

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.