

EXECUTIVE COMMITTEE

MEETING MINUTES

October 25, 2018

A meeting of the Greater Peninsula Workforce Development Board Executive Committee was convened at 8:05 a.m. on October 25, 2018, 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:

GPWDB MEMBERS PRESENT

Rhonda Bunn	Canon Virginia, Incorporated
Dr. John Dever	Thomas Nelson Community College
Honorable James Gray	Hampton City Council
Honorable James Icenhour	James City County Board of Supervisors
Honorable Ted Maslin	Williamsburg City Council
Dr. John Olson	ECPI University
Dale Stone	Walmart Distribution Center
Honorable Tina Vick	Newport News City Council
Dr. Vince Warren	Newport News Shipbuilding

GPWDB MEMBERS ABSENT

Honorable Phillip Bazzani	Gloucester County Board of Supervisors
Greg Garrett	Greg Garrett Realty
Honorable Herbert Green, Jr.	Poquoson City Council
Dr. Robin Nelhuebel	Riverside College of Health Careers
Honorable Jeff Wassmer	York County Board of Supervisors
Vacant	Private Sector (Vice Chair)
Vacant	Private Sector
Vacant	Private Sector

ONE-STOP PARTNER AGENCY (Nonvoting) ABSENT

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

Pam Croom	City of Hampton
Sherri Newcomb	York County
Sherry Spring	Gloucester County
Peter Walentisch	City of Williamsburg

LEO STAFF REPRESENTATIVES ABSENT (Nonvoting)

Alan Archer	City of Newport News
Barbara Watson	James City County
Randall Wheeler	City of Poquoson

GUESTS PRESENT

John F. Biagas	Bay Electric Co., Inc.
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STAFF PRESENT

Gary Butler	Deputy Director
Steve Cook	Vice President of Workforce Innovation, Hampton Roads Workforce Council
Cathy Ellis	Executive Support Specialist
Angela Harris	Program Manager, Virginia Career Works – Greater Peninsula Region
Valencia Huggins	Program Manager, Youth Workforce Center, NHREC
William H. Mann, Jr.	Executive Director
Terri Partain	Accountant
Shannon Trochuck	Program Support Manager

Dr. Olson welcomed Mr. Steve Cook, noting that he would be joining future Executive Committee meetings in support of the Southeastern Virginia Regional Workforce Collaborative Initiative on behalf of the Hampton Roads Workforce Council.

CONSENT AGENDA ITEMS

The Consent Agenda was mailed to the committee members in advance of the meeting and included:

MEETING MINUTES

Executive Committee Meeting minutes for August 23, 2018 and the Greater Peninsula Workforce Development Board Annual Meeting minutes for September 27, 2018.

FINANCIAL REPORTS

Cumulative Expenditure Reports through 9/30/18; and, New Expenditure, Per Capita, and Private Contribution Report through 9/30/18.

PROGRAM REPORTS

Weekly registrations, registrations/enrollments by jurisdictions, and ROI Scorecard through 9/30/18.

A motion to approve the Consent Agenda was made, seconded and passed.

AGENDA ITEMS

CLOSED SESSION

Mr. Stone moved that the committee go into executive session under Virginia Code S2.1-344, Subsection A.6. to discuss the investing of public funds where competition and bargaining is involved relating to the issuance of RFP #18-3192-1012, Professional Services, Audit Services, Competitive Grant Applications. The motion was seconded and approved.

Mr. Stone moved that, the Executive Committee having completed their deliberations in executive session, reconvene in public session to conclude its remaining business. The motion was seconded and approved.

Because the Executive Committee convened in executive session today pursuant to an affirmative-recorded vote and in accordance with the Virginia Freedom of Information Act, and because Virginia Code Section 2.1-344.1 requires that the Executive Committee certify that such executive session was conducted in conformity with Virginia law.

Mr. Stone moved that the Executive Committee certify by vote that, to the best of each member’s knowledge,

- (1) Only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the executive session to which this certification motion applies, and
- (2) Only such public business matters as were identified in the motion convening the executive session were heard, discussed, or considered by the Executive Committee.

