

**EXECUTIVE COMMITTEE
MEETING MINUTES
AUGUST 23, 2018**

A meeting of the Greater Peninsula Workforce Development Board Executive Committee was convened at 8:00 a.m. on August 23, 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

Dr. John Dever	Thomas Nelson Community College
Greg Garrett	Greg Garrett Realty
Honorable Herbert Green, Jr.	Poquoson City Council
Honorable James Icenhour	James City County Board of Supervisors
Dr. John Olson	ECPI University
Mark Stefanick	Ferguson Enterprises Incorporated
Honorable Tina Vick	Newport News City Council
Honorable Jeff Wassmer	York County Board of Supervisors

GPWDB MEMBERS ABSENT

Honorable Phillip Bazzani	Gloucester County Board of Supervisors
Rhonda Bunn	Canon Virginia, Incorporated
Honorable James Gray	Hampton City Council
Honorable Ted Maslin	Williamsburg City Council
Dr. Robin Nelhuebel	Riverside College of Health Careers
Dale Stone	Wal-Mart Distribution Center
Dr. Vince Warren	Newport News Shipbuilding
Vacant Private Sector	
Vacant Private Sector	

ONE-STOP PARTNER AGENCY ABSENT (Nonvoting)

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

Alan Archer	City of Newport News
Sherri Newcomb	York County
Sherry Spring	Gloucester County
Peter Walentisch	City of Williamsburg
Barbara Watson	James City County
Randall Wheeler	City of Poquoson

LEO STAFF REPRESENTATIVES ABSENT (Nonvoting)

Vacant	City of Hampton
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GUESTS

Pam Croom	Hampton Economic Development
Dr. Susan English	Thomas Nelson Community College

STAFF MEMBERS

Gary Butler	Deputy Director
Cathy Ellis	Executive Support Specialist
Angela Harris	Program Manager
William H. Mann, Jr.	Executive Director
Terri Partain	Accountant

Dr. Olson welcomed everyone at 8:05 a.m. and said that Mrs. Ellis had prepared new name plates and that if the plate was printed in black, you are a voting member and if it was printed in blue then you are a nonvoting member.

APPROVAL OF MINUTES

A motion was made and seconded to approve the Executive Committee Meeting minutes of July 26, 2018. The motion was approved.

FINANCIAL REPORTS

In Mr. Stone's absence, Mr. William Mann, reviewed the Cumulative Expenditure Report for the period of 7/1/17 – 6/30/18.

Ms. Partain reviewed the PY '18 Per Capita and Private Sector Contribution Update through 7/31/18, noting that the SunTrust credit card balance had been paid off. She continued her report reviewing federal funds, expenditures, accruals and the number of recorded adult and dislocated worker individual training accounts. Ms. Partain also introduced a new report that she had prepared which outlined revenue received by public and private funding streams along with current obligations, capturing all of the board's financial activities in a single report. This new report was well received by the committee with Dr. Olson noting that the report was more transparent and easier to understand.

Dr. Olson asked if there were any questions about the new report and there were none.

Mr. Wassmer asked about private sector contributions and how they were received. Ms. Partain noted that they were received at different times of the year and that billing statements were typically sent out to the contributors. She went on to note that three of last year's contributors were currently past due. Mr. Wassmer advised that he along with other members of the committee could assist with making contacts with delinquent contributors as may be necessary.

Mr. Mann added that it was his intent to get private contributors set up on a scheduled basis similar to the way the localities made their per capita contributions to the Board. He said that he would be following up individually with the private contributors to help effect this change as well as discuss what their particular interest was in local workforce development efforts.

Mr. Icenhour agreed that it would take "one on one" contact with businesses to provide a more reliable privately supported funding stream. Ms. Vick also noted that the timing for such an effort was perfect as it coincided with our new branding initiative.

Mr. Garrett asked if we had anyone in the agency who was soliciting businesses to bring in new contributors. Mr. Mann said that this was part of the discussion that we were having with Opportunity Inc. as part of our new regional business engagement collaborative. The plan as to how that would work had not, as of yet, been worked out. Mr. Mann also noted that while this collaborative effort was meant to encourage increased private sector financial support, it was also a way of getting private sector employers to become board or board committee members and become actively involved in workforce development activities.

