

**Capital Region Workforce Partnership
Consortium Meeting
AGENDA**

November 13, 2020 9:30 a.m. – 11:00 a.m.

Physical Location: Virginia Career Works Center, 121 Cedar Fork Road, Henrico, VA 23223

Virtual Meeting under Special Provisions of Virginia State Code

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

Staff attending Mr. Brian Davis, CRWP Director and Ms. Carla Cosby, CRWP.

Other Guests: Ms. Monica Callahan-Smith, Henrico County; Ms. Danielle Johnson and Mr. Mychael Lee, Equus Workforce Services.

- I. Special Statement for Electronic Meetings read by Mr. Brian Davis. Mr. Davis also shared guidance for electronic meeting and decorum
- II. Call to Order and Welcome
Ms. Patricia Page called meeting to order at 9:33 a.m. and asked members to acknowledge their presence along with the electronic statement.
- III. Roll Call by Member Name (Read by Carla Cosby)
A quorum was present for the meeting.
Mr. Worsley noted that he is the Deputy County Administrator for Human Services not Human Resources.
- IV. Public Comment Period. There were no persons present or electronically for public comment.
- V. Approval of the Minutes from August 21, 2020 Meeting. Mr. Smith moved to approve the minutes as presented; Mr. Worsley seconded the motion. The motion carried.

Vote for Approval of Minutes for August 21, 2020					
Consortium Members	Y	N	Alternates	Y	N
Chairman – Hon. James Holland , Chesterfield		x	Dr. James Worsley	x	
Vice Chairman - Hon. Patricia Paige , New Kent	x		Rodney Hathaway	x	
Hon. Gilbert Smith , Charles City	x		Michelle Johnson		x
Hon. Don Sharpe , Goochland	x		Todd Kilduff		x
Hon. Angela Kelly-Wiecek , Hanover - Abstain			James Taylor		x

Next Meeting – TBD

Hon. Patricia O'Bannon , Henrico - Abstain	x		Brandon Hinton	x	
Hon. Karin Carmack Powhatan	x		Ned Smither	x	
Hon. Michael Jones , Richmond		x	Valaryee Mitchell	x	

Correction to the minutes. Mrs. O'Bannon noted she attended previous meeting.

VI. Action Items.

A. Workforce Board Membership

New Member Consideration. Presented for Board consideration is a request for a new member to the Board, Ms. KathyBeth Lee. Ms. Lee is nominated by her employer, Virginia Commonwealth University, School of Business. The membership does not represent a required composition element for the Board. She can be classified as an optional member.

In order to bring on an optional member, the business majority requirement and the requirement for 20% of members be from community based or organized labor must be considered as well. To appoint Ms. Lee, two additional members will be required to keep composition in check with federal requirements. Board membership would increase from 33 to 36.

Another option for involvement could be for Ms. Lee to participate on the Board's working committees. There are three committees. Committee involvement does not require Board membership.

Chair Paige opened the floor for discussion. Members commented on the increased size of the Board; expressed Board may be at capacity. It is suggested to have Ms. Lee engage with the committees. If an opportunity presents for her to join the Board, she could then be considered. It was also suggested that a waitlist be created for potential board members for future consideration.

The two options provided are to hold the nomination and find two other nominations to represent the business; community based organizations or simply deny the request at this time.

Honorable Kelly-Wiecek moved to offer Ms. Lee the opportunity to work with subcommittees of the Board and as a secondary appointment to that measure; a waitlist be developed for future candidates to the Board; Mr. Smith seconded the motion. The motion carried. All members voted Yes. There was no opposition or abstentions.

VI.A.2. Non Business member terms

The state informed that state policy requires member terms be staggered. At the August 21, 2020 meeting non business members were reappointed for a one-year term. At the local level, workforce areas interpreted terms run with the fiscal year, July 1 to June 30.

