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**GREATER PENINSULA WORKFORCE BOARD  
AND  
HAMPTON ROADS WORKFORCE COUNCIL  
JOINT EXECUTIVE COMMITTEE  
MEETING MINUTES  
FEBRUARY 27, 2020**

A joint meeting of the Greater Peninsula Workforce Board (GPWB) and the Hampton Roads Workforce Council (HRWC) Executive Committees was convened at 9:02 a.m. on February 27, 2020, by Dr. John Olson, Chair, GPWB and Mr. Guenter Weissenseel, Vice-Chair, HRWC. The meeting was held in the Espada Conference Room, Moore Hall, Thomas Nelson Community College (TNCC) in Hampton. A quorum was present. Attendance records are attached.

Dr. Olson welcomed everyone and noted that Mr. Guenter Weissenseel was filling in for the HRWC's Chairman, Mark Johnson. He recognized the meeting host, Dr. Susan English, Vice President for Academic Affairs and Workforce Development, TNCC. Dr. English welcomed everyone to the campus and provided logistical information.

**CONSENT AGENDA**

Dr. Olson directed the attention of the GPWB Executive Committee members to the Consent Agenda. He noted that the Consent Agenda had been emailed to the membership in advance of the meeting and included the following items:

**MEETING MINUTES**

Greater Peninsula Workforce Board's Executive Committee Meeting minutes for January 23, 2020.

**FINANCIAL REPORTS**

Greater Peninsula Workforce Board's Cumulative Expenditure Reports; New Expenditure, Per Capita, and Private Contribution Report through January 31, 2020.

**GREATER PEINSULA WORKFORCE BOARD**

Updated Bylaws for the Greater Peninsula Workforce Board.

Dr. Olson asked if there were any items that members would like removed from the Consent Agenda. There being none, he asked for a motion to approve the Consent Agenda. A motion was made, seconded and passed.

Mr. Weissenseel directed the attention of the HRWC Executive Committee members to the Consent Agenda. He noted that the Consent Agenda had been emailed to the membership in advance of the meeting and included the following items:

**HAMPTON ROADS WORKFORCE COUNCIL MEETING MINUTES**

Hampton Roads Workforce Council's Executive Committee minutes for November 6, 2019.

**FINANCIAL REPORTS**

Hampton Roads Workforce Council's Budget Revisions.

## **HAMPTON ROADS WORKFORCE COUNCIL OTHER ACTION ITEMS**

- A. New ITA Programs
- B. Employee Benefit Resolution

Mr. Weissenseel asked if there were any items that members would like removed from the Consent Agenda. There being none, he asked for a motion to approve the Consent Agenda. A motion was made, seconded and passed.

Dr. Olson recognized new GPWB Members Dr. Jason Perry, Rappahannock Community College and Dr. Robert Orth, Gloucester County Board of Supervisors. It was suggested that members and guests introduce themselves. The meeting continued after the introductions.

## **MEETING AGENDA**

### **I. REPORT ON VISIT TO INDIANAPOLIS, INDIANA WORKFORCE PROGRAMS**

Mr. Shawn Avery, President & CEO, HRWC, reported that he and, Messrs. Steve Cook and Whitney Lester visited the Indianapolis, Indiana Workforce System. He said this area was doing interesting things around talent retention and talent attraction. The delegation met with both Workforce System and Economic Development staff.

### **II. OVERVIEW OF REGIONAL EFFORT TOWARD BOARDS REALIGNMENT**

Mr. Avery reported that he and Mr. Mann, Executive Director, GPWB, would be presenting a review of the external state prescribed procedures and internal decision points that would have to be addressed as part of the regional realignment effort. The information to be presented was the result of a number of staff strategy meetings that had been held over recent months, along with a meeting of an Ad Hoc Realignment Committee that had been formed by the GPWB and HRWC Chairs. The membership of this committee included both organization's Chairs, Vice-Chairs and a Local Elected Official (LEO) from each of the respective boards.

Mr. Mann proceeded to review a handout that described the State's procedural requirements for requesting Local Workforce Development Area (LWDA) Re-designation and Re-designation Assistance (see Attachment 1). The first step in this process was for the localities seeking re-designation to secure the support of their LEOs and their associated existing local workforce development boards for such action. Mr. Mann advised that to a large extent this had already been accomplished but that the process would require the adoption of a formal resolution for re-designation by each of the region's governing bodies.

