

**EXECUTIVE COMMITTEE**

**MEETING MINUTES**

**January 24, 2019**

A meeting of the Greater Peninsula Workforce Development Board Executive Committee was convened at 8:05 a.m. on January 24, 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**

Dr. John Dever	Thomas Nelson Community College
Honorable James Gray	Hampton City Council
Honorable Herbert Green, Jr.	Poquoson 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 Jeffery Wassmer	York County Board of Supervisors
Dr. Vince Warren	Newport News Shipbuilding

**GPWB MEMBER (Nonvoting) PRESENT**

Dr. Susan English	Thomas Nelson Community College
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**GPWDB MEMBERS ABSENT**

Honorable Phillip Bazzani	Gloucester County Board of Supervisors
Rhonda Bunn	Canon Virginia, Incorporated
Greg Garrett	Greg Garrett Realty
Honorable Ted Maslin	Williamsburg City Council
Honorable Tina Vick	Newport News City Council
Vacant	Private Sector (Vice Chair)
Vacant	Private Sector
Vacant	Private Sector

**ONE-STOP PARTNER AGENCY (Nonvoting) 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
Sherri Newcomb	York County
Sherry Spring	Gloucester County
Peter Walentisch	City of Williamsburg
Barbara Watson	James City County
Randall Wheeler	City of Poquoson

**GUESTS PRESENT**

Nancy Harvin	HI-NNSB
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**HAMPTON ROADS WORKFORCE COUNCIL STAFF PRESENT**

Steve Cook Vice President of Workforce Innovation

**GREATER PENINSULA WORKFORCE BOARD STAFF PRESENT**

Gary Butler	Deputy Director
Cathy Ellis	Executive Support Specialist
Katherine Henderson	Career Center Assistant Manager
Valencia Huggins	Program Manager, Youth Workforce Center, NHREC
William H. Mann, Jr.	Executive Director
Terri Partain	Accountant

Dr. Olson welcomed everyone to the new year and recognized the Board’s new representative from James City County, The Honorable John McGlennon.

**CONSENT AGENDA ITEMS**

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

**MEETING MINUTES**

Executive Committee Meeting minutes for November 29, 2018 and Greater Peninsula Workforce Board Minutes for December 20, 2018.

**FINANCIAL REPORTS**

Cumulative Expenditure Reports through 12/31/18; and, New Expenditure, Per Capita, and Private Contribution Report through 12/31/18.

**PROGRAM REPORTS**

Weekly registrations, registrations/enrollments by jurisdictions, and ROI Scorecard through 12/31/18.

**WIOA TITLE I ELIGIBLE TRAINING PROVIDER PROGRAM**

Approval of two new training programs for Thomas Nelson Community College (Computer Numeric Control Machining and Plumbing).

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

**AGENDA ITEMS**

**I. PUBLIC COMMENT**

Dr. Olson announced that, unfortunately, the guest speaker scheduled for today’s meeting, Ms. Jesse Goodrich, Vice President of Human Resources, Riverside Health System will not be presenting as she was home sick with the flu. He noted that she will be rescheduled to present at a future meeting.

**II. PROGRAM STATUS UPDATES**

A. Adult and Dislocated Worker Services, Virginia Career Works – Hampton Center – In Ms. Angela Harris’ absence, Ms. Katherine Henderson, Career Center Assistant Manager, reported on several activities to include Councilwoman Sharon Scott’s One City Celebration Job Fair, which brought together 72 vendors and 601 job seekers and a Community Support Open House Resource Fair hosted by the National Institute of Aerospace and Government Contractors for federal workers impacted by the government shutdown. The Resource Fair had 700 attendees with approximately 400 Virginia Career Resource – Greater Peninsula Region brochures, calendars and flyers distributed.