Mr. Garrett asked if we had sponsors for our job fairs. Ms. Harris responded that Walmart, Newport News Shipyard, military installations, and local jurisdictions have assisted with advertising past job fairs. Mr. Mann noted that one of the big events with sponsors was the Youth Career Expo. Mr. Garrett replied that as a private business he would be willing to be more involved in helping to sponsor these types of activities.

PROGRAM REPORTS

Ms. Angela Harris, One-Stop Program Manager, reviewed the ITA accounts, advising that the One-Stop Center had served over 500 dislocated workers and adults and that she anticipated serving similarly high numbers of participants this year. She said they are moving along with the branding initiative. She said that her office will host an open house on September 25 and Board members will be invited.

Ms. Harris went on to report that two summer academies had been held as per the Career Pathways Grant for Individuals with Disabilities. The first camp was a welding academy at New Horizons Regional Education Center with nine participants. Ms. Harris distributed a book that included pictures of the students and she reported that half the class expressed interest in pursuing welding as a future career. The second academy was a cyber academy hosted by Thomas Nelson Community College with 14 attendees. Ms. Harris said that a tour at the Newport News Liebherr Mining Equipment Company was held and she expressed thanks to the Youth Workforce Office for providing transportation.

COMMITTEE REPORTS

Finance and Strategic Planning Committee: Mr. Mann referring to Attachment D, WIOA PY '18 Budget, Mr. Mann said the Finance and Strategic Planning Committee had met earlier this year and had reviewed the PY '18 Budget. He conducted a review of the proposed budget, reviewing expenditures and income. Mr. Mann said it is the recommendation of the Committee to approve the PY '18 Budget. Dr. Olson asked if there were any questions. There were none.

A motion was made by the Executive Committee, seconded and approved to adopt the PY '18 Budget that included a 3 percent salary increase for all employees.

A similar motion was made by the Greater Peninsula Workforce Development Consortium, seconded and approved to adopt the PY '18 Budget.

Mr. Stefanick was recognized, and this being his last official meeting as a Board and committee member, expressed his appreciation to the staff and the other members of the Executive Committee for their work and support in helping to resolve the Board's recent financial issues. He said that the organization is in a much better place.

Ad Hoc School-to-Work Task Force Meeting Update: Mr. Mann recalled that our Board had formed an Ad-hoc Group to meet with Mr. Mike Monteith, Executive Director, Peninsula Community Foundation and Dr. Ashby Kilgore, Retired Superintendent, Newport News Public Schools, to address the issue of high school graduates with no immediate plans for post-secondary education or employment. Since the original May 29th meeting of the Ad Hoc Group, Mr. Butler had prepared a white paper on the issue and a suggested model for addressing this problem. Mr. Mann said that copies of the white paper were available and were distributed at a subsequent Task Force meeting held August 2nd.

Mr. Butler elaborated on this white paper, commenting that there is no clear pathway forward for youths who graduate high school and are not planning to go to college or are going only because they feel there are no other available options but would rather take that next step to employment. Given the current labor shortage this may have created an opportunity to partner with local temp agencies to help place these youth in entry level employment. Mr. Butler said such a strategy could help bridge the pathway from high school to employment and post-secondary education. Toward that end, he envisioned further discussions along this line leading to a two-year pilot program.

He concluded his remarks noting that we will continue to work with the Ad-Hoc Group and advised that the Newport News Shipyard recently released an RFP that could possibly provide funding that could be earmarked to address this issue.

Ms. Vick commented that on the five-year anniversary of Newport News' Summer Training and Enrichment Program (STEP) s many of the participants said that if it wasn't for the program they would have been lost as what their next steps would have been toward getting a career or continuing their education. Dr. Olson asked if there were any questions. There were no questions but a number of members commented on the importance of helping to solve this problem.

OLD BUSINESS

LWDB's 14 and 16 Regional Collaboration: Dr. Olson said that Attachment E referred to Mr. Mann's earlier comments concerning the regional business engagement collaborative with Opportunity, Inc. Mr. Mann, noting that this material had been previously distributed, asked the membership for their thoughts on this subject.

Dr. Olson shared a past conversation on this subject with Mr. Shawn Avery, President/CEO, Opportunity, Inc. and the role that a member of his staff, Mr. Steve Cooke, would play in developing a strategy to represent the collective efforts of the two boards in meeting the needs of area employers.

