

EXECUTIVE COMMITTEE

MEETING MINUTES

APRIL 25, 2019

A meeting of the Greater Peninsula Workforce Board Executive Committee was convened at 8:00 a.m. on April 25, 2019, by Chairman, Dr. John Olson. The meeting was held at the Board's Administrative Office in Newport News. A quorum was present with the following attendees:

GPWB MEMBERS PRESENT

Greg Garrett	Greg Garrett Realty
Honorable James Gray	Hampton City Council
Honorable Herbert Green, Jr.	Poquoson City Council
Honorable Ted Maslin	Williamsburg City Council
Honorable John McGlennon	James City County Board of Supervisors
Dr. John Olson	ECPI University
Dr. Robin Nelhuebel	Riverside College of Health Careers
Dale Stone	Walmart Distribution Center
Honorable Tina Vick	Newport News City Council
Dr. Vince Warren	Newport News Shipbuilding

GPWB MEMBER (Nonvoting) PRESENT

Dr. Susan English	Thomas Nelson Community College
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GPWDB MEMBERS ABSENT

Rhonda Bunn	Canon Virginia, Incorporated
Honorable Phillip Bazzani	Gloucester County Board of Supervisors
Dr. John Dever	Thomas Nelson Community College
Honorable Jeffery Wassmer	York County Board of Supervisors
Vacant	Private Sector (Vice Chair)
Vacant	Private Sector
Vacant	Private Sector

ONE-STOP PARTNER AGENCY (Nonvoting) NOT PRESENT

Casey Roberts	New Horizons Regional Education Center
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LEO STAFF REPRESENTATIVES PRESENT (Nonvoting)

Alan Archer	City of Newport News
Pamela Croom	City of Hampton
Sherry Spring	Gloucester County
Randall Wheeler	City of Poquoson

LEO STAFF REPRESENTATIVES NOT PRESENT (Nonvoting)

Sherri Newcomb	York County
Peter Walentisch	City of Williamsburg
Barbara Watson	James City County

GUESTS PRESENT

Jesse Goodrich	Riverside Health System
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II. PROGRAM STATUS UPDATES

A. Adult and Dislocated Worker Services, Virginia Career Works – Greater Peninsula Region – In Ms. Angela Harris’ absence, Ms. Katherine Henderson, Career Center Assistant Manager, reported on several activities to include:

January 2019

- National Institute of Aerospace & Government Contractors Community Support Open House Resource Fair for People Impacted by the Government Shutdown, 700 attendees

February 2019

- Hampton “Get Hired Job Fair, 91 employers, 19 resource and school partners, 1,671 attendees

March 2019

- Four Oaks Day Center, 450 attendees
- Williamsburg Chamber Career Fair, 75 attendees
- Joint Base Ft. Eustis Job Fair, 60 employers participated, 334 jobseekers
- James City County Career Expo, 34 attendees
- “Transition on the Go” Partner Event, 43 attendees, 10 Employers

April 2019

- Upcoming St. Brides Correctional Center Resource Fair

Ms. Henderson continued her report with a success story concerning a Mrs. S. Mrs. S moved to the United States with her family in 2017. At the time of her arrival she spoke very little English. She improved her language skills by attending tutoring classes offered by Literacy for Life. The staff at Literacy for Life identified her as a possible WIOA recipient and referred her to Virginia Career Works – Greater Peninsula Region.

By the end of her first year in the U.S., Mrs. S. had improved her English to the point that she could start attending adult education level courses. In the fall of 2018, she completed her WIOA registration, and in January 2019, she enrolled in the Dental Assistant course offered by Today’s Dental Assistant School. Within the first month of class her career planner was notified that she was the top student in her cohort, and by the time she had completed her education the following March, she had interviewed with five employers and had accepted employment with Kool Smiles in Newport News.

Mrs. S. is a great example of what can be achieved when opportunity is met with individual hard work and determination. She is on a trajectory for success thanks to the assistance she received under the WIOA Program and the services provided by the staff at the Virginia Career Works – Hampton Center.

B. Youth Services, Youth Workforce Center - Ms. Huggins, Program Manager, Youth Workforce Center, New Horizons Regional Education Center (NHREC) gave an update on the Certified Medical Assistant course and reported on a new GED initiative.

On April 16, 2019, 10 students took the Certified Medical Assistant exam, 9 out of 10 passed. The student that did not pass will be assigned a tutor and given the opportunity to re-take the exam. This was the first year that the Youth Workforce Office offered the GED prep as a service to the youth. In the past, the students were sent to other GED serve providers, but this caused challenges in keeping track of the students. Currently, there are seven students in the program.

C. Regional Update - Mr. Shawn Avery, President and CEO, Hampton Roads Workforce Council provided an update on regional activities. Under business services, Mr. Avery reported that the Hampton Roads Talent Alignment Strategy will provide a report that would identify the region's workforce skills gap as well as shed some light on how that gap may be the result of a mismatch between employer needs and the region's educational/occupational skill training programs.