Ms. Henderson continued her report with a success story about a Mrs. Lyudmila S. who was referred to the Virginia Career Works (VCW) – Hampton Center in the Fall of 2017 by Literacy for Life. Lyudmila is a naturalized U. S. Citizen originally from Kazakhstan where she was employed as an accountant. When her family relocated to the U.S she was unable to continue to work in this field, because her academic credentials weren't recognized by U. S. Employers. Additionally, her English language skills were not good and so to get re-employed and learn English she took a full time, low wage position as a housekeeper.

Working with her VCW – Hampton Center Career Planner, Lyudmila decided to pursue a career in Dentistry and in January 2018 enrolled in the Dental Assistants training program offered through Today's Dental Assistant School. She graduated with high marks in March of that same year and was offered a position with Dr. Oglesby's Dental Office in Williamsburg. In November of 2018, because of her outstanding performance, she was awarded a salary increase raising her income from \$12.00 to \$14.00 an hour.

B. Youth Services, Youth Workforce Center - Ms. Huggins, Program Manager, Youth Workforce Center, New Horizons Regional Education Center (NHREC) presented a success story about Ms. Natisha Knight who entered the Youth Workforce Center in November 2017 with a desire to earn her certification as a Medical Assistant. In May of 2018 she achieved her goal and the following August began the work experience and job shadowing phase of her training. In January 2019 Natisha interviewed with Davita Newport News Dialysis Center and was offered a position as a Patient Care Technician earning \$13.50/hour with the potential to earn \$15.00/hour upon completion of her training.

C. Regional Update - Mr. Steve Cook, Vice President of Workforce Innovation, Hampton Roads Workforce Council provided an update on regional activities, noting that members of the Greater Peninsula and Hampton Roads Business Services Teams had recently met to discuss how they would work together under the new collaborative relationship between their respective Workforce Boards. He also reported that invitations had been sent to educators and businesses to participate in an in-depth training gap analysis and he anticipated that a report on the analysis' findings would be published before the end of the program year.

Mr. Cook also reported that a contract with the McDonald Group had been executed active to raise private sector revenues to support the work of the Greater Peninsula and Hampton Roads Workforce Boards, and that representatives from the McDonald Group recently toured the Virginia Career Works of both the Hampton Roads and the Greater Peninsula Regions. Also, of note, Mr. Cook reported that the first regional newsletter was scheduled for publication this coming March.

Commenting on the regional collaboration, Mr. Mann noted that the draft contract between the two Boards, detailing the work to be undertaken this year under this initiative would be finalized within the next few weeks.

Mr. Stone ask about the possibility of creating a regional website. Mr. Mann said that was under consideration. Mr. Mann went on to state that this collaborative regional initiative had received a lot of local and state level attention and was the subject of a presentation that he and Mr. Avery had done for the Hampton Roads Planning District Commission earlier in the month. Following their presentation, a motion by a member of the Commission to compliment both boards on such a fine example of regional cooperation. Mr. Wheeler reiterated Mr. Mann's remarks, noting that the presentation was very well done and left a very favorable impression with the HRPDC.

### **III. COMMITTEE REPORTS**

Nomination Committee – Mr. Mann said that a Nomination Committee had been formed and had met to discuss a new PY '19 slate of officers. Officers for the Greater Peninsula Workforce Development Consortium included the Honorable Tina Vick as Chair and the Honorable Herbert “Buddy” Green as Vice Chair. He was pleased to report that both were agreeable to serving another term in their respective offices.

Continuing Mr. Mann said that for the Greater Peninsula Workforce Board Dr. John Olson had agreed to serve another one-year term as Chairman and that Mr. Dale Stone had agreed to serve another one-year term as Treasurer. Concluding his report, Mr. Mann said that conversations were underway with other Board members to fill the Vice Chair position. Once nominations had been secured for all of the positions a slate of nominees would be brought forward at the next meeting of the Executive Committee for action.

Mr. Wassmer expressed his thoughts concerning the importance of having strong Board leadership and thanked each of the current officers for their past service. He also commented that Dr. Olson and Mr. Mann had presented a Workforce Development update to the York County Board of Supervisors and that it was well received by the members of the Board of Supervisors.