Each Board is up for recertification every 2 years. The nonmember terms must be changed to not end on June 30. Recommendation is to change the certification period July 1 to June 30 and the appointment period is changed to August 21 2020 to August 20 2021.

Ms. Paige called for discussion. There was none. Honorable Kelly-Wiecek moved to approve the recommendation to change the appointment period for nonbusiness members to August 21, 2020 to August 20, 2021. Mr. Smith seconded the motion. The motion carried. All members voted Yes. There was no opposition or abstentions.

B. Contract Award

Brian referred to the PowerPoint presentation. Federal law requires that the contract be awarded in a competitive procurement process.

Equus Workforce Solutions, formerly ResCare, contract ended June 30, 2020. The solicitation process started in February, pre-COVID. The county put emergency and safety procurement as the priority and put a hold on all others. A 6-month extension of the contract was granted till December 31, 2020. The CLEOs and the Board endorsed the extension.

The request for proposal (RFP) was released with a September 29 deadline. Eight (8) firms responded. The RFP Committee members were Henrico Board of Supervisor, Mrs. O'Bannon; Capital Region Workforce Development Board Chair, Mr. Paul Junod, and Director Senior Connections, Mrs. Thelma Watson.

The committee reviewed 8 proposals. The top three scoring firms were invited to a virtual oral presentation to answer questions. After which, firms submitted their Best and Final Offers with budgets. A second review was done with new scoring sheets. The highest ranked firm was issued an intent to award.

Equus Workforce Solutions was issued an intent to award. The initial contract term is January 1 2021 to June 30, 2022. The 18-month contract allows catch up since contract period is halfway through fiscal year. The budget recommended is for 6 months at \$812,500. This was included in overall budget approved by the CLEOs. The full year period runs July 1 through June 1 2022 for \$1.62 million.

Ms. Paige called for comments, any discussion and the motion. Mrs. O'Bannon moved to affirm award of contract to Equus Workforce Solutions; Ms. Angela Kelly-Wiecek seconded the motion. The motion carried. All members voted Yes. There was no opposition or abstentions.

Nominations. Officer Elections.

Mr. Smith and Mr. Hathaway served as the Nomination Committee. Mr. Smith noted that two members were contacted for the positions. Ms. Karin Carmack was nominated as Vice Chair and Ms. Angela Kelly-Wiecek as Chair. Both members accepted the nomination. Mrs. Paige thanked the Chair and Vice chair for serving the Board.

Ms. Paige called for motion for chair and vice chair. Mr. Smith moved to approve the chair and vice chair nominees as presented; Mrs. O'Bannon seconded the motion. The motion carried. There was no opposition or abstentions.

Meeting Schedule

Brian noted that meetings have been on the 3rd Friday at 930 a.m. for some time. Two of the more recently appointed elected officials also serve on the Virginia Waste Management Authority. This meeting conflicts with their CLEO meeting attendance. The Board is asked to consider amending its meeting day.

After discussion the Board opted to keep Friday as the meeting day. It is changed to the 2nd Friday of every other month.

Chair called for motion to change meetings to 2nd Friday, every other month. Ms. Carmack made the motion to adopt the new meeting schedule of the 2nd Friday, Ms. Kelly-Wiecek seconded the motion. All members voted Yes. The motion carried. There were no opposition or abstentions.

The CLEOs will not meet in December. A 2021 meeting schedule will be sent to members. Meetings are scheduled February, April, June, August, October, and December.

Directors Report

Key Unemployment Data Points For the Capital Region.

Initial unemployment claims filed; rolling cumulative number. March 14 (highest number).to October 31 (yellow). For the region, 152,487 filed claims. Filing a claim does not mean all filers were eligible or received benefits.

The Pink column represents individuals filing a continued claim. This is required weekly. For the week ending 10/31/20 for region, 13, 936 continued claims were filed. Continued claimants are determined eligible.

The Gold/Yellow column. Unemployment rates are issued monthly and typically lag 6 weeks before the month that closed. The state rate is released followed by the local numbers. The rate presented is a survey-based instrument. The Bureau of Labor Statistics calls people to ask are you working/not working and factors in continued claims.

