

## Capability Statement



Access Business Solutions LLC

DBE/SWAM Certification #: 809727

### Company Overview

Access Business Solutions LLC establishes proactive social solutions, and cultures of workplace stability, respect and continual professional development. Founder and Owner, Shemica Copeland, operates company with 18 plus years experience in management, human resources, training, and administration.

### Core Competencies

Human Services Consulting and Management

Strategic Planning

Administrative Management

Professional Development

Human Resources Development and Payroll

HR Business Analysis

Policy Development

Diversity, Equity, and Inclusion Training

### Company Data

NAICS Codes:

CAGE Code: 9JNL5

541612 Human Resources Consulting Services

541611 Administrative Management and General Management Consulting Services

561214 Payroll Service

561110 Office Administrative Services

611430 Professional and Management Development Training

923130 Administration of Human Resource Programs

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### Past Performance

Training and Technical Assistance Specialist to 18 federal grantees

Supported 63 entrepreneurs of for-profit, nonprofit, and mental health industries in entity development, strategic planning, and administrative management

Grant awardee: Office of Justice Programs Community Based Violence Intervention and Prevention Initiative, Bureau of Justice Administration

Contract awardee: View Program Wraparound Services, City of Newport News Human Services

HR Business Analysis, policy development, professional development training and established sound administrative management structure

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## Payroll, HR and Professional Development Management

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Payroll, HR and Professional Development Management facilitates organizational leadership in maximizing the potential of its workforce, thereby fostering a supportive and productive work environment that drives the achievement of organizational goals and objectives. Leaders are able to focus on service initiatives, engage in training, and learn best practices. Organizations develop sound business practices that contribute to sustainability and improved service delivery. Core areas: Strategy and Capacity Building; Payroll; Human Resources Development and Administration; Professional Development Training.

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Strategy and Capacity Building, a comprehensive strategic management approach that supports leadership development across interpersonal and operational dimensions through quarterly Strategy and Capacity Building sessions. These sessions cover topics such as interpersonal growth, leadership development training, enhancing systems of accountability, and implementing best practices in management and operations. Payroll administration includes onboarding, managing direct deposits, ensuring compliance with end-of-year payroll tax requirements, and reports generation.

Human Resources Development involves quarterly HR business analysis, technical assistance with essential forms, documents, policies and procedures for recruitment, onboarding, performance evaluation, and termination, along with professional development training for staff. Professional development training curriculum outline is informed by staff assessments and collaboratively developed with leadership; consisting of five 90-minute sessions annually, equipped with refreshments for participants. Topics may include interpersonal growth, effective communication, emotional regulation, management dynamics, conflict resolution strategies, time management, teamwork, superior customer service, DEI.

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Payroll, HR and Professional Development Management is ideal for leaders that want to enhance their operations by streamlining their payroll and HR structure, while also strengthening their leadership capabilities and capacity building of the organization; and ideal for organizations and businesses that lack structure in the areas of payroll and HR.

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### Return On Investment for Management Leadership and Organization:

- **TIME:** saving approximately 2,250 hours of training, development, and reporting
- **Strategic Planning and Alignment:** training and technical assistance to align HR strategies with organizational goals and development efforts that support strategic initiatives and long-term sustainability
- **Systems of accountability:** efficient payroll systems improves employee satisfaction, retention, and end-of-year tax preparation; clear policies, procedures, and an efficient administrative framework promote responsible sustainable operations
- **Enhanced Employee Engagement:** engaged employees are more likely to be dedicated to the organization's goals, leading to higher morale, improved performance, and lower turnover rates
- **Positive Organizational Culture:** development of a positive organizational culture characterized by transparency, fairness, inclusivity, collaboration, and innovation among staff and leadership produces a workforce that feels valued and supported, contributing to overall well-being and productivity

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