The next steps in the process would involve preparing the re-designation request and opening a 30 day public comment period to solicit comments from all interested parties on the proposed re-designation. The re-designation request needs to include information on how the proposed LWDA would align with labor market areas, regional economic development, and details concerning the proposed organization's administrative and programmatic capabilities. At the end of the public comment period the re-designation request, along with any comments received during the public comment period, would be submitted to the Virginia Board for Workforce Development (VBWD) for review and a recommendation to the Governor's Office.

Along with the re-designation request a "re-designation assistance request" could also be submitted to ask for additional funding to help defray expenses incurred as a result of the realignment process. The Governor's Office in consultation with both the VBWD and the WIOA Title I Administrative Agency (the Virginia Community College System) would render a decision on the re-designation request which if approved would allow the VCCS to consider and act on the accompanying re-designation assistance request for additional funding.

Following Mr. Mann's remarks, Mr. Avery commented that all of the region's localities would receive correspondence from the two Board Chairs urging support for the proposed re-designation request. This correspondence would be forwarded to their respective City Manager's or County Administrator's office so that a resolution could be placed on upcoming Council and Board agendas for consideration and approval.

Dr. Olson, noting that in order to proceed with the process as outlined by Mr. Mann, it would be necessary for the Executive Committees of the two boards to formally approve going forward with this initiative. Therefore, he asked for a motion to approve the realignment of LWDA's 14 and 16 into a single new LWDA. The motion was made, seconded and approved by both Executive Committees.

Mr. Avery, referring to a handout (see Attachment 2) conducted a review of the internal reorganization which outlined the various internal decision points by topic. These decision points were categorized by issues that would need to be addressed by either the two board's administrative staffs, the boards themselves, or their LEOs. He noted that a timetable had been developed to help guide the process and that July 1, 2021, was set as the target date for completion of all actions and the start of operations under the new organization.

Following Mr. Avery's remarks both he and Mr. Mann responded to a number of questions concerning some of the internal decision points. These questions included:

*What would be the structure of the new organization?* It would retain the HRWC's structure as a Local Political Subdivision of the Commonwealth. This would allow staff to participate in both the VRS and existing ICMA-RC retirement plans as appropriate.

*What would be the process for naming the new organization?* The Ad Hoc Realignment Committee would take the lead on this with final approval of a new name by both boards. The state's Virginia Career Works branding would be retained for the One-Stop Centers.

*Who would serve as the board's Grant Recipient and Fiscal Agent?* To be determined.

*How would the realignment impact the region's localities per capita contributions to the board?* The HRWC'S .25 per capita contribution is relatively new, while the Peninsula's .51 per capita has been in place for many years. In order to maintain the same level of local funding for the new organization a .35 per capita rate is anticipated to be recommended.

*How would administrative functions, particularly financial management functions be handled?* It will be recommended that these functions be handled in-house with existing staff continuing to carry out these responsibilities and duties.

It was noted that the current two boards both use the same auditor, one stop operator, and that offices would be maintained in both Norfolk and Newport News. Contracts would be combined where possible. Legal counsel would be private, memberships would be combined and the 501C3 would be the Hampton Roads Workforce Foundation. The Communications Committee would also continue to function with the support of The KBD Group.

Newport News Vice-Mayor Vick said that it is important that the staff be comfortable with realignment. Both Mr. Avery and Mr. Mann responded that there was an underlying commitment to not negatively impact any of the existing staff as this process moved forward. It was also noted that there were a number of staff in key positions that would likely be retiring in the not so distant future which would create new staffing opportunities.

Mr. Avery continued his report with the Board Decision points which included decision points on by-laws, terms of office, leadership make-up of Chair, Vice Chair, Treasurer, Membership, LEO Staff, Executive Committee, meeting schedule, and locations.

Mr. Gray noted that he had requested that staff brief Hampton's City Council on this initiative and that some of the other governing bodies may also be interested in having a similar briefing. Mr. Avery said that the board leadership and staff could be scheduled to make such presentations.

Dr. Olson commended the staff from both boards for the work accomplished.

### **III. OPEN DISCUSSION**

There being none the meeting continued with announcements.

### **IV. ANNOUNCEMENTS**

Dr. Olson said that the next meeting of the Greater Peninsula Workforce Board would be a Full Board meeting that would be held on March 26, 2020, at 8:30 a.m. the Freight Shed, 331 Water Street, Yorktown.

