



Operations Committee Meeting Agenda

March 11, 2019 – 9:30 a.m.

Virginia Career Works Center Henrico

121 Cedar Fork

Richmond, VA 23223

- I. Call to Order
- II. Minutes from August 22, 2018 Meeting...Page 1
- III. Update on Priority Populations Request for Proposal (RFP)...Page 3
 - a. University of Lynchburg
- IV. Target Populations under WIOA and the American Job Centers Presentation
 - a. Advocates for youth workforce Abstract...Page 5
 - b. Open Discussion/Next Steps
- V. Determine a Meeting Schedule
 - a. Quarterly
- VI. Other Matters
- VII. Adjourn

This committee will discuss issues and identify interventions that focus on service delivery provided by the Title 1 contractors, and core and community partners. The committee will place an emphasis on special or targeted populations such as youth, low-income, those with disabilities, homeless, ex-offenders, English as a second language, etc... Review areas may include one stop center operations, operational policies, partnership efforts with other agencies and community organizations and special initiatives or events. This committee will work closely with the Core Management Team.

Capital Region Workforce Development Board
Operations Committee
Meeting Minutes for September 5, 2018

Member	Present	Absent	Guests
Sonja Barnhart	x		Earlene Jones, Ross
Dale Batten (Alternate Sheerena Sewell)	x		Mychael Lee, ResCare
Thelma Watson		x	
Dennis Woodard		x	Staff
			Krishawn Monroe, CRWP
			Carla Cosby, CRWP

- I. Call to Order. Ms. Krishawn Monroe called the meeting to order at 9:35 a.m. Introductions. Members and guests gave brief introductions.
- a. Mychael Lee, Operations Manager, ResCare
 - b. Earlene Jones, Project Director, Ross serving out of school youth
 - c. Sonja Barnhart, Human Resources Manager, Admiral Security
 - d. Sheerena Sewell, alternate for Ms. Dale Batten, works for the Department for Aging and Rehabilitative Services.
- II. Krishawn noted that this committee will work closely with the Core Management Team, service providers and core partners. Discussions around the service deliverer and the service delivery, operations and operational policy are focus areas. Critical areas include veterans, out-of-school youth, and the homeless.
- The committee will focus on special populations and create policy and programming for those special populations. The effort is to get individuals to work with a quality of life.
- III. Elect Officers. The individual who will serve as chair will also serve on the Workforce Development Board's Executive Committee.
- IV. Approve Meeting Schedule. The committee considered either quarterly or bi-monthly meetings. The meetings will be held prior to the workforce development board's meeting. No set day or date was identified.
- V. Other Matters
- American Job Centers Expectations
- One-Stop Employee Handbook – Core Operator Team

Mr. Mychael Lee, One-Stop Operator, ResCare. Mr. Lee serves as the project Manager and manages the day-to-day operations of the workforce centers. He is also responsible for establishing memoranda of understanding with partner agencies. The Core Partner Team is required by WIOA to work together. As well, integration of additional partners is required by legislation. Legislation also mandates that hours of operations be nontraditional.

Partners organizations include:

- Richmond Adult Education, Ms. Barbara Smith
- Senior Connections/CAAA, Ms. Thelma Watson
- Job corps
- Native American programs
- Trade Act – VEC
- Community Service Block Grant-Social Services may fall into this group. CAP UP may be able to join.
- Housing and Urban Development. Second Chance programs. Examples Boaz & Ruth, OAR, etc.

Other areas of consideration include the mental health issues; how to approach and respond. This element is not a mandated partner but services must be made available to customers in need.

Also, identifying guidance to meet the needs of the LBGQT community. Organizations like, Side by Side, work with this demographic. Consideration of best practices to address this population's needs for employment and personal preferences is needed.

Emergency Action Plan. Developing a separate document for special populations; especially the homeless. A standard operating procedure should be considered when working with the homeless.

- Outreach and recruitment plans – Ms. Earlene Jones, Project Director with Ross. Ms. Jones shared information about Project 100, out-of-school youth program. Ross has \$1.2 million to serve youth 18-24 with a goal of 150 new enrollments.

The emphasis of Project 100 is to rebrand the current program to deliver new services. The inclusion of libraries in the Capital Region as a point of contact for staff to engage youth further supports the program. Ross also works with service providers in the respective communities. Project 100 is a pilot program.

Program and Participant Flow Committee. Determining how youth move through the program, who facilitates sessions and work readiness, etc. is critical. Project 100 is a paid internship program with a goal of securing internships, work readiness, and occupational skills training.

Another committee to be developed is Work Experience (WEX). This committee will work to create work experiences. The WEX handbook will outline how this element functions. WEX is not employment but training.

Krishawn mentioned that care should be given to use of the words internships and work experience; they are not interchangeable. Consistency of usage may reduce misinterpretation.

It was suggested, as a measure to expand the reach through social media, that each individual Core Partner Team's media person share their information with the other team member's media person. This will greatly increase the audience and varied populations.

