

Capital Region Workforce Partnership
Meeting Minutes for August 21, 2020

Roll Call Attendance					
Member	Present	Absent	Alternates	Present	Absent
Hon. James Holland, Chair, (Chesterfield)	x		Sarah Snead	x	
Hon. Patricia Paige, Vice Chair, (New Kent)		x	Rodney Hathaway	x	
Hon. Gilbert Smith (Charles City)	x		Michelle Johnson		x
Hon. Don Sharpe (Goochland) Casey Verburg		x	Todd Kilduff		x
Hon. Angela Kelly-Wiecek, (Hanover)		x	Jim Taylor		x
Hon. Patricia S. O'Bannon (Henrico)	x		Brandon Hinton	x	
Hon. Karin Carmack (Powhatan)		x	Ned Smither	x	
Hon. Michael Jones (City of Richmond)		x	Valaryee Mitchell	x	

Other Guests: Mr. Mychael Lee, ResCare; Ms. Danielle Johnson, ResCare, Ms. Sara Worley, Goochland Economic Development.

Staff: Mr. Brian Davis, Director CRWP, Ms. Krishawn Monroe, Asst. CRWP Director, and Ms. Carla Cosby, Administrative Assistant.

- I. Electronic Meeting Statement. Mr. Brian Davis, CRWP Director read the electronic meeting statement.
- II. Call to Order. Honorable James Holland, CLEO Chair, called the meeting to order.
- III. Roll Call of CLEO members and alternates was taken. Honorable Angela Kelly-Wiecek joined the meeting after rollcall.
- IV. Public Comment Period. Mr. Holland called for public comments, there were none.
- V. Approval of minutes for June 19, 2020. Honorable Gilbert Smith moved to approve the minutes as presented, Mr. Rodney Hathaway seconded the motion. The motion carried. Mrs. O'Bannon was not present and abstained from voting. Ms. Valaryee Mitchell abstained.

Consortium Members	Vote			Alternates	Vote		
	Ayes	Nays	Abstain		Ayes	Nays	Abstain
Chairman – Hon. James Holland , Chesterfield	X			Sarah Snead	X		
Vice Chairman - Hon. Patricia Paige , New Kent			absent	Rodney Hathaway	X		
Hon. Gilbert Smith , Charles City	X			Michelle Johnson			Absent
Hon. Don Sharpe , Goochland			absent	Todd Kilduff			Absent
Hon. Angela Kelly-Wiecek , Hanover			absent	James Taylor			Absent
Hon. Patricia O'Bannon , Henrico			X	Brandon Hinton	X		
Hon. Karin Carmack Powhatan			absent	Ned Smither	X		
Hon. Michael Jones , Richmond			absent	Valaryee Mitchell			X

VI. Action Items.

Agenda Item 6A – Board Appointments.

Regulation requires that 51% of board member representation be from the business sector and 20% of the total membership be comprised of representatives from labor organizations, community based organizations, economic development, various state agencies, and both secondary and post-

secondary education. Certification of the full membership occurs every two years and public sector membership renewal is done annually.

Mr. Davis requested two motions. One to reappoint the public sector members of the board to a one-year term and the other for a new member.

Mr. Holland called for the motion to approve the reappointment of the public sector members to the Board. Honorable O’Bannon moved for approval of the reappointment of the public sector members to a one-year term; Mr. Holland seconded the motion. Mrs. O’Bannon noted that a roll call vote is required. The motion carried.

Consortium Members	Vote			Alternates	Vote		
	Ayes	Nays	Abstain		Ayes	Nays	Abstain
Chairman – Hon. James Holland , Chesterfield	X			Sarah Snead	X		
Vice Chairman - Hon. Patricia Paige , New Kent			Absent	Rodney Hathaway	X		
Hon. Gilbert Smith , Charles City	X			Michelle Johnson			Absent
Hon. Don Sharpe , Goochland			Absent	Todd Kilduff			Absent
Hon. Angela Kelly-Wiecek , Hanover			Abstain	James Taylor			Absent
Hon. Patricia O’Bannon , Henrico	X			Brandon Hinton	X		
Hon. Karin Carmack Powhatan			Absent	Ned Smither	X		
Hon. Michael Jones , Richmond			Absent	Valaryee Mitchell	X		

New Appointment of Mr. Ty Parr. Brian noted that in the 2020 General Assembly session, legislature added a new requirement in state code for local workforce boards to have a department of social services representative. The motion is to appoint Mr. Ty Parr from Henrico Social Services and that on an annual basis, the seat is rotated among each jurisdiction. Mr. Parr is recommended as the first member because Henrico Social Services is the only department that actively participates in the cost allocation plan and has staff at the comprehensive center. The recommendation is to start with Mr. Parr and in future years to rotate the appointment among the other 7 jurisdictions on an annual basis.