Mr. Weissenseel said that the next meeting of the Hampton Roads Workforce Council would be a Full Board meeting that would be held on March 18, 2020, at 9:00 a.m. at the Council's Administrative Offices, 999 Waterside Drive, 4<sup>th</sup> Floor Board Room, Norfolk.

### **V. PUBLIC COMMENTS**

There being no public comments, the meeting was adjourned at 9:57 a.m.

Respectfully Submitted,



William H. Mann, Jr.  
Secretary  
Greater Peninsula Workforce Board

Attachments

**GREATER PENINSULA WORKFORCE BOARD  
JOINT EXECUTIVE COMMITTEE  
FEBRUARY 27, 2020  
ATTENDANCE RECORD**

**GPWB MEMBERS PRESENT**

Rhonda Bunn	Canon Virginia, Incorporated
Greg Garrett	Garrett Realty Partners
Jesse Goodrich	Riverside Health System
Honorable James Gray	Hampton City Council
Honorable Herbert Green, Jr.	Poquoson City Council
Dudley Harris	Bay Electric Co., Inc.
Dr. John Olson	ECPI University
Honorable Robert Orth	Gloucester County Board of Supervisors
Dr. Jason Perry	Rappahannock Community College
Dale Stone	Walmart Distribution Center
Honorable Tina Vick	Newport News City Council

**GPWB MEMBERS PRESENT (Nonvoting)**

Robert "Bob" McKenna	Virginia Peninsula Chamber of Commerce
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**GPWB MEMBERS ABSENT**

Dr. Gregory DeCinque	Thomas Nelson Community College
Honorable Ted Maslin	Williamsburg City Council
Honorable John McGlennon	James City County Board of Supervisors
Dr. Vince Warren	Newport News Shipbuilding
Honorable Jeffery Wassmer	York County Board of Supervisors
1 Vacant	Private Sector

**GPWB ONE-STOP PARTNER AGENCY (Nonvoting) PRESENT**

Dr. Susan English	Thomas Nelson Community College
Casey Roberts	New Horizons Regional Education Centers

**GPWB LEO STAFF REPRESENTATIVES PRESENT (Nonvoting)**

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

**GPWB LEO STAFF REPRESENTATIVES ABSENT (Nonvoting)**

Pamela Croom	City of Hampton
Wendy Evans	City of Williamsburg

**GPWB STAFF PRESENT**

Rita Bond	Administrative Office Manager
Gary Butler	Deputy Director
Cathy Ellis	Executive Support Specialist
Angela Sullivan Harris	Program Manager
Katherine Henderson	Senior Project Manager
William H. Mann, Jr.	Executive Director
Ruth Potter	Career Center Assistant Manager

**YOUTH WORKFORCE CENTER, NHREC STAFF PRESENT**

Valencia Huggins	Program Manager
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**HAMPTON ROADS WORKFORCE COUNCIL  
JOINT EXECUTIVE COMMITTEE  
FEBRUARY 27, 2020  
ATTENDANCE RECORD**

**HRWC EXECUTIVE MEMBERS PRESENT**

Dr. Elsie Barnes	Norfolk State University
Dr. Larry Dotolo	VA Tidewater Consortium for Higher Ed.
Dr. Johnny Garcia	SimIS, Inc.
Dr. Corey McCray	Tidewater Community College
Guenter Weissenseel	IMS Gear Virginia Inc.

**HRWC EXECUTIVE MEMBERS ABSENT**

Dr. Ken Chandler	City of Virginia Beach
Andy Jaeckle	STIHL Incorporated
Mark Johnson	SunTrust Bank
Mary D. McGovern	Divaris Real Estate, Inc.
Dr. Ruth Jones Nichols	Foodbank of S. E. Virginia & Eastern Shore
Kevin Will	Boys & Girls Club of Southeast Virginia

**ASSOCIATION OF BUSINESSES MEMBER PRESENT**

William W. Crow	Virginia Ship Repair Association
Bryan Stephens	Hampton Roads Chamber

**ASSOCIATION OF BUSINESSES MEMBER ABSENT**

Vonya Alleyne	Cox Communications Virginia
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**PAST BOARD CHAIR MEMBER PRESENT**