VI. There being no further business, the meeting adjourned at 11:13 a.m.

Youth Priority Population Contract Award

Contractor Name: Corporate Address:	University of Lynchburg Center for Education and Leadership 1501 Lakeside Drive Lynchburg, VA 24501
Contact Person:	Stephen E. Bright Vice President for Business and Finance & Dr. Owen Cardwell Program Manager
Project Name	The Phoenix Initiative
Service Target Group:	Court Involved Youth (within Henrico County Jail) Out of School Youth Services
Contract Period:	March 1, 2019- June 30, 2020
Amount of Award:	Approximately \$148,000
Number of Participants to be Served:	12 participants
Project Overview	<p>The Phoenix Initiative. This proposal involves broadening the approach to include a demonstration through youthful offenders (ages 18-24) who are currently incarcerated. The Phoenix Initiative is currently, operating in the Henrico County Jail and has served over 200 inmates in the jail's opioid program (ORBIT). Since the program conception only 4 participants who have completed their jail term and been rearrested. The Initiative involves family strengthening training through a fatherhood and motherhood curriculum, resiliency education, and mentoring and network formation. This added approach is a natural extension of the current offering would involve a focus on job and career development. Current participants in the Phoenix Initiative have reached the point in their programming where they are eligible for work release, and therefore many of the current participants are involved in some type of work experience. The scope of work for the proposed program extension involves completion of that process which leads from employability to employment to career choice and development. Each phase of the process will have its own treatment plan and supportive coaching. Phases may run sequentially or contiguously depending upon the capability of each participant. Highlights of the project include:</p> <ul style="list-style-type: none"> • A 3-day intensive at the University of Lynchburg sponsored by the Center for Education and Leadership, which serves as lead partner/program management, the Claytor Nature Center, and the Office of Career Services, that will focus on community- and confidence-building as participants explore the processes of life- and career development. • An evaluation and research component- Dr. Ann Metz, LPC, will serve as the Evaluator. Evaluation will include assessments, in-person interviews, and a focus group. The proposed program evaluation process is designed to determine the effects of the intervention on the participants' career readiness. Data will be collected at two points during the proposed intervention. Pre- and post-intervention data will be compared to provide evidence of program effectiveness.

Abstract from:

A Coordinated Comprehensive Plan to End Youth Housing Instability

Developed by the Youth Housing Stability Coalition

Workforce & Career Development

Workforce and Career Development Goal 1: Develop pipeline programs from homelessness/unstable housing to college, vocational training, and/or stable employment through paid internships.

Tasks:

1. Identify primary pipelines that limit career development and education opportunities for youth experiencing housing instability (such as school-to-prison pipeline), particularly those that impact groups of youth who are disproportionately impacted by housing instability including youth of color, LGBTQ+ youth, youth who have immigrated to the U.S., pregnant and parenting youth, and youth who have been system-involved.
2. Select a pipeline to interrupt through the development of a pipeline into college/employment (example: college courses or vocational training offered in shelter/transitional housing for youth).
3. Identify key stakeholders to bring to the table.
4. Develop program design in partnership with youth.

Workforce and Career Development Goal 2: Develop alternative transportation options for youth to increase access to employment and college opportunities.

Tasks:

1. Develop an employer work group to establish a group of local employers willing to provide free transportation to employees. Focus primarily on large employers located outside of the public transportation routes.
2. Provide resources and support through access points to get current RPS students access to their free GRTC pass/ID.

Abstract from:

A Coordinated Comprehensive Plan to End Youth Housing Instability

Developed by the Youth Housing Stability Coalition

3. Engage City of Richmond and GRTC to request reinstatement of reduced fare buspasses for nonprofits in Richmond serving young people.
4. Identify opportunities to extend agreement between VCU and GRTC (for student ID to get them free GRTC access) to other colleges and universities in the area.

Workforce and Career Development Goal 3: Develop an advocacy campaign on reducing barriers to employment for young people experiencing housing instability.

Tasks:

1. Develop tools to share with local employers about the benefits of having LGBTQ- inclusive non-discrimination policies, and specifically employment practices that minimize barriers related to documentation for transgender youth.
2. Advocate for employers who are in relationship with workforce development programs that place youth to participate in implicit bias training that explicitly addresses race, immigration status, and LGBTQ+ identities.
3. Actively support statewide efforts to pass legislation that protects LGBTQ people from discrimination in employment.
4. Engage a group of employers willing to examine their hiring practices, including expectations around credit and background checks, to identify strategies for reducing barriers that young people face in getting employed.

Workforce and Career Development Goal 4: Coordinate existing services through a collaborative database of programs that provide basic employment readiness including networking opportunities, interview and resume skill building, dressing for an interview, getting and maintaining employment. Ensure youth both in and out of school have access to database.

Abstract from:

A Coordinated Comprehensive Plan to End Youth Housing Instability

Developed by the Youth Housing Stability Coalition

Tasks:

1. Identify existing networks through which this goal can be accomplished. Identify all the organizations providing employment readiness and access services.
2. Conduct assessment of existing services including; What services do they have to offer? What population do they cater to? What are their requirements to access for services?
3. Develop central locations to house information gathered where youth can easily access it. (Website, database)
4. Develop system for maintaining database and assessing service access with youth input.

Workforce and Career Development Goal 5: Identify geographic communities where affordable housing (between 20%- 60% AMI) and employment that pays a living wage (to afford existing housing) are or could be co-located.

Tasks:

1. Identify networks and policymakers working to increase affordable housing in Richmond.
2. Engage in mapping affordable housing and employment access to identify geographic "opportunity zones".
3. Develop policy brief to present to policymakers with specific recommendations for increasing co-located areas for affordable housing and living wage employment.