The motion was seconded and approved

Reference the Request for Proposals for Professional Services, Audit Services, a motion was made to award a contract to Larry Saunders and Associates, CPAs LLC. The motion was seconded and approved.

PROGRAM STATUS UPDATES

Ms. Angela Harris, Program Manager, Virginia Career Works – Greater Peninsula reported that her office had been very busy with a variety of community activities to include attending a job fair which hosted over 200 attendees at the St. Brides Correctional facility. She also reported on the Virginia Department for Aging and Rehabilitation’s Champions’ of Disability Employment Event, Thomas Nelson Community College’s Fall Job Fair and the One-Stop Partner’s recent “Transition on the Go” Event, all of which were well attended and very successful.

Ms. Harris concluded her report with success story about a dislocated worker laid off from Martin’s Grocery Store. According to the customer, “The best thing that ever happened to me was getting laid off at Martin’s Grocery. The WIOA training program was instrumental in teaching me the fundamentals of caring for the elderly clients. This training allowed me to display my genuine compassion for people and pursue my passion of caring for the elderly population. My Career Planner was encouraging and provided the supportive services required throughout my journey.” Since completing her training, the customer started her own business, earning \$18.00/hour.

Ms. Huggins, Program Manager, Youth Workforce Center, New Horizons Regional Education Center (NHREC), provided year end statistics for the Youth Workforce Program noting the following accomplishments:

- The Out-of-School Program’s Nursing Assistant program grew to 20 students with a 75% completion rate. Students were enrolled in the Medical Administrative Assistant class with 8 successfully completing the Certified Medical Administrative exam;
- 11 Building Maintenance Technology (BMT) Students successfully completed class with 8 out of 10 completing the Environmental Protection Agency Exam;
- 11 students completed the Welding Program with 8 successfully completing the American Welding Society Certification Exam;
- 3 students enrolled in NHREC Electrical Program are now employed in a DOL approved registered apprenticeship program;

Ms. Huggins also reported that 16 Welders and BMT students received OSHA 30 certification and 32 students completed the CRC with 11 gold, 16 silvers, and 5 bronze ratings. Additionally, the In-School Program had 28 graduating seniors, 18 of whom were enrolled in college, 2 entered the military and 3 in private sector employment.

Ms. Huggins concluded her report with a success story concerning a youth who had enrolled in the Nursing Assistant Program and after passing her state board examination went on to secure employment at a Riverside managed retirement home. The participant plans to continue her education by enrolling in TNCC's nursing program. The student was quoted as saying, "The Youth Workforce Center program provided me with connections and classmates that turned into family. I am grateful to have been able to complete the course with the help of caring instructors and a career coach."

OLD BUSINESS

Mr. Mann provided an update to finalize the Board Staff's sublease for their existing office space in City Center with the City of Newport News' Economic Development Authority (EDA). He stated that the staff will occupy 1,740 sq. ft. which is approximately half of the previous leased space. The sublease is for a ten-year period beginning 11/1/18 and ending 10/31/28. Mr. Mann advised that the lease included an early termination clause subject to the availability of federal funding. The new sublease will result in an annual cost savings of over \$75,000 with monthly rent initially decreasing from \$10,617 to \$3,467.

Some additional cost will be incurred to add cabinets and relocate existing electrical wiring to create a new work room for the staff's copier, postage machine, etc. Mr. Mann also noted that a new door would be installed so that our visitors could access our office space directly from the front lobby. Mr. Maslin asked if the staff had a cost estimate for this work. Mr. Mann replied that a total of \$20,000 had been earmarked in the budget to cover such expenses.

Mr. Mann went on to update the committee on budget adjustments that needed to be made to support the Southeastern Virginia Regional Workforce Collaborative Initiative with the Hampton Roads Workforce Council. Referring to a chart that outlined the anticipated cost, Mr. Mann noted that Mr. Cook, who had been introduced earlier, would be spearheading this effort to implement a new regional approach to business engagement. Reviewing the intent of the Collaborative, Mr. Mann discussed each of the line items which totaled \$86,400. This represented approximately one-third of the anticipated cost of the initiative with the other two-thirds being paid by the Hampton Roads Workforce Council

Ms. Vick expressed her support for the initiative but also noted her concern that branding this new relationship as the "Southeastern Regional Collaborative" could inadvertently cause some confusion as to who the collaborative was and defeat our purpose of promoting the boards as part of a single system. Both Mr. Mann and Mr. Cook acknowledged this potential unintended consequence and agreed that they would work together to insure that such confusion would be avoided.