Mr. Icenhour said that he believed that this effort would require significant coordination between the two staffs and that of their respective boards. He asked if this would be an informal arrangement or would there be joint meetings of the respective Executive Committees. Dr. Olson replied that he envisioned that there would be opportunities for joint Executive Committee meetings but reaffirmed that the respective boards would remain independent of each other.

Mr. Butler noted that this effort would likewise require a more regional approach for the each of the board's respective Business Services Team in responding to employer requests for assistance. Mr. Mann also noted that there would be cost to undertaking this new collaborative effort that would require a new line item in the budget. Dr. Olson requested that the staff continue to move forward with this effort. Mr. Mann advised that this would be a "work in progress" for the foreseeable future and requested that at the membership provide any additional input that they thought would be helpful.

NEW BUSINESS

Use of Consent Agenda for Executive Committee Meetings: Dr. Olson, referring to Attachment F, stated that he wanted to present for consideration the use of a consent agenda for future committee meetings. He asked if anyone had used a consent agenda. Consortium members said that they use consent agenda for their City Council and County Board meetings and that it allows for meetings to be more streamlined. Everyone agreed this would be a good idea.

A motion was made, seconded and approved to begin using a Consent Agenda for all future meetings.

Backfilling Executive Committee and Greater Peninsula Workforce Development Board Vacancies:

Dr. Olson recognized Mr. Bob McKenna, President, Virginia Peninsula Chamber of Commerce and noted that he was in attendance to assist the committee with backfilling vacancies. Mr. Mann reported that the Executive Committee had two private sector vacancies and that under WIOA Rules these vacancies needed to be filled by nominations from a business organization; in this case, the Peninsula Chamber of Commerce. Continuing, Mr. Mann also noted that the Newport News Redevelopment and Housing Authority position and the Greater Williamsburg Chamber and Tourism Alliance positions on the committee were also vacant.

Recognizing Vice Chair, Mr. Mark Stefanick, Mr. Mann expressed his appreciation to him for his service to the Board. Mr. Stefanick will be leaving Ferguson Enterprises effective September 1, 2018. Dr. Olson and other members of the committee echoed Mr. Mann's comments.

Mr. Mann stated that 51% of the board/committee's membership must be from the private sector, and nominations received must be approved by the Consortium Membership. Once approved the necessary paperwork is completed and submitted to the Virginia Community College System for final approval.

Mr. Mann said that he and Dr. Olson have had discussions on this matter, reviewing the jurisdictional and sectoral representations as well as the value of having individuals from specific occupations (i.e. an attorney) as members. Dr. Olson commented that the board needed a representative from the Hospitality Industry.

Discussion followed on the topic. It was asked if we ever had a representative from Busch Gardens or Colonial Williamsburg. The answer was yes, but that was quite some years ago. Mr. Wassmer said he would be willing to make inquiries to determine their interest. He also added that he believed we need more small business representatives.

Mr. Mann noted that the number of board members could be increased. Ms. Vick advised that bigger was not necessarily better and could create a problem in achieving a quorum. Mr. Icenhour suggested that existing vacancies be filled and concentrate our recruitment efforts on people who were willing to commit and be actively engaged.

Mr. Wheeler suggested that instead of enlarging the board, additional people could be added to board committees and become nonvoting members of the board. He said we have the opportunity to work with all of the chambers and they all should be represented. Mr. Wassmer said that perhaps additional members could form an advisory council. Ms. Watson concurred with Mr. Wheeler's remarks noting that would allow individuals with specific workforce development expertise to serve where they were most needed.

Mr. McKenna noted that these were all good ideas and that he would work with Mr. Mann to determine how best to involve the area's various chamber organization and solicit their involvement in helping to fill board vacancies with the talent and representation needed.

ANNOUNCEMENTS

Dr. Olson ask for closing comments. There being none, he reminded everyone that the Annual Meeting of the Greater Peninsula Workforce Development Board had been scheduled for September 27, 2018, 11:30 a.m. – 1:00 p.m. at The Holiday Inn, Newport News – City Center, and wished everyone a happy Labor Day holiday.

There being no further business, the meeting was adjourned at 9:15 a.m.

Respectfully Submitted,

William H. Mann, Jr.
Secretary