As a region, unemployment under 6%. At height of May and June, rate was at 9%; tripled from last year. The rate is going down but twice what it was this time last year at 37,000 individuals compared to 15,000 or 2.6%.

Key Service Figures

This is a context slide representing potential pool of customers that may be interested in training. Total numbers representing customers that physically walk into 3 centers.

Centers closed in March and reopened July 6. Unemployment filings were either done by phone or electronically.

Workforce services were available virtually within a month of closing with the implementation of One Flow. By April, launched the One Flow was in place presentation, eligibility determination, service plans, etc. From July to October, 6,000 individuals visited the centers compared to 12,000 for the same time period.

Centers are operating at about 70% of normal service hours. Centers are now opened 28 hours versus 40 hours.

Active Participants are those enrolled in either adult or dislocated worker services; working with a career specialist and/or are working to develop a career plan. As much as \$2,500-\$3,000 may be earmarked to support the participant's training. Last year, 337 participants were served compared to this year of 147.

New enrollments saw a significant drop. During a 4-month period, there were 36 new adult or dislocated worker enrollments compared to 127 for the same period last year. The percentage of enrollments based on the total walk-in traffic.

Youth Program active participants decreased as well as new enrollments.

Counts by Each center

Chesterfield – 1,361 walk-ins. Typically, Chesterfield is the lowest volume center. Compared to the other centers its much lower of a decline. Would have had over 7,000 but 2,600.

Percent Unemployment Insurance visits

For first 3 months, people were coming in for assistance with their unemployment plan. Capital Region is one of few in regions making center services available. Security and health screening is available. To manage volume, VEC agreed to talk to people in real time. Phone lines are available to speak with staff. Resource Rooms are socially distant for those that want to wait inside or can wait in their vehicle – notified by text when to enter the building.

Some factors for Low Foot traffic

For October numbers are decreasing. Henrico is down to 80% of the customers since July. People may be ready to re-engage with their career plan.

- People physically are not coming into centers
- Must file continued claim to receive their weekly claim. Must have three document job searches. Virginia has waived this requirement.
- CARES Act. Extended time for receiving unemployment. Expires 12/26/20
- Public health concerns. People may not want to engage publicly.
- Every Door Campaign. Send information to every house in certain zip codes.
- Virtual school. This may be preventing some parents from returning to work

- Every Door Campaign. Danielle, Equus. Working thru post office to send information to every household in highest unemployment zip code area.
- Professional Marketers. May consider spending money on professional marketers to support virtual platform; etc. Consider workforce having its own APP. OneFlow has an app. Seeking some professional guidance may assist with this effort.
- VEC Data Sharing Agreement. Can pool contact information of those people that have filed for unemployment. Need professional guidance to contact 180,000.

In past, heavily reliant on foot traffic to enroll customers; now have to think of other ways to affect customer enrollments.

Spending to Budget Status

Data is presented in 2 years. Each year of funds has a 2-year shelf life. This is an accounting of PY19 same as FY20. Oldest money is spent first.

	Award	Spent as of 11/9/20	% Spent
Adult	\$1,242,599	\$910,411	73.3%
Dislocated Worker	\$1,066,254	\$861,183	85.6%
Youth	\$1,392,448	\$1,075,103	77.2%
Administrative	\$404,589	\$397,458	98.2%
Non Federal	\$120,816	\$82,329	68.1%
			(do not expire)
Total	\$4,166,707	\$3,326,485	79.8% (life of funds at 66%)

Members questioned how funds could be used and provided various suggestions for use of old money. Some funds could be directed towards engagement goals. Ms. Kelly-Wiecek and Henrico County Public Media may be a source of information for connecting with the community. A more formal request for solicitation of services may not be required if the procurement is below \$50,000; quotes may be acceptable.