Mrs. Patricia O’Bannon moved to appoint Mr. Ty Parr as social services representative to the Board and that annually the seat is rotated among each jurisdiction, Mr. Smith seconded. The motion carried.

Consortium Members	Vote			Alternates	Vote		
	Ayes	Nays	Abstain		Ayes	Nays	Abstain
Chairman – Hon. James Holland , Chesterfield	X			Sarah Snead	X		
Vice Chairman - Hon. Patricia Paige , New Kent			Absent	Rodney Hathaway	X		
Hon. Gilbert Smith , Charles City	X			Michelle Johnson			Absent
Hon. Don Sharpe , Goochland			Absent	Todd Kilduff			Absent
Hon. Angela Kelly-Wiecek , Hanover	X			James Taylor			Absent
Hon. Patricia O’Bannon , Henrico	X			Brandon Hinton	X		
Hon. Karin Carmack Powhatan			Absent	Ned Smither	X		
Hon. Michael Jones , Richmond			Absent	Valaryee Mitchell	X		

Agenda Item 6B. Richmond Center

Consortium Members	Vote			Alternates	Vote		
	Ayes	Nays	Abstain		Ayes	Nays	Abstain
Chairman – Hon. James Holland , Chesterfield	X			Sarah Snead	X		
Vice Chairman - Hon. Patricia Paige , New Kent			Absent	Rodney Hathaway	X		
Hon. Gilbert Smith , Charles City	X			Michelle Johnson			Absent
Hon. Don Sharpe , Goochland			Absent	Todd Kilduff			Absent
Hon. Angela Kelly-Wiecek , Hanover	X			James Taylor			Absent
Hon. Patricia O'Bannon , Henrico	X			Brandon Hinton	X		
Hon. Karin Carmack Powhatan			Absent	Ned Smither	X		
Hon. Michael Jones , Richmond			Absent	Valaryee Mitchell	X		

The Richmond Center lease expires November 30, 2020. There are 15 staff housed in the 15,189 square foot building. The building rental cost is \$291,021 at a rate of \$19.16 per square foot. Buildings are rented because federal funding does not allow the purchase of real estate. Henrico County, as grant recipient, serves as the lease holder for the facilities

Brian noted that the CLEOs advised staff to look at location options for the Richmond site. Parking at the Richmond location has become a challenge. Since the center opened 8 years ago, Richmond’s Office of Community Wealth Building, has opened other nearby locations. Current conditions presented an opportunity to consider moving to an area outside of downtown.

Brian referenced a map illustrating areas with current workforce centers. Before pandemic the market was grim as far as feasible possibilities; that area is high demand area. After pandemic properties started to open up.

Option A Site Summary slide. The location was previously an option. An agreement with the property owner for 4914 Radford Avenue is now established. This is the site staff would like to advance for approval.

Some of the facility and location features include –

- Adjacent to Willow Lawn. Close to two different Pulse stations and bus service. Parking onsite with some available covered parking.
- Square footage. 7,500 square feet. Year 1 rental rate is \$16.50 a s.f., \$124,000 annually, compared to almost \$300,000 at the current location. Smaller facility will meet staff needs. Estimated cost savings, lower annual escalation at 2%.
- Lease Term. Commences October 2020. Requires 10-year lease term, 5-year renewal rights. 3-month holdover at end of lease. County does not enter into leases where security deposit is required. Owner allowing first 3 months free.
- Full service lease, 24 hours – 7-day week access. Utilities included with janitorial service. Rent includes full buildout. Restrooms will be remodeled. Building entrance issues are being addressed. Site plan has been paid for. No landlord consent required for affiliate users.

Proposed signage. This is the Unistaff Building, behind Five Guys Burgers. Because the space is the largest single space in the building, the lease provides signage rights. The Virginia Career Works logo and sign will be placed on the front of the building and a lighted sign, visible from Broad Street, can be placed on the building as well.

Mrs. O'Bannon asked if there were concerns entering a 10-year lease. Brian noted that the landlord's original proposal was a 7-year lease at \$19.00 per square foot. The counter proposal for a lower rent rate is 10 years versus 7 years. It is within the county's purview to enter into a 7-10 years lease agreement. Also, from a fiduciary concern, each lease provides the ability to exit before the 10 years.