### **IV. OLD BUSINESS**

A. Update on Renovations to Suite 301 – Mr. Mann reported on the office renovations that had been made over the last three weeks and that he anticipated the remaining work to be completed in a couple of weeks. He went on to say that once the renovations had been completed the Newport News Economic Development Authority would relocate from the fourth floor to our third-floor suite and that this space sharing arrangement would significantly reduce rent costs from approximately from \$10,000 to a little more than \$3,000/month.

B. 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. If approved, this would provide the Board with approximately \$250,000 in local funding. He noted that staff would be considering alternative ways to earmark some of these monies for workforce projects that were being supported within the various localities.

C. Update on GPWB Presentations to LWDA 14 City Councils and County Boards of Supervisors – Mr. Mann said that as Mr. Wassmer mentioned, that he and Dr. Olson had made presentations to the York County Board of Supervisors and the Hampton City Council thus far and that he anticipated that remaining five jurisdictional presentations would be completed by the end of April 2019. Dr. Olson commented that he also thought that the presentations had been well received and served a very useful purpose in keeping all our regions local elected officials apprised of the Board’s work.

D. Youth Career Expo Plans – Mr. Butler reported that the Youth Career Expo was schedule for March 21, 2019 and that Ms. Katherine Henderson had been added to the planning team. He went on to note, that the Expo was a major event with involved all six of the public-school divisions. The Expo is designed to provide a two-hour experience that moves students through various activities that include mock interviews, a Realty Fair sponsored by Bayport Credit Union and an Exhibit Hall, hosted by the Virginia Peninsula Chamber of Commerce, that allows businesses and educational institutions to showcase their respective career opportunities and training programs. He said that we are continuing to recruit the 200 volunteers to help conduct the mock interviewers and requested that Board Members circulate the Youth Career Expo flyer to help get the word out about need for volunteers.

## V. NEW BUSINESS

Local Plan Modification Guidance and Timeline – Mr. Mann referred to Attachment E which contained guidance from the state regarding the submission of updates to the local plan. Mr. Mann said that all 15 local areas were required every other year to submit an update to their four-year plan. He noted the last time the plan was submitted two years ago, only two areas received unconditional approvals, ourselves and Northern Virginia. Mr. Mann said that one major update to our local plan would be our new collaborative relationship with the Hampton Roads Workforce Council. He said the process requires a public comment period and he reviewed the schedule for publishing a legal notice and convening a meeting of the Finance and Strategic Planning Committee to review the draft documents and any comments that may have been received.

Mr. Walentisch ask if the updated plan required the signature of the six localities. Mr. Mann said the document only required the signatures of the Board and Consortium Chairs.

## ANNOUNCEMENTS

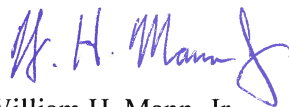
Dr. Olson announced that the next Executive Committee meeting would be a joint meeting with the Hampton Roads Workforce Council, to be held at 9:00 a.m. on Wednesday, February 20, 2019, at the Virginia Modeling and Simulation Center. Additionally, the March 28 meeting would be a joint full board meeting with the Hampton Roads Workforce Council, to be hosted by Hampton University.

Mr. Mann said that he and Dr. Olson had met with Dr. Kim Luckes and her staff who shared information about Hampton University's workforce development initiatives and that they would be the guest speakers at the upcoming March 28<sup>th</sup> meeting.

Mr. Cook ask if Mr. Archer could provide an update on Brooks Crossing. Mr. Archer said that while he was not prepared to present an update he could provide one at a future meeting. Mr. Mann commented that he had received a call from Ms. Lisa Zahralddin to discuss what the Board's role would be at Brooks Crossing.

There being no further business, the meeting was adjourned at 8:45 a.m.

Respectfully Submitted,



William H. Mann, Jr.  
Secretary