Mrs. O'Bannon offered to do a town meeting in January or February to share information about workforce resources and services. Her event airs on YouTube; constituents can actively participate.

Funds will be spent to support service delivery. An uptick of visitors to the centers may be realized in the new year due to continued lay-offs and termination of extended UI benefits.

New money became available July 1. To date, only \$384,000 of new money is spent. Old money is also available and should be spent first.

Balances Factoring Spending and Obligations 11/9/20.

	Award	Spent as of 11/9/20	% Spent
Adult	\$1,235,168	\$77,615	6.3%
Dislocated Worker	\$1,069,671	\$70,204	6.6%
Youth	\$1,371,830	\$119,147	8.7%
Administration	\$408,518	\$34,620	8.5%
NonFederal	\$336,108	\$46,631	13.9%
Totals	\$4,421,297	\$348,214	7.9% (life of funds @16.6%)

Grant Awards

- Williamsburg Road proceeds will be used for capital enhancements; computer upgrades and relocation to the Willow Lawn area. The building was originally purchased with federal funds..
- PPE Grant from state. \$50,000 was made available to each of the 15 workforce areas. Purchased Plexiglas, masks, hand sanitizer, etc. Also procured onsite cleaning attendants.
- Economic Equity Grant – Funds were received pre-COVID to enhance working relationships with social service agencies. Funds are obligated in Equus Workforce Services contract.
- VEC grant – job service/employment service. Once pandemic hit, VEC overwhelmed with customers/calls. Asked local areas to manage job service element to assist customers with employment search, work on resumes, etc. Funds were put in Equus contract. Additional staff was hired.
- \$10,000 grant from state for local planning

Update on Richmond center relocation

- Moving forward with 4914 Radford Avenue site; Willow Lawn area
- Little to no workforce facility in this area
- Bus stop serves 4 line and close proximity to Pulse stations
- Lease starts December 1.
- Henrico IT will start to move services to new center November 18
- Most staff will go to Chesterfield Center and few to Henrico Center. Two centers fully operational. Hours of operations will be extended.
- VEC will not extend its hours
- January is the anticipated date for opening
- The lease terms provide 3 months of free rent once the building is occupied.

LOCAL Contribution Requests

Two requests have been forwarded to localities. Used methodology adopted by this body. No area was asked for more money, some areas dropped based on the number of customers. Most areas were level in request, Richmond's numbers decreased.

In Other News

- \$10,000 grant for local planning. The Plan must be ready by March 1. The Board has a Strategic Planning workgroup. The CLEOs will also be included in the process.
- National Dislocated Emergency funds, \$155,000 local grant. Funds allow for disaster employment. COVID has been identified as national disaster. Screeners will be hired for each center. Currently using Medical Corps volunteers. Screeners will work under the One Stop Operator contract. Did put in a Small amount training cohorts in logistics and CDL through CCWA.
- Participation in the Regional Workforce Coalition under the Community Foundation for a Greater Richmond. Workforce development is a key focus area. Coalition members include the Capital Region Workforce Partnership and Board, CCWA, ChamberVA, United Way, and the Richmond Office of Community Wealth Building.

Currently working on developing a blueprint on goals and strategies. Moving towards implementation. Opportunity from Governor's Office to pilot new service model; Network To Work. Three prong, Provider Network – Job Seeker Network – Employer Network. Talking with employers about types of jobs, volumes, etc. are being verified. The first planning meeting is today. Other participating areas are Hampton Roads, Shenandoah, and Charlottesville.

In meeting with Capital One, Ms. Elizabeth Creamer shared information about Coalition. Capital One offered \$50,00 to support efforts. Some grant funds will be earmarked for website.

Mrs. Paige asked virtual attendees if there were any other comments; there were none.

Thanked the newly appointed Chair and Vice Chair for serving. Also, thanked Brian and his team for their work.

The next meeting will be on February 12th, the second Friday.

VII. Adjournment. Mrs. Paige declared the meeting adjourned at 10:58 a.m.