Policy #SP 101 to #SP116
- A1.3. Amend to include those not included in WIOA priority group in A1. and A2.
- Part 2. Precedence for delivery of services. In new process, will determine on monthly basis if any services will be wait listed; factors include balanced budget and enrollment levels
- D.1.b. Clarify 70% reference; poverty level and census.
- Veterans priority will be established prior to enrollment
- When presented to Board, veterans and low income, basic deficient get top priority
- Clarification on D3, D4, D6 relative to income levels
- Amend B4. Remove all text except first sentence, low income, etc.
- Determination lists will be posted in each center. A public notice will be available from March to June. OJTs are on a weight list status. Only persons on lists can receive an OJT. If individual started in February, would be grandfathered. To assure compliance at monitoring, documentation will be placed in participant's file.

Mr. Paul Junod moved to approve the modifications; Mr. John Easter seconded the motion. The motion carried.

- V. Program and Performance Review. Performance information is provided through February. Foot traffic decreased at the Chesterfield and Richmond centers. Henrico's foot traffic remains constant due to VEC's presence.

Adult & Dislocated Worker Year-to-Date Enrollments – Adult enrollment is down 34% and dislocated worker enrollment is down 24%. Funding is decreased significantly. The 38% reduction will impact the contractor's budget. Staffing has been reduced by as much as 38%. The 45% training requirement must be met in spite of the budget reduction.

Mr. Davis noted that the Virginia Association of Workforce Directors will meet formally with Ms. Meaghan Healy, Virginia's Chief Workforce Development Advisor, to discuss the 40% training requirement. The requirement continues to be a regional issue. The decrease of federal funds may impact the ability to sustain three workforce centers.

Performance data was provided to the committee. After review, it was suggested that the actual numbers be provided instead of percentages. A revised format will be presented going forward.

Youth performance is low in comparison to the adult performance. Youth funding is typically greater and does not incur significant reductions.

The committee also asked about the balance of reduced staff, less foot traffic and the number of enrolled people being served and those not suitable to move forward. Additional data may be reviewed to determine staff to customer ratios.

Second Quarter Performance goes through December. Annual targets are negotiated with the state. Adult performance has been met; employment placement, retention, median earnings and credential attainment. Dislocated Worker earnings was not met. All areas of youth performance were met.

VI. Other Matters

- The Inspire Youth@Work event is scheduled on March 9<sup>th</sup> in Hanover. Currently, 24 employers have signed up to participate. Opportunities are youth are both paid and unpaid.
- The committee was polled to consider moving its meetings to coincide with the full Board's meeting schedule. The committee agreed to amend its schedule to meet quarterly on the 1st Wednesday. The meeting time and location remain unchanged.

VII. Adjourn. Mr. John Easter moved to adjourn the meeting at 9:45 a.m.; Ms. Felicia Ainsa seconded the motion. The motion carried.