Mr. Avery indicated this initiative's Employer Focus Group will meet next week to review the preliminary findings of the report and then begin work on finalizing the draft. The report will highlight programs offered from K-12 and the region's community colleges. On June 25, 2019, there will be a regional event to introduce the report to the public.

Mr. Avery went on to report on the private sector fund-raising efforts of the McDonnell Group on behalf of the region's two Workforce Boards. Recently, Bay Electric Co., Inc. agreed to make a \$25,000 contribution (\$5,000 over 5 years) to support the Brooks Crossing Project. The McDonnell Group's goal is to raise \$500,000 per year for the next five years. These monies will be channeled to the Hampton Roads Workforce Foundation which will then divide the funds received between the Greater Peninsula and Hampton Roads Workforce Boards.

Under marketing, Mr. Avery reported that the second regional newsletter will be published and distributed soon. He also mentioned that he and Mr. Mann did a television program on WHRO highlighting the regional collaborative agreement between the two agencies and the work that has been initiated under that agreement.

III. COMMITTEE REPORTS

Nomination Committee – Mr. Mann reported that the Nomination Committee met and was ready to present the PY '19 slate of officers. Nominees for the Greater Peninsula Workforce Development Consortium included the Honorable Tina Vick as Chair and the Honorable Herbert "Buddy" Green as Vice Chair.

Nominees for the Greater Peninsula Workforce Board included Dr. John Olson as Chairman; Dr. Vince Warren as Vice Chair; and Mr. Dale Stone as Treasurer.

A motion was made to approve the slate as presented. Hearing no nominations from the floor, the motion was seconded and approved by voice vote.

Mr. Mann noted that all officers would be holding a one-year term.

Finance and Strategic Planning Committee – Mr. Mann reported that the Committee met on March 20, 2019, and reviewed a tentative draft budget based upon staff estimates of new PY '19 funding and PY '18 carry over. He discussed Attachment E, the PY '19 Preliminary Allocations which include the Actual Congressional Allotments, Actual State Allotments, Estimated LWDA #14 Allotments and Prior Year Allotments.

Mr. Mann went on to note that according to a message from the WIOA Title I Administrator's Office, VCCS, the local areas could expect to receive their actual PY '19 new WIOA Formula Allotments within the next two weeks. Consequently, he anticipated bringing a revised budget for review at the May Executive Committee Meeting.

IV. OLD BUSINESS

A. Update on Submission of External Grant Applications to Cities and Counties – Mr. Mann said that grant applications had been completed and submitted for approval to all seven of the region’s localities. He noted that positive responses have been received from York County, the Cities of Hampton and Newport News. Mr. Maslin advised that the City of Williamsburg was also getting ready to approve their budget which included the Board’s request for funding and that he would follow-up with Mr. Mann.

B. Update on GPWB Presentations to LWDA 14 City Councils and County Boards of Supervisors – Mr. Mann reported that he and Dr. Olson had completed the last of their presentations this month and that they had all been well received by the area’s city councils and county boards of supervisors. Mr. Mann stated that he will continue updating the area’s councils and county boards as part of an ongoing communication initiative.

V. NEW BUSINESS

A. Update on Consortium/Board Joint Working Agreement – Mr. Mann, referring to Attachment F, described updates and changes to the Joint Working Agreement between the Greater Peninsula Workforce Development Consortium and the Greater Peninsula Workforce Board. This agreement is required under WIOA and is not dissimilar in content from the previous agreement that was executed between the Consortium and the Board under Workforce Investment Act (WIA). Mr. Mann noted that he would be working on updating other documents to include the Consortium Agreement executed between the area’s seven localities as well as the by-laws for both the Board and Consortium.

B. Mr. Mann reported that the PY ’19 Youth Request for Proposal had closed with one response.

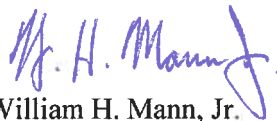
ANNOUNCEMENTS

Dr. Olson stated that a presentation had been planned to recognize Mr. Peter Walentisch, Human Services Director, Williamsburg, upon the occasion of his upcoming retirement. He noted that Mr. Walentisch had served as the senior staff advisor for Williamsburg’s Consortium Representative for the past 24 years. In that Mr. Walentisch was unable to make the morning’s meeting, it was agreed that Mr. Mann would, on behalf of the Workforce Board, present Mr. Walentisch with a token of the Board’s appreciation (an engraved plaque with clock) at an upcoming recognition event that was being held in his honor by members of the Williamsburg City Council, City Manager and City Staff.

Dr. Olson announced that the next Executive Committee meeting would be held at 8:00 a.m. on May 23, 2019, in the Board’s Conference Room, 11820 Fountain Way, Suite 301, Newport News.

There being no further business, the meeting was adjourned at 9:20 a.m.

Respectfully Submitted,



William H. Mann, Jr.
Secretary