The practicality of occupying space in oehr workforce facilities was questioned. Brian shared that the CLEOs supported moving forward with a new location. However, the city does operate several centers in the city; downtown at Marshall Plaza, 25th Street in Churchill, and at Southside Plaza. The Willow Lawn site will meet the needs of individuals needing workforce services in an area where no other entity exists.

Ms. Valaryee Mitchell welcomed the opportunity to consider new ways to partner and for career work staff to serve in Richmond's centers. Currently, Richmond staff partners with and makes referrals to Career Works staff.

Brian noted to consider co-hosting opportunities, space must accommodate the VEC. At the time, none of the partners had space to take on Career Works staff and VEC at the same time.

Chair Holland called for the motion to accept the terms of the contract for 4914 Radford Avenue, Mrs. O'Bannon moved to endorse moving forward with 4914 Radford Avenue; Mr. Holland seconded the motion. The motion carried.

Consortium Members	Vote			Alternates	Vote		
	Ayes	Nays	Abstain		Ayes	Nays	Abstain
Chairman – Hon. James Holland , Chesterfield	X			Sarah Snead	X		
Vice Chairman - Hon. Patricia Paige , New Kent			Absent	Rodney Hathaway	X		
Hon. Gilbert Smith , Charles City	X			Michelle Johnson			Absent
Hon. Don Sharpe , Goochland			Absent	Todd Kilduff			Absent
Hon. Angela Kelly-Wiecek , Hanover	X			James Taylor			Absent
Hon. Patricia O'Bannon , Henrico	X			Brandon Hinton	X		
Hon. Karin Carmack Powhatan			Absent	Ned Smither	X		
Hon. Michael Jones , Richmond			Absent	Valaryee Mitchell	X		

Nominations Committee. The bylaws call for members to serve a one-year term. The current chair has served a little over a year since April 2019. Mr. Smith and Mr. Hathaway agreed to continue to serve as the Nominations Committee and will present a slate of officers for consideration at the October meeting. Members will be contacted about their interest to serve.

VII. Director's Report. Information Items. Brief review of PowerPoint Unemployment Data.

Yellow Column/Initial. Represents Initial claims from March to August. This data comes out weekly. Not all initial claims are approved. 138,000 individuals have filed.

Pink Column/Continued Claims. Represents individuals that have been determined eligible. Must file each week after eligibility determination. 38,000 individuals are currently receiving benefits. This number constantly evolves; claims come off and on. Numbers peaked the week of July 11th at 54,000. As of August 8th down to 38,000.

Orange/Official UI Rate. This number is survey based. Census Bureau methodology is used to calculate rate from calls to a random number of households using the claimant's information and continued claim number. If numbers continue to decrease, unemployment may drop to the 6%-7% rate.

Visitor Counts/Post-COVID reopening.

Adult, dislocated worker and youth services moved to a virtual platform. This allowed new participants to enroll online, verify their documentation through a secure, encrypted setting and obtain electronic signatures. Center's reopened on July 6th.

Centers operating hours are limited to 4 hours because of the anticipated high VEC volume. Majority of visitors are seeking assistance with unemployment insurance. Little to no interest at this time in job search or enrolling in training or career work activities. Safety precautions are in place at all centers including security guards. Capital Region is one of the few areas in the state with walk-in operations that are open for the public. Other areas are offering access by appointment through online access only. Technology for online services is not available to everyone.

Brian noted that when the \$600.00 extended benefit goes away in July, people seeking workforce services may increase significantly. The presidential decision to extend benefits is unknown at this time.

Performance. PY19 Q3. Performance results and PY20/21 state proposed rates

Brian reviewed performance indicators, Actual performance (green), Meeting performance (yellow), and Failed to Meet (red).

Newly state implemented performance system requires working with the state over the next 2 years on performance measures. The third column of numbers are the state's proposed numbers to be achieved over next 2 years. The goal number is based on past success.

The performance number to achieve will be based on the most recent economic situation at the end of the year. The number will be adjusted based on the economy at that time. If there are challenges to meet the goal, renegotiation to a downward adjustment can be made.

If performance measures are not met in year one, there are no repercussions. If measures are not met two years in a row, may be subject to possible corrective actions.

Youth Numbers. The program exceeded 3 of 5 performance measures. Other 2 numbers are baseline numbers. Past 2 years are new number, have been allowed to benchmark where we might fall.

VIII. There being no further business, the meeting adjourned.