Delceno Miles	The Miles Agency
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**PENINSULA REPRESENTATIVE (Non-voting)**

Dr. John Olson	ECPI University
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**Chief Local Elected Officials (CLEO's) REPRESENTATIVES PRESENT (Nonvoting)**

The Honorable Christopher Cornwell	Southampton County
The Honorable Don Goldberg	City of Suffolk
The Honorable John Rowe	City of Portsmouth

**Chief Local Elected Officials (CLEO's) REPRESENTATIVES ABSENT (Nonvoting)**

The Honorable Barry Cheatham	City of Franklin
The Honorable Mamie Johnson	City of Norfolk
The Honorable Robert M. Dyer	City of Virginia Beach
The Honorable William McCarty	Isle of Wight County
The Honorable Rick West	City of Chesapeake

**HRWC STAFF**

Shawn Avery	President & CEO
Steve Cook	Vice Pres. of Workforce Innovation
Clif Duncan	Vice President of Finance & Administration
Loretta Earl	Office Manager

**LOCAL WORKFORCE DEVELOPMENT AREAS 14 AND 16  
STATE AND FEDERAL REQUIREMENTS FOR  
REQUESTING LOCAL WORKFORCE DEVELOPMENT AREA  
(LWDA) REDESIGNATION AND REDESIGNATION ASSISTANCE**

**SUMMARY OF REQUIRED ACTIONS**

Consistent with WIOA §106(B)(6), and Virginia Board of Workforce Development (VBWD) Policy #200-07, the VBWD will consider all requests for local area redesignation. The procedures outlined below are to be followed by units of local government seeking redesignation of their LWDA's.

1. The local government units seeking redesignation of their LWDA's shall gain the agreement of their Chief Local Elected Officials (CLEOs) and the associated existing local workforce development boards (LWDBs) for redesignation.

LEO WFB                       Executive Committees                       15 Localities Full Consent

2. If a decision is made by the local government units, in coordination with their CLEOs, to seek redesignation, the local government units must undertake a formal comment period and provide documentation of the results of the formal comment period with the redesignation request. The formal comment period must allow for comments by businesses, labor organizations, Institutions of higher education, community-based organizations, and the public at-large.

Prepare Notice of Intent                       Publish Date with 30-Day Review \_\_\_\_\_  
Completion Date

Comments Received and Reviewed (if any)

3. The request for redesignation of a new LWDA shall include the following information:

- a. How the proposed LWDA is aligned with labor market areas including information on growth industries and occupations in the local labor market;
- b. How the proposed LWDA is aligned with a regional economic development area within the Commonwealth of Virginia; and,
- c. How the proposed LWDA can effectively administer activities under provisions of the WIOA with available federal and non-federal resources, including a description of area education and training providers, a description of how the available resources will be made available for training activities, and a description of the percentage of overall resources administered by the local area that will be dedicated to training activities.

4. After submission of the redesignation request, the VBWD will review the request and provide a consultative opinion and recommendation for the Governor. As required by the WIOA, the Governor will use the consultation of the VBWD and consult with the CLEOs prior to re-designating a LWDA. The Governor may rely on the submissions from requestors as meeting the requirement for consultation with the CLEOs, including public records of meetings and any recorded votes or resolutions regarding the redesignation request.

- Submission Date to VAWDB TBD (5/28/2020)
- VBWD Executive Committee Review Date TBD (6/18/2020)
- VBWD Meeting Date TBD (6/19/2020)

5. Along with redesignation request, the applicant shall also submit a request for redesignation assistance (if needed), along with a budget and justification for the request that includes proposed activities to facilitate a transition to the re-designated local area.

Transition assistance activities may include convening sessions and conferences; renegotiation of contracts and agreements; and, other activities deemed appropriate for redesignation by the VBWD.

- Submit Redesignation Assistance Request w/Budget and Justification TBD

6. The VBWD and the WIOA Title I Administrative Agency, which is the Virginia Community College System, (VCCS) shall jointly consult on the redesignation assistance request and make a determination. The VCCS shall monitor expenditure of funds and ensure appropriate use of such funds in supporting redesignation of the new local area.

- Redesignation Request Approval TBD

7. Once the Governor formally approves the redesignation request, redesignation funds shall be available based on an approved budget by the VCCS.