Mr. Mann concluded his report with an update on the work that had been completed to date to secure the local jurisdictional PY '18 Per Capita Funding. Originally it was thought that this annual recurring contribution was automatically provided by the seven localities, given their role as members of the Greater Peninsula Workforce Development Consortium. However, staff has subsequently learned from guidance received from each of the localities, that it was necessary to submit a yearly application to receive consideration for external funding. Mr. Mann reviewed the application deadlines for each of the seven jurisdictions' and advised that he would like to discuss this topic at a future meeting.

PUBLIC COMMENT

Recalling that the committee had expressed an interest in having an area employer attend their meetings to discuss their workforce concerns, Dr. Olson recognized Mr. John F. Biagas, President/CEO, Bay Electric Company, Inc. for comments.

Sharing some background information about growing up in Lake Charles, Louisiana, Mr. Biagas said that with the baby boomers retiring the building trades is experiencing considerable difficulty recruiting workers. He commented that, given this situation we can either see this as just a problem or as an opportunity to change old rules as to how we develop talent to meet the needs of business and industry. Old rules that limit the number of apprentices that can be trained need to be changed. Educating parents and students as to the employment opportunities in the building trades needs to be encouraged.

Mr. Biagas said his company is speaking to parents and their kids as early as the eighth grade to change their perceptions about trade occupations. He noted that a high school graduate who enrolls in an electrical registered apprenticeship program will have the benefit of getting their employer to help pay for their training and upon completion earn \$65,000 – \$75,000 per year. Mr. Biagas went on to address the importance of having affordable housing and good transportation systems within the region to support the workforce. He concluded his remarks noting that the educational system needs to do a better job equipping students with good math skills that they will need to be successful in the trades. Further discussion and questions from the committee members followed. The session ended with Dr. Olson expressing his appreciation to Mr. Biagas for taking time to speak to the committee members.

NEW BUSINESS

Mr. Mann reported that he and Mr. Cook had met with Dr. Latitia McCane, Director of Education, Apprentice School, who had requested assistance in finding funds to cover the classroom training costs for the school's 289 apprentices. She explained that the School had run out of funding and was short 3 million dollars to see them through 2019. As current employees of the shipyard, in good paying positions, apprentices are not eligible for WIOA Formula Funding. It was agreed, however, that Mr. Mann and Mr. Cook would see what other funding might be available to assist with this situation.

Mr. Mann advised that he and Mr. Shawn Avery, President/CEO, Hampton Roads Workforce Council, had been invited by Dr. Keisha Pexton, Director, Learning & Development Innovation, Huntington Ingalls Industries, to attend the America Builds and Repairs Great Ships (ABRGS) Conference, scheduled for November 6th to do a workshop on their new business engagement collaborative initiative. Additionally, Dr. Pexton asked if the two boards could make a commitment of training dollars to support the ABRGS Initiative and if so present a ceremonial check for this purpose at the conference.

After conferring with Mr. Avery it was agreed that, based upon the current level of services being provided to the Maritime Industry a commitment in the amount of \$150,000 could be made with \$50,000 provided by the Greater Peninsula Board and \$100,000 provided by the Hampton Roads Council. Mr. Mann noted that our area has a \$5,000 ceiling per individual which would result in our area sponsoring 10 individuals, which would be well within planned service levels for the industry. There was a general consensus among the committee members to go forward with this commitment.

ANNOUNCEMENTS

Dr. Olson thanked everyone for coming and thanked the staff for their hard work. He announced that the next Executive Committee Meeting would be held on November 29, 2018. There being no further business, the meeting was adjourned at 9:30 a.m.

Respectfully Submitted,

William H. Mann, Jr.
Secretary