- Receipt of Funding for Redesignation (if approved) TBD (6/30/2020)





## INTERNAL DECISION POINTS

TOPICS	HRWC CURRENT	GPWDB CURRENT	RECOMMENDATION	DATE TO COMPLETE	STATUS
New Hires	Internal	Newport News	Internal	July 2020	
Structure	Local Political Subdivision of the Commonwealth	Special Purpose Unit of Local Government	Local Political Subdivision of the Commonwealth	September 2020	
Name	Hampton Roads Workforce Council (HRWC)	Greater Peninsula Workforce Board (GPWB)	TBD	September 2020	
Branding (One-Stop)	Virginia Career Works – Hampton Roads	Virginia Career Works – Greater Peninsula	Virginia Career Works - TBD	September 2020	
Executed Charter	6 <sup>th</sup> Amended (1974)	1998	7 <sup>th</sup> Amended Charter (2020)	December 2020	
Fiscal Agent	Internal	External	Internal	December 2020	
Retirement	VRS and ICMA 457	ICMA 401A and 457	VRS and ICMA 457 ICMA 401A (grandfather)	December 2020	
Benefits	Anthem / Local Choice	Optima	TBD	December 2020	
Per Capita Contribution	\$.25 (\$288,000)	\$.51 (\$255,000)	\$.35 (\$574,786)	December 2020	
Grant Recipient	Virginia Beach	Workforce Development Consortium	TBD	December 2020	
Policy and Procedures Manual	Field Guidance Memos Field Guidance Bulletins Standard Operating Personnel Administrative	Field Guidance Memos Field Guidance Bulletins Standard Operating Personnel Administrative	Combined	March 2021	

TOPICS	HRWC CURRENT	GPWDB CURRENT	RECOMMENDATION	DATE TO COMPLETE	STATUS
Website	The KBD Group	IDEAS	The KBD Group, LLC	March 2021	
Procurement	Internal	Newport News	Internal	March 2021	
Finance Support	Internal	Newport News	Internal	March 2021	
Payroll	Internal	Newport News	Internal	March 2021	
Checks	Internal	Newport News and In-House	Internal	March 2021	
Accounts Payable	Internal	Newport News	Internal	March 2021	
Auditors	Larry Saunders & Associates CPAs, LLC	Larry Saunders & Associates CPAs, LLC	Larry Saunders & Associates CPAs, LLC	March 2021	
One-Stop Operator	The Workplace	The Workplace	The Workplace	March 2021	
Offices	Norfolk (1½ years)	Newport News (9 years)	2 offices	June 2021	
Contracts			Combined where possible	June 2021	
Legal Counsel	Virginia Beach and Private	Newport News and Private	Private	June 2021	
Memberships	Standard	Standard	Combined where possible	June 2021	
501C3	Hampton Roads Workforce Foundation	Greater Peninsula Workforce Development Corporation	Hampton Roads Workforce Foundation	COMPLETED	✓
Communications	The KBD Group	The KBD Group	The KBD Group	COMPLETED	✓
Salaries					
Staff Leadership					
Staff Structure					

## BOARD DECISION POINTS

TOPICS	HRWC CURRENT	GPWB CURRENT	RECOMMENDATION	DATE TO COMPLETE	STATUS
Board By-Laws	✓	✓	New	December 2020	
Terms of Office	1 and 1	2 and 2	2 and 2	December 2020	
Chair	✓	✓	✓	March 2021	
Vice Chair	✓	✓	✓	March 2021	
Treasurer	None	✓	✓	March 2021	
Membership	45 Members	42 Members	TBD/equal membership	March 2021	
LEO Staff	Virginia Beach	7 members		March 2021	
Executive Committee	15 Members 0 Non-Voting Members	17 Members 8 Non-Voting Members		March 2021	
Meeting Schedule	4 Board / 6 Executive	4 Board / 6 Executive	4 Board / 6 Executive	March 2021	
Meeting Locations	Southside	Peninsula	Central with technology	March 2021	

## CLEO DECISION POINTS

TOPICS	HRWC CURRENT	GPWB CURRENT	RECOMMENDATION	DATE TO COMPLETE	STATUS
Chair	None	✓		March 2021	
Vice Chair	None	✓		March 2021	
By-laws	None	✓	None	March 2021	
Weighted Votes	None	Hampton and Newport News have two votes each/remaining 5 jurisdictions have one vote each.	None	March 2021	